

Faculty Availability Policy

UAAP 6.2

Approved 1984, 2011

Revised and approved 7/9/2021

I Purpose

This document describes UHCL's policy for faculty availability. Faculty availability represents UHCL's commitment to productive and collegial faculty-student interactions.

II Definitions

- A. Office hours: are designated times when faculty make themselves available to meet with students, either face to face or through other modes.
- B. Faculty member: all faculty positions, tenured or tenure track, non-tenured and part-time.
- C. Faculty Response Time: refers to the amount of time a student should expect to wait for a faculty member to respond to email, voicemail, text, or other indirect communication.

III Policy

Faculty members should make themselves available to students outside of class hours for academic consultation. Faculty may choose to be available through office hours or alternative engagement opportunities for at least one hour per week for each three hours of credit hours taught.

IV Faculty Response Time

Faculty should respond to student communications in a timely manner and make response time expectations clear in their syllabus.

V Publication of Faculty Availability

Faculty availability should be posted in the faculty suite and announced to students on appropriate platforms (course syllabi and Blackboard).