

MEMORANDUM

DATE: April 15, 2016

TO: All University of Arizona Faculty

FROM: Dennis Ray, Chair, Undergraduate Council
Koen Visscher, Chair, Graduate Council
Celeste Pardee, Assistant Director for Academic Policies/Organizations

RE: Faculty Support of Students Policy - Updates

Effective in Summer/Fall 2016, all instructors are expected to support their students in accordance with approved updates to the ***University Handbook for Appointed Personnel (UHAP)***, [Chapter 7.01.01, Statement on Professional Conduct](#).

In Fall 2015 it was brought to the attention of the Undergraduate Council that the Faculty Support of Students Policy was outdated. The UGC initiated revisions and approved those updates on 11/10/15. The Graduate Council requested additional revisions upon passing the proposal on 11/20/15. The Faculty Senate approved the final version on 3/7/16.

Updates to UHAP, Chapter 7.01.01 <http://policy.arizona.edu/employmenthuman-resources/statement-professional-conduct> (the end of this section):

In addition to fulfilling the responsibilities listed in the above "Statement," faculty members are expected to support students in the following ways:

- *By **beginning** ~~meeting~~ and terminating classes at the scheduled times;*
- *By posting and keeping a schedule of office hours during which they are available **to students in person and/or online** ~~for conferences~~;*
- ***By responding to in-person and/or online student inquiries and comments in a timely manner;***
- ***By providing feedback and assessment on projects, assignments, quizzes, and exams in a timely manner;***
- *By advising **or mentoring** students, **per college/department policy** ~~during orientation and registration~~.*

Rationale for the updates:

- Faculty policies on holding office hours and advising students were established in the 1970s, but faculty responsibilities have changed since then.
- Formal office hours are necessary for in-person courses but not for online or even hybrid courses, where most communication is conducted electronically.
- Student learning is increased with the faculty's constructive comments on assignments and timely assessments of quizzes/exams.
- As professional academic advisors have assumed more responsibility for advising services, fewer faculty members advise students, particularly during orientations and registration periods. The faculty's role has shifted toward mentoring students—on discipline-specific areas of emphasis, graduate programs and/or careers in their field of study.

Implementation of the updated Policy: Beginning with courses offered in Summer/Fall 2016, all instructors should comply with the five provisions of this policy.

Questions about the revisions may be addressed to Celeste Pardee, Curricular Affairs, at 621-5375, or cpardee@u.arizona.edu.