

Faculty Senate Survey on Office hours/workload/etc – November 2015

1. What do you feel is an appropriate number of office hours per week for a full-time faculty member at NWOSU?

5-6	28.1%	16
7-8	21.1%	12
9-10	49.1%	28
11-12	1.8%	1
Total		57

2. Is there an expectation in your department to be on campus regularly from 9am-5pm or 8am - 4pm?

Yes	62.5%	35
No	32.1%	18
Not sure	5.4%	3
Total		56

3. Comments/Explanation on Question #2:

18am to 3pm or 9am to 4pm

1Appears that it depends upon who you are and what campus you are from

1Expectation is for 8-4 or 5.

1Makes a long day to start at 9am and finish at 9:45 pm.

1Nothing written down but just feel like that is the case.

1The division expects us to be here 40 hours per week.

1There wasn't during the 2014-2015 year; however, with a new department chair, there is now.

1Unknown how many hours faculty need to be in office

1We are expected to be here everyday for 8 hours.

1We have been told that the administration wants us to be more visible.

1In order to be available for students we have posted office hours and we are expected to follow them

1Expectation is from 9 to 4 Monday through Friday, but if you have night classes then hours are less.

1There is an expectation to be on campus regularly each week. However there is also an understanding that each individual position may require substantial travel / off campus time throughout the year.

1 Sure, for availability for students, but no definite hours have been required, I post my office hours, and need to be there at that time.

1 Faculty are expected to be on campus 32-35 hours per week for classes, office hours, meetings and other duties.

1 Our department is required to recruit. We are off campus more than most faculty. However, we still attempt to get our hours in even with we are on the road.

1 Are told that in addition to our 10 office hours (not including lecture) that we need to be in the office more than that. This is not fair to faculty who work many hours away from the office for this organization. Students expect faculty to be "on-call" above and beyond declared office hours. Many do more hours when not in office.

1 We are to meet our office hours, committee assignments and other obligations that arise, but there has never been a stated time frame of expectation for us to be on campus.

1 However, few in our department leave early as setting up or taking down labs well before and after hours. The Department Chair does not impose regular hours. To complete our teaching tasks, understood that everyone in the department will put in a full day and then some.

1 The Division of Education is required to post 40 hours of campus time per week. We are repeatedly check upon to see if we are in our office or classrooms during that time. This has led to a culture of mistrust.

1 Some faculty are here most of the time, some aren't. The department chair isn't here very much. But no one has ever said when we are supposed to be here.

1 Several departmental faculty teach regular courses in the mornings or earlier in the day, while others teach courses later in afternoons and even night courses. This splitting up of time allows for somebody to be in the department for most of the work day. Also a number of department faculty teach online or even hybrid/mixed courses, leading to work outside of the office on evenings and even weekends. That flex time is important for faculty if students need class flex time in long-distance learning formats.

1 As a department, we were told these are the hours we need to be here, but I feel this should be flexible. The important thing is to get the work done and take care of the students.

1 Regular hours are expected, but not necessarily 9-5 or 8-4. For example, I have a class that starts at 7:00 a.m. some semesters, and other faculty have classes that continue after 5:00 p.m.

This expectation seems to come from administration but does not take in to account being on-call to students at all hours/weekends due to access through email. This policy also does not account for being on duty for events such as Ranger Preview.

1 I have never been told of any expectations. I think it is a given that to do our jobs effectively we must be available for our students.

I teach several evening courses; therefore, my hours on campus vary daily. However, the expectation is that we should "clock" approximately forty hours/week. This said, my dean and division chair have been very gracious and accommodating with respect to working with me to complete my doctorate. I "clock" several of my hours at the university where I am working on my doctorate versus at NW.

My faculty teach at all hours of the day/night. I do not expect them to be here every single day 8:00 to 4:00. That is ridiculous in a day and time when faculty teach online, grade at night and on week-ends and work with students online at all hours of the day and night. I do, however, expect my faculty to be available to students during posted office hours, and available to other faculty and myself during the majority of each day. I ask my faculty to notify me if they plan to stay at home to grade or work online. I have some faculty who work from other campus locations on certain days each week, and the same expectations hold for them as well. We have a multi campus system, with online classes and must work with faculty to accommodate their personal lives too.

