

Siena College

OFFICE HOURS AND ON-CAMPUS PRESENCE WHEN TEACHING ONLINE COURSES

Policy Title:	<i>Office Hours and Campus Presence when Teaching Online Courses</i>
Type or category of Policy:	Administrative
Approval Authority:	<i>Provost and Senior Vice President</i>
Responsible Executive:	<i>Provost and Senior Vice President</i>
Responsible Office:	<i>Deans of the Schools of Business, Liberal Arts and Science</i>
Owner Contact:	<i>Owner Contact: Provost Office, Provost@siena.edu, 518-783-2307</i>
Reviewed By:	Margaret Madden, Provost
Reviewed Date:	4 March 2021
Last Revised and Effective Date of Revision:	4 March 2021

Brief Overview of the Policy

Full-time faculty members teaching online courses are expected to hold on-campus office hours in all cases, concurrently or in addition to online office hours appropriate for online classes. Full-time faculty who are teaching online are also expected to participate in department meetings, events, and other governance and community service obligations on campus. Exceptions to this on-campus presence are subject to review under the college Telework Policy.

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Reason for Policy

To clarify office hour and on-campus obligations of faculty teaching online courses.

Scope of the Policy: Entities or Individuals affected by this policy

All faculty members.

The Official Policy

Full-time faculty members teaching online courses are expected to hold on-campus office hours in all cases, concurrently or in addition to online office hours appropriate for online classes. Full-time faculty who are teaching online are also expected to participate in department meetings, events, and other governance and community service obligations on campus.

Exceptions to this on-campus presence are subject to review under the college Telework Policy.

Adopted: July 27, 2017

Reviewed: March 4, 2021

Revised: March 4, 2021

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Page 2 of 2