Required Attendance

UNIVERSITY POLICY #218

Authority:
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President's Signature: On File

SECTION 1: Recission of Policy 220

1.1 WLU Policy 220: Faculty Office Hours is hereby rescinded.

SECTION 2: Required Attendance

2.1 Fulltime faculty members without additional duties assigned are generally expected to be available for university-related activities between the Monday prior to the start of classes in the fall semester through the day that final grades are due to be submitted for the spring semester, excluding days when university offices are closed. The start and end dates of the annual Faculty Notice of Appointment are based on the beginning and end dates of state payroll periods and may not coincide with availability expectations.

2.2 Occasions at which faculty attendance is required are:

2.2.1 Classes/laboratories/clinics (for the full scheduled time);

2.2.2 Office hours;

2.2.3 Official committees;

2.2.4 University/college/school/department/program meetings; and

2.2.5 Commencement exercises.

2.3 A faculty member may not unilaterally cancel, modify or change his/her office hours or classes/clinics/laboratories and/or their scheduled times or rooms.

2.4 **Changing class meeting time or location**.

2.4.1 Permanent changes in class meeting time or location must follow the established procedure for processing such changes.

2.4.2 Temporary changes in class meeting time or location may be made provided that the following conditions are met:

2.4.2.1 The Department Chairperson or Program Director must be notified of the change.

2.4.2.2 The change must be posted in a conspicuous place near the usual meeting room.

2.4.2.3 Whenever possible, the students must be notified of the change in advance.

2.4.2.4 Notification by electronic means is encouraged.

2.5 **Faculty Office Hours.**

2.5.1 Fulltime faculty office hours during the fall and spring semesters will be:

2.5.1.1 A minimum of five (5) hours scheduled during a class week at times in which students may reasonably assume faculty will be in the office.

2.5.1.2 A minimum of five (5) hours scheduled by appointment during a class week when students may reasonably meet with faculty.

2.5.1.3 A minimum scheduled, total of ten (10), office hours per class week.

2.5.1.4 Faculty members teaching distance education courses shall comply fully with the requirements of the Distance Education Policy No. 250.

2.5.2 Adjunct faculty office hours during the fall and spring semesters should at a minimum be scheduled at times immediately before or after the scheduled class meeting(s) throughout the term(s) so that students may reasonably assume faculty will be in an office setting.

2.5.3 Faculty office hours, either full time or adjunct, during non-traditional or summer session terms should at a minimum be scheduled at times immediately before or after the scheduled class meeting(s) throughout the term(s) so that students may reasonably assume faculty will be in an office setting.

2.6 The Chairperson or Program Director or, in her/his absence the appropriate Dean, has authority to excuse faculty from any duties for valid reasons. If at all possible, the faculty member is to notify the Chair in advance and in writing of any such absences. The appropriate Dean is to be advised by the Chair when faculty members are absent. Unusual requests for absence from duties require approval from the Chair, Dean, and the Provost.

2.7 The provisions listed in Procedure Number 17, “Reporting Absences,” also apply under this Policy.