

Proposed Revised (incorporates feedback)

**NOTE:** There is already an ARP 4.45 – Adherence to Class Schedule. (<https://arp.nmsu.edu/4-45/>) that duplicates two paragraphs in ARP 6.86. The material in Parts 3 and 4 belongs in 4.45. The proposal is for UAC to approve this content, with the understanding that Parts 3 and 4 will be used to revise ARP 4.45.

## 6.86 – Faculty Availability and Office Hours for Students <sup>v100619</sup>

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### **PART 1: FACULTY AVAILABILITY**

- A. During each academic semester, faculty will be available, physically or virtually, for meetings called with reasonable advance notice and for assignments by the department head or appropriate academic administrator. The academic semester begins on the faculty return date identified on the academic calendar and ends on the date final grades are due. Nine month faculty who do not accrue annual leave are relieved of this expectation during the academic breaks (e.g. Spring Break and Thanksgiving Holiday).
- B. In the event of illness or other reasonable justification, faculty who will be unavailable for meetings or their office hours designated for students will as soon as reasonably possible, notify the department head or other academic administrator for alternate arrangements and/or student notifications to be made.
- C. In the case of an occasional absence, 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 or appropriate academic administrator will make arrangements for course coverage.

### **PART 2: FACULTY OFFICE HOURS FOR STUDENTS**

- A. Faculty members will facilitate meetings requested by students and will be available in person or virtually for their students during the entire academic semester, with the exception of the academic breaks for nine month faculty. The purpose of faculty office hours is to set aside for students, and during that time, faculty will be present in their assigned office, if any, and prioritize students' needs. Consistent with the requirements in ARP 4.45, faculty will not meet students at private off-campus locations to conduct academic or university business, even if requested by the student, except as a reasonable accommodation vetted through Student Accessibility Services or the Office of Institutional Equity and notice to the department head or appropriate academic administrator.
- B. Each academic department or program establishes the number and nature (e.g. in person or virtual) of office hours appropriate to support students in its courses.
- C. Once office hours are determined, they will be published in the course syllabi, and in the academic department office or posted on their office door.

### **PART 3: COURSE SCHEDULE AND ACADEMIC MEETING LOCATIONS** [see notes above; move to a companion revision to ARP 4.45]

Classes will be held at the time and the location listed in the course schedule, except as required by the course curriculum as may be arranged with notice to their department head or appropriate academic administrator. Faculty will not meet with students at private off-campus locations to conduct academic or university business, even if requested by the student, except as a reasonable accommodation vetted through Student Accessibility Services or the Office of Institutional Equity and notice to the department head or appropriate academic administrator.

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#### **PART 4: CLASS CANCELLATION** [see notes above; move to revised ARP 4.45]

For assessment and accreditation purposes, classes must meet the required number of hours per credit per semester (See ARP 4.23); therefore, classes will not be cancelled including during Final Exam Week, without prior approval from the department head or other academic administrator, as appropriate.

END PROPOSAL RE: ARP 6.86

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CONTENT OF CURRENT ARP 4.45 – ADHERENCE TO CLASS SCHEDULE (TO BE AMENDED WITH LANGUGAE IN PARTS 3 AND 4 ABOVE)

#### **PART 1: APPROVAL FROM DEPARTMENT HEAD TO HOLD CLASS AT ALTERNATE TIME OR LOCATION**

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Faculty members will conduct class as listed in the schedule unless they have approval from the department head to meet at an alternate time or location.

#### **PART 2: CLASS CANCELLATION**

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Classes are not to be canceled without prior approval of the appropriate department head and dean.

## 6.86 – Faculty Availability and Office Hours for Students v100619

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### **PART 1: FACULTY ~~WORK SCHEDULES~~AVAILABILITY**

A. 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 or virtually, for~~ meetings ~~or for other~~ called with reasonable advance notice and for 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~~ appropriate academic administrator. The 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.~~ Nine month faculty who do not accrue annual leave are relieved of this expectation during the academic breaks (e.g. Spring Break and Thanksgiving Holiday).

### **PART 2: FACULTY ABSENCE**

- B. Faculty ~~In the event of illness or other reasonable justification, faculty~~ who will be ~~away from campus and unavailable for meetings or who will miss student~~ their 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~~ designated for students will as soon as reasonably possible ~~when advance approval is not feasible.~~, notify the department head or other academic administrator for alternate arrangements and/or student notifications to be made.
- C. In the case of ~~brief illnesses~~ an occasional absence, 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 or~~ appropriate academic administrator will make 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: ~~PART 2:~~ FACULTY 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.~~

- ~~A. Faculty members will facilitate meetings requested by students and will be available in person or virtually for their students during the entire academic semester, with the exception of the academic breaks for nine month faculty. The purpose of faculty office hours is to set aside for students, and during that time, faculty will be present in their assigned office, if any, and prioritize students' needs. Consistent with the requirements in ARP 4.45, faculty will not meet students at private off-campus locations to conduct academic or university business, even if requested by the student, except as a reasonable accommodation vetted through Student Accessibility Services or the Office of Institutional Equity and notice to the department head or appropriate academic administrator.~~
- ~~B. Each academic department or program establishes the number and nature (e.g. in person or virtual) of office hours appropriate to support students in its courses.~~
- ~~C. Once office hours are determined, they will be published in the course syllabi, and in the academic department office or posted on their office door.~~

## **PART 3: COURSE SCHEDULE AND ACADEMIC MEETING LOCATIONS** [see notes above; move to a companion revision to ARP 4.45]

Classes will be held at the time and the location listed in the course schedule, except as required by the course curriculum as may be arranged with notice to their department head or appropriate academic administrator. Faculty will not meet with students at private off-campus locations to conduct academic or university business, even if requested by the student, except as a reasonable accommodation vetted through Student Accessibility Services or the Office of Institutional Equity and notice to the department head or appropriate academic administrator.

## **PART 64: CLASS CANCELLATION** [see notes above; move to revised ARP 4.45]

~~Classes are~~For assessment and accreditation purposes, classes must meet the required number of hours per credit per semester (See ARP 4.23); therefore, classes will not to be cancelled including during Final Exam Week, without prior approval offrom the appropriate department head, dean, or campus executive officer.~~other academic administrator, as appropriate.~~