

Memorandum

DATE: November 9, 2023

TO: Cris Elder, Faculty Senate President
Faculty Senate Operations Committee

FROM: Nancy D. Middlebrook, PhD, University Secretary 

RE: Request Faculty Senate Approval for Combining Policies C80 “Dates of Campus Duties” and C90
“Office Hours” and Updating Outdated Language

This memorandum is a follow-up to the September memorandum requesting Faculty Senate approval of combining and revising Policies C80 and C90 into one policy. Changes from the Operations Committee were added to the draft and the proposed revision was sent to the campus for a 2nd comment period. The Policy Committee updated the proposed revision to address a few additional comments received and is resubmitting it for Faculty Senate approval. The Policy Committee would be happy to have a member at the Faculty Senate meeting to present the item and answer questions or concerns regarding this proposed policy revision.

Faculty Handbook policies C80 “Dates of Campus Duties” and C90 “Office Hours” are old policies that contain outdated language. Because the policies are short and closely related, the Faculty Senate Policy Committee proposes combining them and updating language to align with the current flexible manner in which instruction is delivered. In addition to the minor changes which are highlighted in red, the policy has been placed in the new *Faculty Handbook* policy format.

After Faculty Senate approval, the proposed revision of Policy C80 will be added to the *Faculty Handbook* to replace both policies C80 and C90. Thank you for this opportunity to work collaboratively with you on these important policies.

Attachments:

Clean copy and highlighted revised drafts of C80 “Faculty Assigned Duties, Commitments, and Availability to Students” (revised date 11/8/23)

Cc: Karen Patterson, Chair, Faculty Senate Policy Committee
Peninah Wolpo, Vice Chair, Faculty Senate Policy Committee