

# Academic Operating Procedure 10



## Faculty In-Person Presence on Campus

Approved: August 15, 2025  
Effective: September 1, 2025

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### AOP Statement

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Texas A&M University-Kingsville (TAMUK) is committed to excellence in teaching, learning, and the pursuit of research and discovery. To support the university's mission of advancing student success, this Academic Operating Procedure establishes expectations for the in-person presence of faculty on campus. Faculty availability and engagement on campus are vital to enhancing student learning, promoting retention, and cultivating a supportive academic environment.

This Academic Operating Procedure (AOP) supports TAMUK's commitment to student success by clarifying institutional expectations for faculty presence on campus. This AOP outlines when physical presence is required and the conditions under which exemptions may be granted.

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### Procedures and Responsibilities

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#### 1. GENERAL EXPECTATIONS

##### 1.1. Faculty Accessibility

Faculty members must be available to support student learning and academic progress through in-person interactions.

- (a) Student Support Hours (Faculty Office Hours) must be conducted in person on campus unless otherwise approved.
- (b) Refer to the AOP 9: Student Support Hours (Faculty Office Hours) for detailed expectations.

##### 1.2. Daily Campus Presence

1.2.1. Faculty are required to be physically present on campus during scheduled instructional days, proportional to their online and face-to-face teaching assignment, unless:

- (a) The faculty member's current appointment letter specifies only online or only off-campus teaching, or;
- (b) The faculty member has an authorization to work remotely in accordance with Section 2.6 of System Regulation 33.06.01, *Flexible Work Arrangements*.

- 1.2.2. Class days when online tests/exams are administered do not excuse a faculty member from being present on campus.
- 1.2.3. Department chairs and other academic college administrators (school directors, associate/assistant deans, and college deans) will fulfill their administrative roles in person on campus.
- 1.2.4. On-campus office space is assigned to faculty in support of their work and on-campus presence. If they do not utilize their assigned space, it will be re-assigned.

### 1.3. Reassigned Time

- 1.3.1. Faculty members who receive reassigned time from teaching in order to conduct research or other duties may not seek permission to work from home to fulfill their research/job expectations except in highly limited situations where granted by the department chair and college dean.
- 1.3.2. Faculty must be present at their workplace/research sites.

## 2. MEETINGS AND CAMPUS EVENTS

- 2.1. Full-time faculty (tenured, tenure-track, lecturers) will attend department, college, and university meetings in person, unless their current appointment letter specifies only online or only off-campus teaching, or the meeting is held online.
  - 2.1.1. Department chairs are responsible for monitoring attendance.
- 2.2. Faculty and academic college administrators (department chairs, school directors, associate/assistant deans, and college deans) represent their units at major university ceremonies and functions.
  - (a) Full-time faculty and academic college administrators must attend at least one commencement ceremony for their college each academic year, per Faculty Handbook Section C.6.1.
  - (b) Attendance is expected at other major events on campus at which the president and/or provost request faculty to be present.

## 3. INSTRUCTIONAL RESPONSIBILITIES (Effective Spring 2026)

- 3.1. Full-time faculty (tenured, tenure-track, lecturers) will teach at least half of their teaching load in-person, in a face-to-face format, unless the faculty member's current appointment letter specifies that they will teach only online, or unless the faculty member teaches in a fully online program or approval is granted by the department chair and college dean and in accordance with System Regulation 33.06.01, *Flexible Work Arrangements*.
  - 3.1.1. Hybrid courses (section 900), which by definition include and are expected to have some face-to-face instruction, will count toward the online teaching format.

3.1.1.1. For the purpose of this AOP, a hybrid course (section 900) is defined as one having more than 50% but less than 100% of instructional activity that takes place when the student(s) and instructor(s) are in separate physical locations.

3.2. Course delivery modality definitions are available on the Center for Academic Technology's Digital Learning webpage.

#### 4. BREAK PERIOD EXPECTATIONS

4.1. Faculty are to be present on campus to prepare for the fall and spring semesters three business days before the first day of instruction begins.

4.2. Faculty are not expected to be on campus during the winter break after fall commencement or after spring commencement through the end of May. However, there may be an occasion where an important in-person meeting is required.

4.3. Faculty are expected to be responsive to students during the entire period of their 9-month contract, including responding to emails, complaints, and appeals.

#### 5. EXEMPTIONS

5.1. Written approval must be obtained for any deviation from this AOP.

5.2. Approval must come from both the department chair and the college dean.

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### **Related Statutes, Policies, Rules, or Requirements**

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[System Regulation 33.06.01, Flexible Work Arrangements](#)

[TAMUK Digital Learning Definitions](#)

[TAMUK Faculty Office Hour Requirements Memo \(August 14, 2023\)](#)

[TAMUK AOP 9: Student Support Hours \(Faculty Office Hours\)](#)

[Texas A&M University-Kingsville Faculty Handbook](#)