[CURRENT FACULTY HANDBOOK]

During non-traditional academic terms and/or non-traditional delivery, full-time faculty must maintain a minimum weekly total of 25 hours for instructional duties and office hours combined; these faculty are still responsible for devoting a total of forty (40) hours per week to work associated with their faculty positions. Online instructors must allocate a proportionate number of hours per week for each course consistent with the standard weekly time commitment including being available at designated times for communication dialogue with students.

Departmental responsibilities will be individually negotiated with each full-time faculty member. In addition, the full-time faculty member must attend and participate in all discipline-related meetings and/or College-related functions as identified by the chair/director. In the event a full-time faculty member is exclusively loaded for online courses in a given term, the chair/director must establish designated meeting times to be held on campus with the instructor.

Office time/availability to students: The instructional loading commitment will not be counted as part of the ten hours per week of the scheduled office time/availability to students requirement with the exception of those in specifically identified program areas with extensive individual student contact. The department chair/director may approve office hours to be offered virtually in special circumstances.

Office hours associated with online (distance learning) courses may be redirected based on approval by the department chair/ director. Faculty teaching online classes are subject to the same office-hour requirements as those who teach on-site. Faculty members will establish regularly-scheduled virtual office hours to ensure that online students and on-site students have identical opportunities to interact with their instructors at established times. This availability requirement applies during exam weeks as well. A specific schedule for virtual office hours will be approved by the department chair at the beginning of each term and published in the online instructor’s syllabus.

***Number/Amount***: Clear. 10hrs.

***Modality***: Vague. Proportional to course load? Online vs. In-person

***When***: Not addressed. Anytime

***Who***: Not addressed. Faculty

***Where***: Not addressed. In-person [campus] | Online [anywhere, determined by faculty]

***Drop in vs. Appointment***: Not addressed. Need Discussion

[PROPOSED CLARIFICATION]

*Office hours may be held in two modalities: in-person and/or virtually. The amount of virtual office hours must be proportional to the number of online courses the instructor is teaching. The time and location of office hours is established by faculty members. In person office hours must be held at a college campus or another approved location by the college. Virtual office hours can be held from any location. The faculty teaching the class has the freedom to determine when office hours will be held.*

Discussion needed for drop in vs, appointment office hours. In person office hours must be drop-in but online office hours can be held via appointment????