

Longwood University Faculty Senate
PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal:

Academic Chairs Council (ACC)

TOPIC: Revisions to Section II. Instruction and Advising B. Syllabus/Office Hours.

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

Department chairs feel that it is an unreasonable requirement that adjunct faculty be required to hold the same number of office hours per week when they do not teach the same number of courses as a full-time faculty member does. The FPPM currently makes no distinction between full-time faculty and adjunct faculty with regard to the number of required office hours. It states simply that all faculty members must hold a minimum of four office hours per week.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

- 1) **Distinguishing between full-time and adjunct faculty in the office hour policy.**

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

1) Working with their chair, an adjunct faculty member would establish a reasonable number of office hours based on the number of courses they are teaching and the faculty member's other obligations (especially those outside of Longwood). Office hours may include other forms of access (including electronic).

Date submitted to Senate Executive Committee for Consideration: Jan 28, 2016

Action(s) Taken: Refer to Feb 4, 2016 Faculty Senate Meeting. Not read – referred to March 3 Senate Meeting

Date first read at Faculty Senate: March 3, 2016

Action(s) Taken: Voice vote

Date final action taken by Faculty Senate: March 3, 2016

Final action(s) Taken: Approved

B. SYLLABUS/OFFICE HOURS

OFFICE HOURS:

Faculty members are expected to be available to consult with students outside scheduled classroom hours. At least four office hours per week must be posted on the door of each full-time faculty member's office. Adjunct faculty will work with individual department chairs to establish an appropriate number of office hours and other forms of access (including electronic).

Distance learning courses must also include provision for structured access to and interaction with the faculty member. The access may be through office hours scheduled at the off-campus site or through appropriate e-mail, Internet, and other electronic communication. The course syllabus should clearly state the means of structured access and interaction for the course.