

Community Standards

1. Office Hours

Every faculty member is expected to be reasonably available to students for out-of-class conferences and advising. Faculty members should arrange, at a minimum, 2 hours each week when they will be present in their offices to meet with students. Regular office hours should be posted on faculty member's office door and included in the course syllabus. Each faculty member is required to provide a copy of their class schedule and office hours to Gail Dean in the Office of the Provost at the start of each semester.

2. Attendance

a. All faculty are expected to be present on campus at least 3 days a week with 4 days a week being preferable.

b. Faculty members are encouraged to attend and participate in their professional association meetings but normally they should plan to miss no more than a week of classes in a semester. In all cases, the faculty member should arrange well in advance for class activities to continue in his or her absence.

c. Faculty are expected to attend those events that celebrate the life of the College- Opening Convocation, Awards Day Ceremonies, St. Mary's Project days and Commencement.

d. Absenteeism

A member of the faculty who is regularly absent because of illness, or who is suspected of abusing sick leave, or whose eligibility for sick leave may be unclear, may be required to undergo a physical examination by a licensed physician or other medical provider of the College's choice or be referred to the State Medical Director for this purpose (see below under Sick Leave).

The report of the examination, in the form of a written statement from the provider to the College or the State Medical Director or her/his appointee, shall include, to the extent possible, a prognosis regarding when the employee can return to work and will be used to determine whether or not the employee is capable of performing the essential duties of the position.