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To: Dr. Tim Hudson, Chancellor
Arkansas State University

From: Jeffrey Pittman, Chair
ASU Shared Governance Oversight Committee



Subject: Shared Governance Proposal - 15 SP 02 – A proposal to modify the section of the Handbook dealing with faculty office hours



This spring, the ASU Faculty Handbook Committee reviewed proposed changes in the ASU Faculty Handbook regarding faculty office hours. Under shared governance, this proposal was forwarded from the SGOC to the ASU Faculty Senate, Deans Council, Chairs Council, Graduate Student Council, and the Student Government Association. After comments, the Faculty Handbook Committee reported back to the SGOC that all constituency groups involved supported or rejected the proposal. The proposed change involves only one new sentence added to office hours (“Faculty whose advisees and students are in totally online programs may meet this requirement by posting and keeping virtual office hours.”) The Faculty Handbook Committee believes the initial positions taken by the constituency groups to accept or reject cannot be accommodated by an additional round of SGOC review. Thus, the ASU Faculty Handbook Committee asks the SGOC to forward this proposal to you as presented below.

The SGOC sends this proposal to you for your consideration.

TO: ASU-Jonesboro Shared Governance Committee

FROM: D. Mike McDaniel, Chair, ASU-Jonesboro Faculty Handbook Committee

RE: Shared Governance Proposal 15SP-02: A proposal to modify the section of the Handbook dealing with faculty office hours

The above mentioned policy was presented to the SGOC on January 26, 2015. At that meeting the SGOC recognized the proposal as a shared governance issue and set the following disposition:

Responsible Committee	Faculty Handbook Committee
Type of Review	Full
Handbook Issue	Yes
Constituency Groups for Review	Faculty Senate Dean's Council Chair's Council Student Government Association Graduate Student Council

The proposal was disseminated by the Faculty Handbook Committee (FHC) to the various constituency groups for review on or about January 30, 2015. The constituency groups reported the results of their review back to the FHC on February 19, 2015. Those results were:

Faculty Senate	Unanimous Support
Dean's Council	Unanimous Rejection
Chair's Council	Failed to Support
Graduate Student Council	Unanimous Support
Student Government Association	Unanimous Rejection

Clearly this proposal lacked across-the-board support. None of the constituency groups reviewing the proposal offered edits or suggestions to make the proposal more acceptable. That is the report of the Faculty Handbook Committee. The full proposal follows.

Arkansas State University-Jonesboro Shared Governance Proposal 15SP-02

Proposer: ASU Faculty Senate

Office Hours Proposal:

The Faculty Senate recommends that Section III.K. Office Hours in the *Faculty Handbook* be modified to include the underlined sentenced.

Administrative offices are normally open from 8:00 a.m. to 5 p.m. Faculty members are responsible to their respective department chairs and deans for posting and keeping office hours for advising and assisting students. Faculty whose advisees and students are in totally online programs may meet this requirement by posting and keeping virtual office hours.

Rationale:

Faculty who teach exclusively in online programs note that their students make advising and course assistance requests via the online venue and seldom, if ever, come to campus for these purposes. A substantial number of students in the virtual programs are geographically too far from campus and/or work during hours that prohibit campus visits during regular business hours. In other words, the nature of online programs and students' accessibility expectations are incompatible with traditional onsite office hours.

As is true in regard to traditional office hours, keeping virtual office hours does not excuse faculty from other duties that might require an on-campus presence.

Existing Policy and Existing Wording (III.k):

III.k. Office Hours

Administrative offices are normally open from 8:00 a.m. to 5:00 p.m. Faculty members are responsible to their respective department chairs and deans for posting and keeping office hours for advising and assisting students.

Proposed Change to Policy and Wording:

III.k. Office Hours

Administrative offices are normally open from 8:00 a.m. to 5 p.m. Faculty members are responsible to their respective department chairs and deans for posting and keeping office hours for advising and assisting students. Faculty whose advisees and students are in totally online programs may meet this requirement by posting and keeping virtual office hours.

(Note: underscore is the addition and the only change)