PLC Taskforce
Implementation of Faculty Flextime
Guidelines & Examples

In general—absent approved flextime—NCSSM residential faculty are expected to be on campus and available to students and colleagues every academic day from 8:30 a.m. to 4:30 p.m., with a convenient lunch of approximately an hour away. However, three types of flexible accommodations in faculty time on campus are provided under the recently proposed flextime arrangement:

**Altered On-Campus Schedule**—approved by the relevant Dean(s) for up to a Trimester (or Semester) based on the faculty member’s teaching assignment, academic or outreach responsibilities, or family obligation.

**Approved examples:**
- Scheduled late arrival on the day of, or day after, teaching an evening class (residential or online)
- One morning per week working off campus on an extended outreach activity at a local school
- Early departure one day each week for a child’s carpool offset by an equally late departure on another day

**Not approved:**
- Scheduled late (10:00 a.m.) arrival and corresponding late (6:00 p.m.) departure simply as a convenience—i.e. not a morning person

**Intermittent Off-Campus Request**—approved by the relevant Dean(s) for up to an entire day either to complete a specified assignment or as a compensatory response to some designated service performed outside the normal academic workday.

**Approved examples:**
- Half day compensation for chaperoning students on a weekend trip—not an hour for hour exchange, just a breather from the regular on campus schedule
- Half day away to prepare for an upcoming presentation at a professional conference
- Grading at home for a day during the Trimester Exam period

**Not approved:**
- Grading at home on a designated In-Service Professional Development day
- Compensatory time for sponsoring student activities during the regular academic day

**Brief Incidental Interruptions**—in faculty members’ established schedule (up to two hours), to complete an off campus appointment, run a personal errand, or address a family need, are to be expected and will be accepted with notification as determined by the relevant Dean(s).
Approved examples:
- Couple of hours for a medical appointment
- Extended lunch with visiting family or friends
- Hour away to attend child’s school performance
- Early departure in exchange for returning to campus to attend an evening athletic event, dance, or play

Not approved:
- Standing arrangement for an extended lunch every Wednesday

To facilitate contact with students and colleagues, every faculty members’ weekly schedule should be posted, either electronically on individual faculty websites (now being developed) or on in hardcopy on his/her office door. Assigned classes, tutorials, and normal office hours should be indicated, as well as any approved flextime arrangements—when on a recurring basis she/he is not expected to be on campus.

To ensure consistent implementation of the flextime provisions, the Deans will meet periodically to discuss the types and numbers of altered faculty schedules across departments, and will reach consensus on the approval of any non-standard request. Any misinterpretation or lack of compliance will be addressed on an individual basis by the appropriate Dean(s).

However, nothing in the implementation of flextime is intended to equate expected time on campus with the hours required to fully accomplish the obligations of a NCSSM Instructor. Thus, as is currently the case, missing scheduled classes, required meetings, or other academic responsibilities will require taking personal or sick leave.