

## Mid-Atlantic Christian University Academic Affairs Policy #34

SUBJECT: Student access to Faculty

DATE: August 14, 1995

REVISED: 8/17/2005; 3/3/2013

NEXT SCHEDULED REVIEW: Every 4 years. February 2017

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Faculty

Procedure for: Faculty

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

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### I. Purpose

Mid-Atlantic Christian University believes that there is great benefit to the school in using part-time faculty (aka adjunct faculty). However, the nature of a part-time faculty member may create unintended difficulties when it comes to students having access to part-time faculty.

Due to the nature and demands of their job, full-time faculty are to make an asserted effort at being available for students.

### II. Policy

A. Part-time faculty must be reasonably accessible to students outside of scheduled class times. The university will maintain an “adjunct office” where part-time faculty may schedule appointments with students. The instructor is to include in the course syllabus such information as when and where students may consult him/her on-campus, email address, and phone numbers (with any restrictions for calling).

B. The following expectations are for all University personnel when interacting with students.

Responding to voicemail	Within 24 hours
Responding to email messages	Within 24 hours
Grading Papers	Within 7 calendar days of an assignment

	being submitted
Quality of Feedback	Specific, regular and detailed feedback showing major errors of omission or commission of content and/or writing style. Provide the student with sufficient insight to do better in subsequent assessments.
Keeping appointments with students	100% of the time

### III. Procedure

- A. All faculty (full-time and part-time) should include contact information on syllabi.
- B. Full-time faculty should post of their office doors at least 8 hours a week to be available for student appointments.

### IV. Published: *Faculty Handbook* and *Adjunct Faculty Handbook*

### V. Reason for Revision

### VI. Appendices