

6.86 – Faculty Availability and Office Hours v042419-2

PART 1: FACULTY WORK SCHEDULES

During each academic semester, faculty will be available as needed during the university's standard business hours (as established by ARP 14.05) to be physically present at meetings or for other assignments as determined by the relevant department head or dean. Faculty who teach or have assigned duties outside of the standard administrative work hours may seek approval for commensurate release hours during administrative work hours. The Fall academic semester begins on the faculty return date identified on the academic calendar and continues through the date final grades are due; the Spring academic semester begins on the January faculty return date and ends on the date final grades are due as identified on the academic calendar.

PART 2: FACULTY ABSENCE

Faculty who will be away from campus and unavailable for meetings or who will miss student office hours due to illness or other reasonable justification must obtain advance approval from their department head when feasible to do so, or must notify the department head as soon as reasonably possible when advance approval is not feasible. In the case of brief illnesses, the general practice is for another member of the department to substitute until the faculty member returns. Faculty who will be absent from campus for more than 3 days due to illness or any other FMLA qualifying event must also notify the FMLA office. In cases where FMLA leave is approved, the department head is responsible for making arrangements for course coverage.

PART 3: CLASS SCHEDULE AND ACADEMIC MEETING LOCATIONS

Each faculty member is expected to meet classes as scheduled or to notify the department head in advance if it is necessary to miss classes. Faculty members will meet each class at the place listed in the schedule unless they have approval from the department head to meet elsewhere. Faculty will not request individual students to meet at private off-campus locations to conduct academic or university business. Academic courses will meet at their scheduled university campus locations, except as may be required by the course curriculum and approved by the relevant department head.

PART 4: OFFICE HOURS FOR STUDENTS

Each semester, faculty will post a minimum number of student office hours to be held at the university assigned office each week. During posted student office hours, faculty will be available in their university offices to meet with students or other university constituents. The minimum number of posted office hours is determined by the relevant department head or dean. Each faculty member's student office hours will be posted on their office door, in their course syllabi and in the academic department office. Faculty members will be present and available to students during the entire official dates of every academic semester.

PART 5: CLASSES TO MEET DURING EXAM WEEK

Every class will meet during exam week, whether or not a final examination is given at that meeting.

PART 6: CLASS CANCELLATION

Classes are not to be cancelled without prior approval of the appropriate department head, dean, or campus executive officer.

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PART 1: FACULTY WORK HOURS

SCHEDULES

~~Faculty members will be present and available to students during the entire official dates of every academic semester.~~ ~~For~~ During each academic semester, faculty will be available as needed during the university's standard business hours (as established by ARP 14.05) to be physically present at meetings or for other assignments as determined by the relevant department head or dean. Faculty who teach or have assigned duties outside of the standard administrative work hours may seek approval for commensurate release hours during administrative work hours. The Fall academic semester, they will be available from begins on the date of opening programs for faculty/staff return date identified on the academic calendar and continues through the date final grades are due; for the Spring academic semester, they will be available from begins on the January faculty return date listed as a note on the academic calendar through and ends on the date final grades are due as identified on the academic calendar.

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PART 2: FACULTY ABSENCE FROM CLASS

~~A faculty member is responsible for informing the department head prior to being absent from campus for the purpose of out-of-city or out-of-state travel.~~ ~~In case of illness~~ Faculty who will be away from campus and unavailable for meetings or who will miss student office hours due to illness or other reasonable justification must obtain advance approval from their department head when feasible to do so, or must notify the department head as soon as reasonably possible when advance approval is not feasible. In the case of brief illnesses, the general practice is for another member of the department to substitute until the faculty member returns. ~~However, the faculty member is responsible for informing the department head of absence from classes for any reason.~~ Faculty who will be absent from campus for more than 3 days due to illness or any other FMLA qualifying event must also notify the FMLA office. In cases where FMLA leave is approved, the department head is responsible for making arrangements for course coverage.

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PART 3: ADHERENCE TO CLASS SCHEDULE

AND ACADEMIC MEETING LOCATIONS

Each faculty member is expected to meet classes as scheduled or to notify the department head in advance if it is necessary to miss classes. Faculty members will meet each class at the place listed in the schedule unless they have approval from the department head to meet elsewhere. ~~(This especially pertains to changing a class to any off-campus location.)~~ Faculty will not request individual students to meet at private off-campus locations to conduct academic or university business. Academic courses will meet at their scheduled university campus locations, except as may be required by the course curriculum and approved by the relevant department head.

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PART 4:- OFFICE HOURS FOR STUDENTS

Each semester, faculty will post a minimum number of student office hours to be held at the university assigned office each week. During posted student office hours, faculty will be available in their university offices to meet with students or other university constituents. The minimum number of posted office hours is determined by the relevant department head or dean. Each faculty member's student office hours will be posted on their office door, in their course syllabi and in the academic department office. Faculty members will be present and available to students during the entire official dates of every academic semester.~~Each faculty member is responsible to have office hours clearly posted and to be present during those times.~~

PART 5: CLASSES TO MEET DURING EXAM WEEK

~~Also, every~~Every class will meet during exam week, whether or not a final examination is given at that meeting.

PART 6: CLASS CANCELLATION

Classes are not to be cancelled without prior approval of the appropriate department head, dean, or campus executive-officer.