

When a faculty member finds that a student seeking help in course work appears to need, or requests, tutoring assistance beyond what the instructor is able to provide in normal office hours, the instructor should recommend an outside tutor or send them to the Advising Center. A regular, full-time TC faculty member should not tutor a TC student on a fee basis.

ATTENDANCE AT COLLEGE FUNCTIONS

College personnel are encouraged to attend as many College activities as possible. However, sponsors of College clubs and organization must attend the meetings and functions of their clubs or organizations. If sponsors are unable to attend, they must arrange for a qualified substitute.

PROFESSIONAL GROWTH AND DEVELOPMENT PROGRAM

Temple College is committed to provide professional growth and development opportunities by supporting travel to conferences and workshops and by responding to and supporting requests for specific activities on campus. See page V-15 for information on how TC employees can take TC courses without paying tuition.

Any faculty member who is absent for visitation in another school system for professional improvement or attendance at professional meetings shall receive full pay for the absence, subject to approval of the Vice President of Educational Services. Expenses for approved visitation will be paid at the rate of \$35 per day per instructor, not to exceed two (2) days per school year. To the extent provided in the budget and approved by the President or Board of Trustees, the College shall pay expenses of staff or faculty members in attendance at professional meetings pertaining to College business.

PART-TIME FACULTY

Part-time instructors whose teaching responsibilities are less than 80% of a full load (<12 semester hours per semester) are not required to participate in college functions beyond the normal sphere of classroom duties, i.e. regular and punctual attendance, adequate preparation, evaluation each semester, etc. It is expected that part-time faculty will familiarize themselves with TC policies as outlined in the *Personnel Handbook*, through administrative and departmental communiqués, and will then follow the recommended and prescribed practices of the College.

Instructors whose teaching responsibilities equal 80% or more of a full load are expected to attend meetings as called by the administration, assist with registration when assigned, maintain office hours in direct proportion to their teaching load, and participate in the annual commencement program.

FACULTY LEAVE OF ABSENCE

Faculty members may be granted a non-compensated leave of absence not to exceed one year by the President. Such leaves of absence will not be counted as breaking a continuity of employment at Temple College; however, they will not be counted toward the total years of service to the College in reckoning of retirement, vacation, etc.

For clarification, a non-compensated leave of absence means non-salaried because benefits continue uninterrupted during a leave of absence.