Implementation Recommendations for TSUS Academic Excellence Policy

This plan provides implementation recommendations for each part the TSUS Academic Excellence Policy while also adhering to best practices and honoring faculty input and faculty expectations set at the time of hire.

**7.1 In-Person Teaching. Full-time faculty, as defined by a Component, are**

**required to teach in-person classes when a Component determines in-**

**person teaching is appropriate.**

IMPLEMENTATION RECOMMENDATIONS:

* In-person teaching expectations should be based on the expectations that were and are set when a faculty member is hired. Attention should also be given to the type of program a faculty member was/is hired to teach in. Any changes should be made in consultation with faculty members, honoring any expectations that were set when the faculty members were hired. While faculty members should remain flexible to the changing needs of the students and the program, they should not feel that ***their residency*** must remain flexible to year-to-year changes.
* Moving forward, it is further recommended that clarity is provided in appointment letters and contracts about remote or in-person teaching requirements. Faculty Handbook Policy 2.08 should also be amended to more clearly include online faculty members.

**7.2 On Campus Office Hours. Full-time faculty must maintain on-campus**

**office hours as determined appropriate by a Component. All office hours**

**must be approved in writing by an authorized Component administrator.**

IMPLEMENTATION RECOMMENDATIONS:

It is recommended that Faculty Handbook Policy 2.08 be edited to include clear expectations about office hours that are consistently applied across colleges and campuses. The recommended number of scheduled hours are as follows:

* Instructors teaching ONLINE classes: No in-person office hours are required for faculty teaching fully online courses.
  + Students in online asynchronous programs do not have scheduled class times and need assistance at varied times. Even virtual office hours scheduled at random times are unlikely to coincide with student needs and are not an effective use of faculty time. Therefore, “by appointment only” office hours make the most sense.
  + No in-person office hours should be required for faculty members teaching only online classes.
* Instructors with in-person classes: 1 scheduled in-person office hour per three credit-hour, in-person class (excluding overloads)
  + This provides scheduled in-person contact time for students. The amount of scheduled time is more appropriate given the number of ways that students can contact faculty members around the clock.
  + In-person office hours can occur wherever a faculty member teaches in-person classes.
* It is further recommended that faculty members log student contacts during scheduled office hours so they can be regularly evaluated for usefulness.

**7.3 Campus Engagement. Full-time faculty must attend significant campus**

**events, as designated by a Component. A faculty member’s absence from**

**such designated events must be approved in writing by an authorized**

**Component administrator.**

IMPLEMENTATION RECOMMENDATIONS:

Policies 2.12 and 2.10 of the APM already satisfy this requirement. However, a few items are recommended:

* The requirement to attend graduation needs to be clear, as well as the approval process for absences.
* The faculty absence form should be updated to clearly indicate its use for absence from commencement.
* A faculty log book should be created to maintain a record of faculty attendance at commencement ceremonies.

**7.4 Disciplinary Action. This policy underscores the importance of in-person**

**teaching, on-campus office hours, and attendance of faculty at campus**

**activities. As faculty compliance with this policy is crucial in fostering a**

**vibrant and engaging academic community, Components must take**

**disciplinary action, up to and including termination, against faculty who**

**fail to comply with the requirements of this policy**

IMPLEMENTATION RECOMMENDATIONS:

* It is recommended that policy 5.16 of the APM be followed and amended to clarify that the policy applies to faculty members.
* It is further recommended that the following is added to the policy for faculty: Before any disciplinary action is taken, a faculty member is entitled to a review by a panel of faculty peers to ensure that the policy is fairly applied.