

Trenholm State Community College

Policy Name:	Faculty/Staff Meetings and Committees
Effective Date:	May 1, 2017
Revision Date:	
Board Policy Reference:	N/A
Approved by Policy Committee:	2/8/2016
Approved by President's Cabinet:	7/10/2017

POLICY:

All employees are required to attend divisional meetings, professional development activities, general assemblies, and special "called" meetings. In addition, faculty members are required to attend all Faculty meetings. All programs must have at least (2) Advisory Committee meetings per year and minutes must be turned in to the Office of Institutional Research and the Vice President for Instructional Services or whomever is applicable to the division. Absences from such meetings must be approved in advance by the President.

PROCEDURE:

In an effort to ensure that faculty members have the opportunity to attend meetings without disruption of classes, all meetings with faculty involvement should be scheduled during faculty duty days on Tuesdays and Thursdays between 3:30 p.m. and 4:30 p.m. As such, faculty, program coordinators, and division directors should collaborate to ensure that there are no classes scheduled during the indicated times. If there are situations that require that courses be offered during this timeframe, approval by the Vice President for Instructional Services is required.