



UNIVERSITY OF WESTERN CAPE (UWC)

POLICY ON AVAILABILITY ON CAMPUS

DATE OF LAST APPROVAL: R97/5

Approved by Senate on 12 August 1997 (S97/4)



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Policy on

AVAILABILITY ON CAMPUS

Unless there are additional requirements determined by the needs of the faculty, department or course, the following shall be the minimum commitments required of all **academic staff:**

1. General availability:

It is expected that all academic (teaching) staff members should be on campus for a minimum period of 4 working days per week and for a minimum period of 5 hours per day during the academic year. ["On campus" also refers to teaching, supervision **and other "off" campus activities associated with the academic programmes of the relevant department.**]

2. Consulting hours:

A minimum of 4 hours per week, spread over at least 3 days, synchronized with the teaching programmes, should be maintained. This includes 1 hour per week for part-time students where applicable. In addition 1 hour per week should be set aside for pre-arranged appointments.

3. Research Day:

Where circumstances permit, one day per week may be used as a research day, provided that proof can be given that such a day will be utilized for this purpose. Chairpersons are to monitor this.

4. Contact with broader community

Such contact should be regarded as essential but if this results in direct involvement and is compensated for, then such involvement must:

- 4.1. be cleared and permission granted for by the University;
- 4.2. be restricted to a maximum of 6 hours per week if done during the normal working day; and
- 4.3. at no time interfere with departmental, faculty or University commitments. Such contacts should also NOT involve the utilization of any University resources.

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