

Faculty Work-Life Balance Guidelines

1. Department Chairs will maintain a master schedule for each semester that is available to the Dean of Instruction.
2. Classes will be scheduled so as to maximize course offerings at times desired by our students. Regular full time faculty may be scheduled to teach their standard course load at any time during the College's hours of operation.
3. It is expected that the department chairperson will engage in a collaborative process with faculty under their supervision when determining class schedules, office hours, committee assignments, advisement, etc. However, although the employee's input and preferences should be solicited, the final schedule will be determined by the department chair based upon operational needs.
4. Once the course schedule has been established and classes assigned, the department chair will add the office hours and advisement times for each faculty in their division to a master schedule, together with committee assignments and any other appointment or event for which the faculty is responsible.
5. Based on the forgoing, the department chair will identify the "work day" for each faculty member for each day of the week upon which the employee will be working. The "work day" will be reflected on the master calendar, and faculty must be accessible, available and performing DTCC work during those times. A faculty member must request leave for any time during the assigned work day when he/she will not be working on DTCC matters.
6. A faculty member's "work day" may be greater or less than 7.5 hours on a given day, or more or less than 37.5 hours in a work week, but must equal at least 75 hours during a two week pay period. Whenever possible, the "work day" should be made up of consecutive hours. However, when necessary to meet the College's operational needs or to promote student success, an employee's "work day" may be divided into not more than two parts.
7. All faculty must work on campus on days when classes are not in session. Start and end times will be determined by the department chair/supervisor based upon operational needs, and may include an alternative work schedule. Faculty may request leave for these times, which will be granted or denied based upon departmental needs.