

## **2.3 ACADEMIC CALENDAR YEAR, HOLIDAYS, and BREAKS**

1. The academic calendar year consists of 190 workdays (38-week contracts), 15 holidays (per the Employee Handbook 9.1), and twenty 20 break days.
2. Full-time faculty members are expected to attend and participate in commencement ceremonies. Adjunct faculty members are encouraged to attend and participate in commencement ceremonies but are not required.
3. Full-time faculty members are eligible to have (1) paid personal leave day each semester for a total of (2) days paid personal leave per academic year.
  - a. Faculty must request personal leave *in writing to the Dean of Academic Affairs*.
  - b. Faculty personal leave must be used during the current contract year (August-June).
  - c. Faculty personal leave cannot be accrued.
  - d. Absence of more than two days per semester (not listed as sick or holiday) must be taken as leave without pay.

For more information on policies regarding holidays, and the various types of leave (annual, personal, sick, sabbatical, etc.) see the LCOOC Employee Handbook Article IV.

## **2.4 INSTRUCTION**

The key purpose of the college and therefore of faculty, is instruction. Enabling students to fulfill their total personal, intellectual, and vocational objectives constitutes the heart of faculty responsibility.

Consulting, community services, and research are secondary to instruction, preparation, and advising of students. Without quality execution of this basic mission, other activities become insignificant. Carrying out this critical task entails the following activities of faculty:

1. Continuous professional enrichment through advanced course work
2. Familiarity with professional literature
3. Attendance at professional conferences, and regular research
4. Basic knowledge of Ojibwe and Native American traditions, practices, perspectives and learning styles
5. Consistent and updated preparation
6. Creation of a classroom environment conducive to college-level learning
7. Administration of examinations and prompt submission of grades
8. Maintenance of appropriate records

## **2.5 FACULTY TEACHING LOAD**

The following acknowledgements, expectations, and conditions apply to the faculty teaching load:

1. An instructor will teach courses for which the faculty member is credentialed or trained to teach.
2. An instructor will maintain five office hours per week whether face to face or virtually.
3. Excessive enrollment in courses will be credited in calculating the faculty member's workload (see Section 2.5.D. Workload Equivalency by Delivery Method and