



Faculty are required to make a full-time commitment to their assigned duties. A full-time commitment is defined as a minimum of 35 hours of work per week. The hours of work of faculty are to include, but are not limited to:

1. Hours for Academic Directors of Instruction will be from 8:00 a.m. to 3:30 p.m. each workday.
2. Academic faculty are required to be on campus from 8:00 a.m. to 2:30 p.m. every workday with appropriate breaks. This requirement may be adjusted by the administration as needed to meet the educational requirements of the program and course schedules.
3. Career-Technical faculty are required to be on campus from 8:00 a.m. to 3:30 p.m. every workday with appropriate breaks. This requirement may be adjusted by the administration as needed to meet the educational requirements of the program and course schedules.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL

DATE: February 18, 2022

EXECUTIVE COUNCIL APPROVAL DATE: March 30, 2022.

1. A workday is defined as time required either on or off campus, Monday through Saturday, to meet the credit, contact, and office hour requirements for instruction.
2. Faculty are expected to begin work at their designated time. Any faculty member who is not able to arrive on time should notify their supervisor.
3. Faculty are expected to complete their workday at the designated time. Any faculty member who has to leave early should notify their supervisor.
4. Faculty who teach classes beginning at 8am or earlier may begin their workday 30 minutes prior to student arrival, if the facilities are open. If this occurs, faculty may seek administrative approval to leave earlier than their normal workday schedule. The faculty must present a weekly schedule and be approved prior to implementation.
5. A minimum of 35 hours per week is required. Faculty working up to 40 hours is not considered overtime. Faculty will be compensated for overtime pay if they meet the criteria listed in Policy Number 605.
6. Faculty, who teach evening weekend classes and/or have earlier responsibilities (i.e. clinical beginning at 6:00 am), will submit a proposed weekly schedule. The weekly plan must have a minimum of 35 hours. The proposal is submitted to the program director prior to the beginning of classes. The weekly plan must be approved, prior to implementation by the appropriate Associate Vice-President of Career Technical and Workforce, Associate Vice- President of Academics, or Dean of Health Sciences.
7. Hours for School of Health Science Directors will be from 8:00-3:30 p.m. every workday.
8. All School of Health Science Faculty are obligated to meet the 35-hour weekly requirement as well as maintaining an unencumbered licensure/certification to practice in the state of Mississippi. The workday hours may fluctuate related to clinical assignments and licensure requirements.