

FACULTY STUDENT ENGAGEMENT HOURS Policy Statement

In accordance with VCCS Policy 3.5.3 Student Engagement Hours, which states:

To promote the availability of faculty to work with individual students, all full-time faculty members are required to include in their syllabus and in the Learning Management System (LMS) ten (10) hours per week when they will be available to work with students outside of class meetings, including times, locations, and modalities. Faculty will work with their supervisors to determine the distribution of these ten (10) hours. Various modalities, including on-campus meetings and the use of technology to connect should be considered in determining how these services will be delivered.

Each adjunct faculty member shall ensure that all students are informed of their contact details, including location, time, and modality, in the faculty member's syllabus and the LMS.

Exception due to distance learning, off-campus assignments, or use of technology to serve students may be approved by the Academic Vice President or designee.

The purpose of this policy is to provide guidance to faculty when establishing student engagement hours.

Definitions

Online student engagement hours: Scheduled time faculty are available to meet synchronously with students through distance technologies such as video, audio, or direct messaging.

Face-to-face student engagement hours: Scheduled time faculty are available to meet in-person with students, whether in faculty offices, tutoring center, library, TRIO, or other campus locations.

Procedures

Each semester, faculty shall designate ten student engagement hours per week. The modality of engagement hours should be roughly proportional to the modality of courses taught during the semester and determined in consultation with deans. At a minimum, however, all faculty shall schedule both online and face-to-face office hours. For face-to-face hours, faculty are expected to be present in the office or other designated area for the duration of the time indicated. For online hours, faculty can choose to create time blocks during which students can make appointments to meet.

Adjunct faculty are required to designate one student engagement hour for each 3-credit course taught. Student engagement hours can be held in the adjunct faculty office, another designated area on campus, and/or online as appropriate to the modality of courses taught.

Seventy-two hours prior to the first day of a semester, courses are expected to be opened in the learning management system (LMS) and times and modalities of student engagement hours listed in syllabi for all courses, posted on the LMS, and included in faculty schedules posted on office doors and submitted to deans.

Responsible Office:

Authority for interpretation of this policy rests with the Vice President of Academic and Student Affairs.

Other Information:

The Learning Governance Committee revised this policy in 2023 based on changes to the VCCS policy. The policy was originally titled "Faculty Online Office Hours."

Document History:

Approved: President C. Thompson-Stacy, Fall 2012

Revised: President C. Thompson-Stacy April 2013

Revised: President K. Blosser, April 2023