

which best meet the needs of the institution in accordance with the provisions of section 15.3 below.

Teaching by full-time professional employees shall be in a timely manner using the time and effort required for an excellent education rather than by following a strict hourly schedule, and at times and locations necessary for or conducive to the institution's needs.

During the Fall and Spring semesters, the teaching duties of full-time professional employees may be completed at any time during the academic year without expectation of additional compensation with the exception that full-time members shall be required by the institution to work more than five days in a week without additional compensation for a regular workweek. This requirement shall be independent of the academic calendar workweek.

Article 15.4 Office and Appointment Hours is modified as follows, deleting the requirement for office appointment hours:

During the Fall and Spring semesters, the teaching faculty shall be available for student appointments for a minimum of 30 minutes per week, which shall be in a timely manner when the instructor is available. The institution shall provide a minimum of 100 hours of office space per week for the teaching faculty.

Teaching faculty are required to coordinate their teaching schedules with the institution's academic calendar and to be available for student appointments. Each hour consists of 60 minutes, and shall be available for student appointments. Students should be scheduled with a maximum of twenty (20) minutes per appointment, exclusive of wait time and holidays. Scheduling appointments should be made on a first-come, first-served basis. Each full-time member shall be available for student appointments for a minimum of 30 minutes per week. Faculty members who are on sabbatical or who have other appointments may utilize appointment hours during their sabbatical or other appointments.

The teaching faculty shall submit their teaching schedules to the appropriate division chair or department chair. A copy of the teaching faculty member's schedule, including a course time, teaching location, duration and appointment hours, should be forwarded to the appropriate division chair or department chair and the office of the Vice President for Academic Services.

In the event it is necessary to modify the teaching schedule, the teaching faculty member should notify the appropriate division chair or department chair in a timely manner.

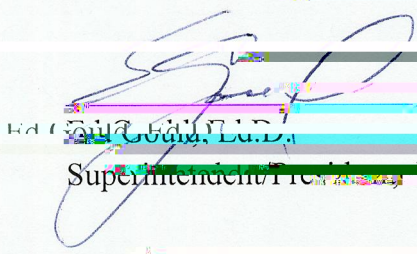
chairperson and temporary changes of jurisdiction on the part of
shall be notified.

Any other reference to the above mentioned
assumed by this memorandum to be sufficient.

Signed this 11th day of December 1956.



Suzanne S. [unclear]
President, IVC CCA/CIA



Ed [unclear]
Superintendent [unclear]