

FACULTY CAMPUS PRESENCE

Scope: This policy applies to all full-time benefited faculty.

Policy

The onsite presence of full-time faculty is essential to student success, faculty innovation, and building a collegial faculty; therefore, full-time faculty shall request to teach at least half of their contractual load, after consideration for any course releases, in formats which meet face-to-face criteria.

Procedure

- Faculty will submit their “Request of Intent” form to their Chair by February 1 indicating which of the 7-week terms starting August 15 and in which instructional modalities they are interested in teaching.
- Whenever possible, faculty term and modality requests will be accommodated.
- Exceptions to this policy will be handled within the faculty member’s department, and approved by the Dean and the Provost and Vice President for Learning.
- In addition to applicable presence and duties when teaching in formats which meet face-to-face criteria, faculty are expected to have an on-campus presence for scheduled in-person meetings and events.
- Office hours are to be submitted to the department Chair at the beginning of each term.

For more information contact: The Provost and Vice President for Learning at (301) 934-7538.

November 2022