

AA23

Faculty Consultation with Students

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To provide students with access to faculty for out-of-class assistance to support student learning and success as stipulated in the Academic Employees Collective Agreement

SCOPE

All faculty

DEFINITIONS

N/A

POLICY

1. All faculty must provide some out-of-class time to consult with students to support student learning and success.
2. Article 11.01F of the *Academic Employees Collective Agreement* provides full-time professors and instructors an allowance of a minimum of six complementary hours of the forty-four hour maximum weekly total workload of which four are to be attributed for routine out-of-class assistance to individual students.
3. At the beginning of each course, students are to be provided information which indicates how to reach their faculty to arrange for consultation. This information is to be provided on the Learning Management System and remain accessible for the duration of the course.

PROCEDURE

Action

1. Inform students, on the first day of class, how he or she can be reached for assistance and how appointments are to be set.

Responsibility

Faculty

- | | | |
|----|---|---------|
| 2. | Provide students with contact information and availability on the course section information (CSI) and post the CSI to the Learning Management System. | Faculty |
| 3. | Respond to student voice mail within two working days of receiving the message or within two working days of the return date specified, except under special circumstances. | Faculty |
| 4. | Respond to student emails within two working days of the receipt of the email or within two working days of the return date specified, except under special circumstances. | Faculty |

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AA40 Academic Advising

RELATED MATERIALS

[Academic Employees Collective Agreement, 2017-2021](#)

<https://www.algonquincollege.com/hr/labour-relations/collective-agreements/>