

Faculty Senate Recommendations considering office hours and workload:

Increasingly, the differences in office hours and workload expectations within academic departments has become a concern amongst the NWOSU faculty. Listening to these concerns the Fall 2015 Faculty Senate conducted research within our sister institutions asking several questions:

1. Are there university wide policies, departmental policies, or unwritten university or departmental expectations concerning faculty office hours and work load?
2. What is the policy and/or expectation for faculty office hours?
3. What is the policy and/or expectation for work load (teaching hours, etc.)?

Senators discovered a wide range of expectations in office hours and workload across sister institutions, yet much alignment in other areas. NWOSU is aligned in these three areas:

1. Generally, 10 office hours per week is the expectation.
2. In general, Faculty are expected to be on campus regular hours, five days/week.
3. Faculty teaching load is 24-30 hours per academic year.

Senators then sent a nine question survey to the NWOSU faculty. The survey was well responded to and resulted in three major recommendations.

1. In several departments, faculty teach a significant number of online courses. For faculty teaching at least 2 classes online, the Faculty Senate supports those departments to allow a portion of the required office hours to be held online.
2. There is a wide range of expectations within departments for faculty completing advanced degrees. The Faculty Senate supports those departmental chairs that allow flexibility in scheduling for faculty who are taking classes, conducting research, and/or writing a dissertation. This may include setting up schedules that allow blocks of time for faculty to work from home, travel to take classes, or schedule meetings with dissertation advisors. Faculty Senate supports departments that allow this flexibility as long as the faculty member's teaching and advising duties do not suffer.
3. The Faculty Senate supports those departmental chairs that allow their faculty members to work from home from time to time. The survey reflects that when faculty are allowed to work from home increased productivity is a result.

Ultimately, the Faculty Senate would appreciate if the NWOSU administration took these recommendations and conveyed them to the departmental chairs for consideration.

Thank you.