



College Policy 3.01

Office of Academic Affairs

Part 1. Instructional Services

Subpart A. Delegation of Authority

The Office of Academic Affairs is delegated the responsibility and authority to provide instructional services to the College community, which includes, but is not limited to, the development of curriculum and scheduling of courses.

Subpart B. Faculty Consultation

The college faculty must be consulted when developing class schedules.

Subpart C. Course Cancellation

The Office of Academic Affairs reserves the right to cancel a course after the schedule has been published if the associate vice president of academic affairs determines that it would be in the best interest of the college.

Part 2. Substitute Instructors

Subpart A. Delegation of Authority

The Office of Academic Affairs is delegated the responsibility and authority to hire substitute instructors when the assigned instructor is unable to perform his or her assigned duties for an extended period of time.

Subpart B. Technical Program Courses

The Office of Academic Affairs must arrange for a substitute instructor when classroom hours are required for a student to graduate from a program.

Subpart C. Short-Term Leave

An instructor who is unable to perform assigned duties for one class period must make alternate arrangements for course activities. Alternate arrangements must be approved in advance by the departmental dean.

Subpart D. Faculty Cooperation

An instructor must provide lesson plans and assignments as applicable.

Date of Adoption: 7/1/1999

Date of Implementation (if different from from adoption date):

Date of Last Review: 3/31/2005

Date and Subject of Revisions:

