

WILLIAMSBURG TECHNICAL COLLEGE
Faculty Calendar
2017-2018

Fall Semester 2017

		<u>Instruction</u>	<u>Admin.</u>	<u>Non-work</u>
August 14 &15	Faculty Work Day		2	
August 16	Registration		1	
August 17-18	Faculty Work Day		2	
August 21	Classes Begin			
August 21-Dec. 6	Instruction	73		
September 4	Labor Day			1
November 22-24	(No Classes) Non-work			3
November 22-24	Thanksgiving (College Closed)			
December 7-13	Exams	5		
December 14	Grades Due (before noon.)		1	
December 15	Faculty Work Day		1	
December 18-29	Christmas (College Closed)			10
		<hr/> 78	<hr/> 7	<hr/> 14

Spring Semester 2018

		<u>Instruction</u>	<u>Admin.</u>	<u>Non-work</u>
January 1	New Year's (College Closed)			1
January 2	Faculty Work Day		1	
January 3	Registration		1	
January 4	Faculty Work Day		1	
January 5	Faculty Non-work			1
January 8	Classes Begin			
Jan. 8-Apr. 30	Instruction	75		
January 15	Dr. King Holiday (College Closed)			1
April 2-6	Spring Break (College closed after 6:00)			
April 6	Spring Break (College closed)			
April 2-6	Faculty Non-Work			5
May 1-7	Exams	5		
May 8	Grades Due (Before noon)		1	
May 9-10	Faculty Work Days		2	
May 11	Graduation (7:00 p.m.)		1	
		<hr/> 80	<hr/> 7	<hr/> 8

NINE MONTH TOTALS	<u>Instruction</u>	<u>Admin.</u>	<u>Non-work</u>
	158	14	22

Summer Semester 2018

		<u>Instruction</u>	<u>Admin.</u>	<u>Non-work</u>
May 14 & 15	Faculty Workdays		2	
May 16	Registration		1	
May 17-18	Faculty Workday		2	
May 28	Memorial Day (College Closed)			
May 28	Faculty Non-Work Day			1
May 21	Classes Begin			
May 21-August 3	Instruction	48		
July 4	Summer Break (College Closed)			
July 3-6	Faculty Non-Work			4
August 6-9	Exams	4		
August 10	Grades Due (Before 12:00 noon)		1	
SUMMER TERM TOTALS =		52	6	5

***NOTE:** According to current state policy, WTC uses the following data to determine the number of non-work days a full-time faculty member earns per nine-month term:

<u>YEARS SERVICE</u>	<u>N/W Days Earned</u>
Less than 10 years	23 Days
Less than 15 years	24 Days
Less than 20 years	25 Days
20 or more years	26 Days

In the summer, each full-time faculty member earns (5) days regardless of years served and (5) five days are built into the present calendar for 2017-2018.

Additional Note: Years served are referred to as “continuous years of service.”

Faculty Non-work days (for Williamsburg Technical College) must be taken in full-day increments (7.5 hours).

Unless otherwise excused for cause by the AVP for Instruction, all faculty are required to be on campus a minimum of four days per week for either office hours or classes. All faculty must post and maintain a minimum of eight (8) office hours per week. **Faculty class and office hour schedule MUST be posted outside the faculty member’s office and an electronic copy submitted to the Office of Academic Affairs no later than the first day of class each semester.**