

C80: Faculty Assigned Duties, Commitments, and Availability to Students

Approved By: Faculty Senate

Effective Date: **Draft 10/4/23**

Responsible Faculty Committee: Faculty Senate Policy Committee

Office Responsible for Administration: Provost's Office of Academic Affairs or Executive Vice President for Health Sciences' Office Academic Affairs.

Legend for highlights: Text from current policy shown in **black**; recommended changes to address are shown in **red, underlined**. Proposed deletions are shown in ~~strikeouts~~. Additional changes made to address campus comments are shown in purple, underlined or purple shaded ~~strikeouts~~.

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate

POLICY RATIONALE

University of New Mexico (UNM) faculty's teaching and service responsibilities require clear communication pertaining to their scheduled availability to students and other constituents. This Policy details faculty responsibilities pertaining to assigned duties, commitments, and office hours.

POLICY STATEMENT

1. ~~Campus Duty~~ **Faculty Duties and Commitments**

Except for authorized holidays, vacations, or other breaks ~~recesses~~ listed in the academic calendar or otherwise announced, it is the obligation of each faculty member to perform all assigned duties and commitments within the period designated by the beginning and ending dates of service in a particular contract period. Standard faculty appointments are for the academic or fiscal year. For academic appointments, faculty members will be notified of the date they are expected to be available for duty. (Normally, one (1) week before the start of Monday classes at the beginning of each regular semester.) The period of duty for department chairpersons, if different from that of other faculty members, will be as determined by the college or school.

2. ~~Faculty Office Hours~~ **Availability to Students Outside of Classroom Instruction**

It is expected that each faculty member will be available for student consultation. ~~at regular hours.~~ The faculty member shall notify each class of the hours during which the faculty member is available for consultation and publish this information in the class syllabus. and/or in the

[Learning Management System \(LMS\)](#). The syllabus should also state that if these options do not address a student's scheduling needs, the faculty member will do their best to accommodate the student outside of regular or stated fixed hours.

Consultation hours shall be in accordance with departmental procedures which determine the minimum hours required and the modality. If appropriate, these procedures may allow:

- a faculty member to have fixed hours each week and/or offer flexible times for students, and
- consultation may be either in person and/or electronically.

These hours are to be posted on the faculty member's door. Although the situation will vary among departments and individuals, a total of from three (3) to five (5) hours per week is recommended. If only a single hour is to be set aside for a given day, it should be chosen to cover parts of two class periods to accommodate more students.

APPLICABILITY

All UNM faculty including the Health Sciences and branch community colleges.

DEFINITIONS

No specific definitions are required for the Policy Statement.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

WHO SHOULD READ THIS POLICY

- Faculty
- Department Chairs, academic deans and other academic administrators and executives.

RELATED DOCUMENTS

Faculty Handbook

C50 "Faculty Contracts"

CONTACTS

Direct any questions about this policy to the Provost's Office of Academic Affairs or Executive Vice President for Health Sciences Office of Academic Affairs.

PROCEDURES

No specific procedures are required.

DRAFT HISTORY

September 13, 2023 – change to address Policy Committee concerns.

September 6, 2023 –suggested revision to address campus comment.

March 29, 2023 – place existing policy in new policy format with minor edits to update policy.

HISTORY

unknown