

## **Memorandum of Administrative Policy Interim Campus Presence and Engagement Policy**

**Area:** Academic Affairs

**Section:** Faculty Workload and Pay

**Number:** 05.A.01 AP

### **Policy Information**

The University of Houston-Clear Lake is committed to creating a strong campus community that values collaboration, interaction, and excellence in student instruction and mentoring, university, college, and departmental service, and research, scholarship, and creative activity. For this reason, it is essential to the vitality of the university for faculty to maintain an on-campus presence so that they may participate in and contribute to campus life.

### **Purpose and Scope**

This policy has been established to comply with the University of Houston-System SAM 02.A.20. Texas Government Code, Section 658.007 has set provisions regarding the working hours for full-time salaried state employees that apply to faculty and staff. Texas Government Code, Section 658.010 has provisions regarding where work can be performed by state employees that also apply to faculty and staff.

These provisions apply to full-time faculty. Faculty compliance with this policy is crucial in fostering a vibrant and engaging academic community. Failure to meet the campus presence and engagement expectations is considered a dereliction of duty and may result in disciplinary action up to termination and will be reflected in the annual evaluation score.

This policy does not apply to faculty hired to teach exclusively online, as stipulated in their UHCL contract. UHCL does not have full-time faculty who have been hired to teach solely online. Our faculty appointments letters always reference the expectation to teach in a variety of modalities. This policy does not apply to faculty while they are on a formally granted leave of absence, including leave covered by the Family and Medical Leave Act (FMLA).

## **Procedure**

Full-time faculty members (hereafter, faculty) shall maintain an in-person presence on campus to fulfill their professional obligations to students, colleagues, and the University for the duration of any term in which they are employed by UHCL. Faculty employed on nine-month contracts are expected to maintain an in-person presence on campus beginning, in the fall semester, at least one week before the start of classes through fall commencement (or the deadline for submitting grades, whichever is later) and, in the spring semester, at least one week before the start of classes through spring commencement (or the deadline for submitting grades, whichever is later).

Faculty employed to teach summer courses in any modality (e.g., face-to-face, online, hybrid, hyflex) shall discuss with their chair the departmental expectations to maintain an on-campus, in-person presence during the summer session(s) in which they teach.

Faculty are expected to hold at least three in-person office hours spread over at least two different days per week during each long semester. Faculty may choose to offer additional office hours, including virtual office hours, in addition to the in-person office hours as they see fit. Part-time faculty are expected to hold at least one in-person office hour per week for each three hours of credit taught (unless they were hired to teach solely online). In-person office hour schedules must be posted in course syllabi and submitted to the respective departmental

chair by the syllabus approval deadline. Summer office hours may be determined by the faculty member in conjunction with the department chair.

Faculty and department chairs are expected to attend in person all faculty retreats, commencement, and/or other major campus events at which the president and/or provost have/has requested faculty to be present.

Colleges and departments are expected to conduct University-related business on campus and in-person, including, but not limited to, faculty meetings, committee meetings, and face-to-face community or recruiting events. For work-related activities that are off campus (such as field trips, research, donor meetings, etc.), faculty should inform their supervisors prior to those activities.

- Faculty may attend conferences or other professional events and remain in compliance with this policy. Written notification must be submitted to the chair for approval prior to their absence.
- Faculty are not expected to be on campus on any holiday listed in the annual UHCL Holiday Schedule, scheduled university closure during the winter break, or during an expected or unexpected (emergency) closure of campus.
- Faculty seeking or receiving accommodations under the Americans with Disabilities Act (ADA) that may impact their campus presence should contact Human Resources to explore campus presence arrangements that reasonably accommodate their disability.
- All requests for exceptions to this policy must be submitted in writing to the faculty member's department chair prior to the start of a semester. Requests for exceptions are subject to review by the faculty member's chair and dean.

Failure to meet the campus presence and engagement expectations is considered a dereliction of duty and may result in immediate disciplinary action and will be reflected in the annual evaluation score.

### **Review and Responsibilities**

Responsible Parties: Senior Vice President for Academic Affairs and Provost

Review: Every three (3) years on or before the date the policy was last approved.

### **Revision Log**

Revision Number: 1

- Approval Date: 08/11/2025
- Description of changes: Policy Created & Approved

### **Approval**

Approved by:

*/Dr. Christopher Maynard/*

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**Senior Vice President of Academic Affairs and Provost**

*/Dr. Richard Walker/*

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**President**

*August 11, 2025*

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**Date**

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