

## **Memorandum of Administrative Policy Annual Faculty Review Policy**

**Area:** Academic Affairs  
**Section:** Faculty Workload and Pay  
**Number:** 05.A.06 AP

### **Purpose**

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

### **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.

### **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.

### **Faculty Response Time**

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

### **Publication of Faculty Availability**

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

### **Revision Log**

Revision Number: 1, Approval Date: 1984

Revision Number: 2, Approval Date: 2011

Revision Number: 3, Approval Date: 07/09/2021