

Title: Faculty Hours of Work

Policy
No.: ADM 2.24

Date: 11/07/07
Rev.: 1/19/09

Areas Affected: All BSMSO Faculty

Page 1 of 1

Purpose: To clarify BSMSO faculty hours of work

POLICY STATEMENT

Usual working hours are Monday through Friday, except when school functions or course assignment require otherwise. In addition there are classes scheduled in the evening and on Saturday. Flexibility in hours is necessary. Differences in scheduling of faculty daily and weekly hours are permitted within the framework of the curriculum and the needs of the school.

When absent for any reason, faculty are to notify the Administrative Secretary and the appropriate Level Coordinator/Assistant Dean of Curriculum and Instruction prior to the absence.

Faculty members are expected to follow the Bon Secours Richmond HR Policy 2.0 (Attendance) and 41 (Paid Time Off). Planned paid time off must be approved in advance by the Assistant Dean of Curriculum and Instruction.

All full and part time faculty are required to attend the graduation ceremony. Faculty participation in other school functions such as the Completion Ceremony and student events is highly encouraged.

Reference Policy # _____

Approved by:

Signature

Dean _____

Administrator/Executive Vice President

Title

Date

Approval History:

Committees and Dates:

Assistant Dean of Curriculum and Instruction 1/09

Key words: Hours of work