

**College of Arts & Letters**  
**Face-To-Face Instructional Policies**  
**Passed by Chairs' Council November 3, 2015**

To take effect Fall 2016.

**Faculty Office Hours Policy**

Permanent faculty members with full-time appointments are required to schedule at least three (3) face-to-face in-office hours each week plus provide the opportunity for students and colleagues to make appointments (regardless of assigned time). Office hours must be held in the assigned faculty office space or, if necessary and appropriate, in a similar suitable location on campus, with prior approval of the Department Chair.

For faculty with temporary appointments, this policy requires 45 minutes of scheduled face-to-face office hours each week for each three (3) units of instructional assignment, not to exceed three (3) hours per week. Office hours shall be stated in course syllabi and made available through the department office. Departments, in consultation with the Dean, may 1) make one-time individual exceptions to this policy and 2) implement department policies that differ from the College policy.

**On-Line Instruction Policy**

Permanent faculty members with full-time appointments as well as faculty members on FERP must teach a minimum of 50 percent of their teaching load each semester face-to-face. Temporary faculty members will have their teaching load assigned by the department chair as appropriate.

Departments, in consultation with the Dean, may 1) make one-time individual exceptions to this policy and 2) implement department policies that differ from the College policy.

Definitions:

- Face-to-Face means being physically present.
- On-Line instruction means that the instructor of record is not physically present with students in the course.