

Memo

To: Central Christian College of Kansas Leadership Team and Business Affairs Committee

From: Lara Vanderhoof

Date: 2/15/23

Re: Faculty Required Reporting Days Change Request

As the Chief Academic Officer, I am petitioning a change to the policy and procedure manual to not require full-time, 12-month, faculty/instructors to work during the institutionally approved Fall Break and Spring Break. Fall Break and Spring Break are breaks in students' instructional time not requiring instructors' expertise during this time. It should be noted that instructors grade, plan lessons, plan lectures, and mentor students outside of the traditional 8am to 5pm business hours. In addition, instructors are required to report two weeks prior to the beginning of the academic year and for two weeks following the completion of the spring semester.

During the academic year there are predetermined milestones and benchmarks established for assessment, reports, and collaboration. It is the expectation that faculty will continue to meet the predetermined deadlines for the institutional, program, and departmental requirements without these additional duty days. The Chief Academic Officer, along with the Institutional Effectiveness Director, Program Directors, Division Chairs, and Department Chairs will monitor compliance that institutional reports, assessments, and documentation are submitted as required by the various departments of the institution.