

## FACULTY SENATE RESOLUTION

**I. DATE: MAY 7, 2021**

**II. TITLE: Faculty Office Hours Policy**

**III. BACKGROUND/RATIONALE for the requested action:**

**Whereas** the purpose of office hours is to allow faculty to be accessible to students;

**Whereas** faculty are accessible to students outside of office hours, through email and other forms of electronic communication;

**Whereas** faculty accessibility to students is evaluated by students each semester via the Student Evaluations of Teaching;

**Therefore** be it resolved that the Faculty Office Hours policy be updated to reflect the multiple ways that faculty are accessible to students.

**IV. ACTION REQUESTED:**

Current Office Hour Policy States:

**F.2.2 Office Hours.** Full-time faculty must clearly post and keep regularly scheduled office hours. Faculty members will schedule two (2) office hours per every three (3) credit hours of classes they teach each week. Faculty teaching face-to-face courses may elect to have some of their office hours online, but no more than half of their hours can be online. Faculty teaching hybrid and alternative hybrid courses should have a mix of face-to-face and online office hours. Faculty teaching full online and synchronous courses should have the majority of their office hours online, but they can elect to have some face-to-face office hours. No faculty member will be required to keep more than eight (8) office hours per week. Instructors should make a reasonable effort to be available by appointment should extenuating circumstances prevent a student from meeting with a faculty member during regularly scheduled office hours. (UAFS Faculty and Staff Handbook, Section F.2.2, Office Hours, page 121)

Action Requested:

- Eliminate set number of office hours per week.
- Faculty will continue to include in their syllabi a statement that describes their accessibility to students.
- Faculty may conduct office hours face-to-face, via email, and via other forms of electronic communication.
- Revised Office Hours Policy Will State:

**F.2.2 Faculty Availability to Students Outside of Class.** The number and type of office hours will be determined by the faculty member. Full-time faculty must include in their syllabi an availability policy. This policy will state the times that faculty will be available to students outside of class hours and the means by which faculty will be available during those times. Means of availability will be determined by the faculty member and may include, but not be limited to, a combination of such means as face-to-face traditional “office hours,” virtual “office hours,” and email.

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**FACULTY SENATE ACTION**

Number of senate members present (must be a quorum):   15  

Final vote tally of the senate For  12  Against   3  Abstain   0 

Senate chair signature:



Date: 5/7/2021

**CHANCELLOR ACTION**

- Approved as presented
- Approved with modifications
- Referred to \_\_\_\_\_ with comments for improvement
- Disapproved
- Other

Chancellor's Signature: Miss Riley Date: 5/13/2021

Provost's Signature: Bahar Date: 5/14/21

Comments:

If this is an approved policy change:

Emailed to appropriate campus personnel on Date: 5/14/2021

Sent to Human Resources for incorporation into the policy handbook on Date: 5/14/2021

Modification:

**F.2.2 Faculty Availability to Students Outside of Class.** The number and type of office hours will be determined by the faculty member. Full-time faculty must include in their syllabi an availability policy. This policy will state the times that faculty will be available to students outside of class hours and the means by which faculty will be available during those times. *Faculty members are expected to make themselves available to students outside of their classes and labs.* Means of availability will be determined by the faculty member and may include, but not be limited to, a combination of such means as face-to-face traditional "office hours," virtual "office hours," and email.