

From: Provost <Provost@fscj.edu>

Date: Tuesday, August 11, 2020 at 2:22 PM

To: All Faculty <fac@fscj.edu>,

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Subject: Fall Office Hours

Academic Colleagues-

As part of FSCJ's adaptive response to COVID-19, College administration and the Faculty Union have collaboratively developed the following guidance regarding the modality and location of faculty office hours:

Office hours exist to extend teaching and learning beyond the classroom by providing students time to meet and consult with faculty in support of their course and broader academic success. In the current COVID-19 environment, we remain committed to meeting students' needs through this important function, even as we adapt how office hours are carried out to maximize safety and flexibility, as follows:

- Faculty will continue to be responsible for scheduling the number of office hours prescribed in the CBA.
- Faculty whose teaching responsibilities are fully remote for Fall 2020 are strongly encouraged to schedule all of their office hours online. Only one of these office hours must be offered synchronously.
- Faculty whose teaching responsibilities include onsite instruction for Fall 2020 are also strongly encouraged to schedule all of their office hours online, with the caveat that they are prepared to meet with a student onsite if such a meeting is necessary to meet the student's need in mastering hands-on course material. Only one scheduled office hour must be offered synchronously online or onsite.
- Although, regular onsite office hours are strongly discouraged, faculty who prefer to have some of their office hours on site (either regularly or on an ad hoc basis) will be supported in their preference, subject to the College's status in the *Back to Campus* plan. Arrangements for these office hours should be made through consultation with the supervising administrator who can "connect the dots" with other relevant College offices (security, facilities).

These guidelines will be included in a Memorandum of Understanding (MOU) being developed to proactively address collective bargaining issues that have emerged as a result of the pandemic. Although the MOU is not yet finalized, we have reached agreement on this issue and want to share it now to assist faculty in their Fall preparations.

Dr. Jason M. Gibson
President, UFF-FSCJ

John J. Wall, Ph.D.
Provost & VP for Academic Affairs