



# St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: College Anchor Days Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 06/01/2025	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

## Purpose:

To establish minimally two (2) days per week as Anchor Days for faculty at St. John's College of Nursing. These designated days provide structured time for teaching, academic preparation, collaboration, and student engagement, supporting high-quality educational delivery and operational efficiency.

## Policy:

### 1. Anchor Days Overview

- As student affairs staff are generally expected to be on campus during the workweek, this policy specifically outlines Anchor Day expectations for faculty.
- Adjunct faculty, whose primary responsibilities are in clinical instruction, are exempt from the Anchor Day attendance requirement.
- All full-time faculty at St. John's College are expected to work a standard 40-hour week, inclusive of teaching, mentoring, service, scholarship, and administrative responsibilities.
- While some responsibilities may be fulfilled off-campus or asynchronously, faculty are required to be present on campus when students are engaged in on-campus theory courses or scheduled academic activities.

### 2. Definition of Anchor Days

- Anchor Days are defined as days when faculty are required to be onsite at the college for a minimum of eight (8) hours during the typical daytime workday, exclusive of lunch.
- These days are intended to support active faculty presence for instruction, student engagement, and academic collaboration.

### 3. Anchor Days Expectations and Attendance

- For fall 2025, Monday and Wednesday are designated as Anchor Days.
- Anchor Days may be adjusted each semester based on institutional needs and course scheduling. Any permanent changes must be approved by the chancellor or academic dean.
- On these days, faculty are expected to prioritize the following activities:
  - Classroom instruction
  - Curriculum meetings and faculty collaboration
  - Office hours and student mentoring
  - Course planning, grading, and related instructional tasks



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- v. Participation in professional development sessions
  - d. Faculty are expected to be present on campus for the full duration unless otherwise approved.
    - i. Any absence from an Anchor Day must be communicated in advance and approved by the academic dean to ensure continuity in instruction and student support.
    - ii. Failure to obtain approval for an Anchor Day absence may result in formal follow-up, including documentation in the faculty file and the initiation of a Performance Improvement Plan (PIP).
    - iii. Repeated violations may be considered a breach of professional responsibilities and subject to further disciplinary action as outlined in college policy.
- 4. Office Hours**
  - a. Faculty office hour expectations are outlined in the Faculty Workload Policy – Section II: Office Hours, which states:
    - i. "Each faculty member shall post and maintain one (1) office hour or one (1) hour of student availability per week for each three (3) credits taught to a maximum of twelve (12) credits, equaling four (4) hours.
    - ii. If a faculty member's entire assignment is online, the office hours can be held entirely online.
    - iii. If the entire assignment is onsite, the office hours are held entirely onsite.
    - iv. If the assignment is mixed, the office hour locations are mixed in reasonable proportions to allow for faculty availability to students.
    - v. Additional office hours or student availability may be scheduled at the faculty member's option."
  - b. These office hours should be scheduled to align with Anchor Days whenever feasible to maximize accessibility and consistency for students.
- 5. Scheduling and Communication**
  - a. The academic scheduling team will prioritize course assignments on Anchor Days to support instructional consistency and resource optimization.
  - b. Students will be informed of faculty availability and Anchor Day expectations via course syllabi and official college communication channels at the start of each semester.
- 6. Faculty Flexibility**
  - a. Faculty may choose to schedule additional office hours or academic activities on other days (e.g., Tuesday or Thursday), but Anchor Days remain the core instructional and engagement days.
- 7. Review and Evaluation:**
  - a. This policy will be reviewed annually by the Office of Academic Affairs to assess its effectiveness in supporting faculty engagement, student success, and college operations.
  - b. Recommendations for changes will be submitted to the academic leadership team for approval.