



Policy:	O-5.6
Approved By:	College Executive Team
Approval Date:	April 23, 2003
Amendment Date:	
Policy Holder:	Exec. Dir. Human Resources

FACULTY ACCESSIBILITY

Purpose / Rationale

The purpose of this policy is to establish principles related to faculty accessibility. As an academic institution, Camosun College is committed to creating a learning environment that focuses on students and provides quality services with excellence and value. In support of these core values, faculty members are expected to maintain a regular presence on campus to insure that they are accessible to their students and staff, able to meet departmental obligations and available to interact with their colleagues.

Scope / Limits

1. This policy applies to all faculty at Camosun College covered under the CCFA and BCGEU collective agreements.
2. This policy will not interfere with the rights and obligations specified in current Collective Agreements or Terms and Conditions of Employment.

Principles

1. The College affirms that it is an academic duty of instructors to be available to their students in a predictable and scheduled manner for support, advice, and academic guidance.
2. The College affirms the importance of faculty being available to their colleagues in order to foster professional relationships that nurture, challenge, and encourage the learning environment.
3. The College affirms the importance of faculty being available to their departments and programs in order to meet the administrative responsibilities associated with holding a professional academic position.
4. As a whole, each of these three responsibilities are essential to:
 - a) promoting a learning environment where students are supported to succeed; and
 - b) to maintaining a high level of professionalism and organizational awareness throughout the workplace.
5. This policy is to be applied with flexibility. It is recognized that faculty members often invest time outside of normal operating hours on work related matters.

6. Given that some periods of the academic term require a greater time investment than others, on campus schedules are subject to revision following consultation with the Dean.
7. The College recognizes that faculty will occasionally be absent from campus during the normal course of daily work. However, absences that impact on a faculty member's accessibility to students, staff or colleagues or their ability to meet departmental obligations require the approval of their Dean or Director.
8. Faculty members who are away from campus during the course of their normal work hours are required to provide department Chairs or administrative offices with contact information.
9. Faculty members will not accept work outside of the College that impacts on availability to students, colleagues, or departments during the regularly scheduled business day.

A. PRACTICE GUIDELINES (ESTABLISHED BY EMT, JUNE 18, 2003)

The following *practice guidelines* have been established to enable and ensure the consistent and equitable application of this policy across all Schools and Departments.

1. In applying this policy, Chairs, Associate Deans, Deans, and Directors should recognize that faculty members often invest time outside of normal operating hours on work related matters.
2. The Policy should be applied with flexibility so as to serve the best interests of students, the College, and faculty.
3. In order to establish the pattern of each faculty member's regularly scheduled workweek, all faculty members shall prepare and submit timetables as follows:
 - a) Prior to the start of the semester, each faculty member shall prepare and submit a timetable for review by their Chair and approval by his or her Dean, or Director, or Associate Dean (if delegated by the Dean for this role). The timetable should set out the faculty member's on-campus availability for the semester, for students, colleagues and the College.
 - b) Faculty who teach evening, night, online, or weekend classes may have a schedule of on-campus availability that reflects their particular class schedule and hours worked outside of regular College business hours.
 - c) A copy of the timetable shall be kept on file with the School/Departmental Administrative Office, and a schedule setting out office hours should be posted outside the faculty member's office for reference by students.
4. The schedule of on-campus availability may be revised during the semester after consultation with the Chair (as delegated by the dean). If the Chair deems it appropriate, or if the revisions will have an impact on the faculty member's accessibility as defined in this policy, the approval of the Associate Dean or Dean/Director may be required.
5. Faculty members who intend to be absent from the campus at times where they are otherwise scheduled to be on campus must discuss the matter with their Chair. If the Chair deems it appropriate, or if the absence will have an impact on the faculty member's accessibility as defined in this policy, the approval of the Associate Dean or Dean/Director may be required. Faculty members working off-campus during a normally scheduled

workday must leave a contact number where they can be reached during the period of absence with the School Departmental Administrative Office.

B. COLLECTIVE AGREEMENT REFERENCES

CCFA Agreement, Articles 7.01, 7.02(b)

BCGEU Collective Agreement, Article 7.3