

## C80: Faculty Assigned Duties, Commitments, Availability to Students ~~C80 Dates of Campus Duties; C90 Office Hours~~

Approved By: Faculty Senate

Effective Date: **Draft 4/5/23**

Responsible Faculty Committee: Faculty Senate Policy Committee

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

**Legend for highlights:** Text from current policy shown in **black**; recommended changes to address current practice are shown in red, underlined.

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

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### POLICY RATIONALE

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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.

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### POLICY STATEMENT

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#### 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 chairs ~~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 Course Instruction

It is expected that each faculty member will be available for student consultation at regular hours. These hours are to be published in the syllabus and may be posted on the faculty member's door and/or in the Learning Management System (LMS). 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.

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## APPLICABILITY

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[All UNM faculty including the Health Sciences Center and branch community colleges.](#)

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## DEFINITIONS

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[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.

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## WHO SHOULD READ THIS POLICY

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- [Faculty](#)
- [Department Chairs, academic deans and other academic administrators and executives.](#)

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## RELATED DOCUMENTS

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[Faculty Handbook](#)

[C50 "Faculty Contracts"](#)

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## CONTACTS

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[Direct any questions about this policy to the Provost's Office of Academic Affairs or Vice President for Health Sciences Office of Academic Affairs.](#)

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## PROCEDURES

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[No specific procedures are required.](#)

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## DRAFT HISTORY

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[April 5, 2023 – place existing policy in new policy format with minor edits to update policy.](#)

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## HISTORY

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*unknown*