

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 1	DIRECTIVE NO. E32
	ORIGINATOR Vice President, Academic	
	APPROVED BY PEC	
TITLE FACULTY CONSULTATION WITH STUDENTS	EFFECTIVE DATE 2008 .09.01	REPLACES 1995.01.01

PREAMBLE

Algonquin College is an educational institution which strives to provide students with the academic support required to make their learning experience successful.

POLICY

All professors must provide some out of class time to consult with students for the purpose of clarification of course content and assessment.

Article 11.01F of the Academic Collective Agreement provides full-time professors 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.

Students are to be provided with the information to allow them to reach their professors to arrange for consultation at the beginning of each course and this information is to remain accessible to them for the duration of the course.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. On the first day of class for each course, all professors will tell their students how they can be reached for assistance and the manner in which appointments to see the professors can be set.
2. The contact information for, and availability of, professors for consultation shall appear on the course section information and be posted to Blackboard.
3. Professors are to respond to student voice mail within two working days of the receipt

of the message or within two working days of the return date specified, except under special circumstances.

4. Professors are to 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.

Original Signed by
Vice President, Academic