

On-Campus Presence and Office Hours

An on-campus presence is essential for all full-time faculty who teach at least one in-person class within a semester. Being readily accessible to students outside of class is a vital component of student success and retention (see *Teaching and Instructional Activities* on the F2.08). Similarly, being on-campus and interacting with colleagues in faculty meetings, committee meetings, and on-campus community/recruiting events assists with the mission of the department, college, and university, and also fosters collegiality and collaboration among colleagues (see *Service* on the F2.08). The expectations for faculty to be on campus for such activities will be set by the department chair in consultation with the dean. The usual expectation of the CoFAC is for departmental faculty meetings to take place on campus (and in person) with all full-time faculty in attendance.

Establishing consistent hours of availability is one of the most effective ways to assist students outside of the classroom. All full-time faculty who teach at least one on-campus course in the fall or spring semester are to maintain a minimum of five office hours per week (posted on their office door and in their syllabi) for the duration of that semester. Of the five office hours, a minimum of three are required to be on campus and in person. Department chairs will establish the requirements for the remaining two hours as either in person or virtual. Office hour expectations for faculty teaching in the summer will be determined by the department chair and approved by the dean.

During the posted on-campus office hours, faculty are to be present and available for walk-ins, phone calls, and virtual meetings as the occasion requires. These five office hours are not to be “by appointment only,” but faculty can accept student appointments during those times (as well as other times throughout the week).

Full-time faculty who teach exclusively online are to maintain a minimum of five virtual office hours per week for the duration of the semester. During the virtual office hours, faculty are to be easily accessible to all students via a virtual environment (Collaborate Ultra, Teams, Zoom, etc.). Virtual office hours are not to be “by appointment only,” but faculty can accept student appointments during those times (as well as other times throughout the week). Other appointments are acceptable beyond the five office hours, but not in place of them.

According to the LU Faculty Handbook, “Part-time faculty shall maintain office hours equal to or greater than the number of classroom hours required by their appointment. Those teaching online shall hold virtual or electronic office hours.” Those teaching on-campus shall hold on-campus/in-person office hours.

Requests for exceptions to this policy are subject to review by the department chair and dean. All requests for exceptions must be submitted to the department chair in writing at least two weeks prior to the start of the semester.