

Campus Presence Policy	Procedure Number	623
	Effective Date	August 15, 2024

1.0 PURPOSE

As part of their college service as full-time faculty members, Faculty are expected to divide their time between teaching duties (course preparation, instructing, assessing, etc.) as well as campus governance and service, academically related public service, and student advising. Faculty are also responsible for maintaining program and professional currency in their field through professional development or other activities as outlined in the faculty handbook. While many of these activities take place at scheduled times, such as class meeting times and on-campus hours, others may occur after hours or on weekends, such as evening classes or communication and activities in various modalities. This policy is to outline hours set aside for student availability and college engagement.

2.0 REVISION HISTORY

Adopted on: August 2013
 Revised on: September 2014
 January 2019
 February 2024

3.0 PERSONS AFFECTED

Full-Time Faculty

4.0 DEFINITIONS

5.0 PROCEDURES

Full-time faculty should have an average of 10-student availability and college engagement hours per week. Five hours will be consistent in time and location and will be maintained across multiple days each week. Time and location should be clearly posted on your office door, in the Course Syllabus, and the Course Blackboard Shell. In the event a faculty member needs to modify established office hours, notice should be given to students in appropriate ways so students may determine the next available time for consultation.

Examples of locations could be, but are not limited to:

- Your on-campus office
- Collaboration Center
- Tutoring Center
- Classrooms
- Another UAPTC campus location
- Lab space
- Any other location deemed appropriate to assist with student availability and engagement such as clinical sites, etc.

Academic life ebbs and flows week-to-week. To ensure faculty hours accommodate the needs of students and the college from week-to-week, the remaining engagement hours can take a variety of flexible forms beyond simply being in the office. These hours can also change based on the needs of the students, college, and time of the semester.


For example:

- managing lab hours for learning
- holding virtual hours or meetings
- conducting review, advising, or tutoring sessions outside of scheduled class times
- attending off-campus events or conferences
- shared governance, taskforce, or other meetings
- or other student and college engagement needs

Instructors with distance learning courses should have availability by phone, internet, or another appropriate digital communications platform.

Faculty are expected to keep office hours to ensure student contact. However, faculty teaching culinary, clinical, technical, or other areas with significant student contact hours are fulfilling these hours in lab/shop/clinical times and can imbed the five flex hours in the lab/shop/clinical environment. Additionally, release time from office hours for large student contact hours, those teaching large loads, or other unique circumstances can be given. Faculty seeking release time from office hours will need to seek approval from the appropriate department chair/program director and dean.

The professional expectation is that all faculty are holding hours for students and the college’s variety of needs. These needs can change weekly and may look different from department to department and school to school. What constitutes regular and appropriate office hours can be determined by faculty in consultation with the department chair, program director, or dean.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Campus Presence Policy Taskforce (Ad Hoc of CFI)	December 2023
Ratified by:	Faculty Senate	February 7, 2024
Recommended by Chancellor (Signature)		February 8, 2024
UA Policy Alignment:	Not applicable	