1 When not in class, clinical or lab, faculty are expected to be in offices to meet the office hours requirement on other days of the week.

1 32 hours on campus per week, plus evenings & Saturdays as required. Windshield time is not included when we travel to other campuses. By the way, the above requirements were NOT specified during the hiring process; not verbally and not in writing. This has changed some NWOSU faculty from Social Norms to Market Norms and they feel somewhat deceived regarding faculty expectations.

¹ It is an unwritten expectation that faculty spend the majority of the work day hours on campus. Faculty loads are such that it occurs. Though, faculty do on occasion leave prior to 5pm.

¹ We're not sure whether this expectation comes from the top (President, VP, etc.) or more from the Deans and/or Chairs.

¹ Always told that administration wants faculty on campus and preferable in office - not sure if that is 100% accurate or if that is the line used by the chair to justify her/his expectation.

4. Does your department allow release time for completing an advanced degree?

Yes	24.6%	14
No	42.1%	24
Not sure	33.3%	19
	Total	57

5. Comments/Explanation on question #4:

¹All of our faculty now have advanced degrees, so the topic hasn't come up.

¹I have not run into this as an option.

¹I was allowed time off to do my dissertation defense.

1If we don't we should as it is a possible part of our portfolio.

1Office hours may be reduced.

1See comments above.

1They didn't used to but I don't know about the current policy.

1We are short of faculty.

1This has not been shared with me, but another colleague was told she has one day per week to work on her advanced degree.

1The Division of Education allows for one day a week to be off campus to complete a degree. Yet, no to little consideration is given to those who have their final degree when wanting to work from home one day a week.

1I don't know. They shouldn't. A person should have their degrees before they come to work here (but we know they don't). They should pursue advanced degrees on their own time.

1It is not a factor in our department currently (since 2008). However, I recall flexibility in my scheduling in 2000 - 2005 in the completion of my degree (permitted to teach 21 - 24 hours per year rather than 27).

1It is difficult to get classes at OSU during times that I am not required to teach at NWOSU. Furthermore, since my department requires me to be on the Alva campus 5 days a week, I do a lot of driving to teach only one class then turn around and go to Stillwater for my classes there. I do not mind getting the advanced degree, but I do feel like NWOSU should work with people who are trying to meet this requirement.

1I have two faculty working on advanced degrees. If they need to leave at noon to drive to Wichita or Stillwater or Norman to class, that is not a problem. However, they still have a full teaching load and still have office hours to deal with.

I already have a terminal degree so I am not aware of any release time because it does not apply to me.

I am in an advanced degree program and when I am not teaching for NWOSU, I am working on this degree.
1 Zero time for family, in addition to travel.

We have worked on our advanced degrees but have not been given specific time to work on it or time away from our required duties during the semester. And again it depends upon who you are and what campus you are from

1 Only for those who negotiated this before being hired. It has created tension in the department that some have this time and others were not offered it.

My employment was conditional on me earning an advanced degree. Administration agreed to adjust my teaching days to work around a doctoral studies program which requires me to be gone one full day per week. That arrangement was agreed upon when I was hired. I appreciate it and feel it is a fair arrangement.

1 I was allowed to leave early, but still taught the same load, had 10 office hours, and was on campus 5 days a week.

We have had one in the past complete an advanced degree and they received no release time for completing this. Still were responsible for a regular teaching load. (Have heard this is not the case for School of Professional Studies and if true, seems unfair. Also full credit loads for Business and Education faculty seem to be at 24 rather than 27/academic year and seems unfair?)

1 While the division works around any classes we may be taking, they do NOT allow one day a week to work on school.

1 Faculty are allowed flexibility in scheduling while working on a doctorate. However, faculty are generally not given a reduced teaching load or reduced office hours/committee responsibilities.

1 If you need to leave early to attend class it is accepted. And they try to work with course scheduling.

Course work is completed in the evenings or on the weekends or during summer. Department chair tries to arrange schedule so that the instructor can allow travel time to evening classes. Permission can be available to attend occasional meetings with advisor or committee. No course load reduction: load is 5/4. Expectation is to complete doctorate on own time within a few years.

Our department has not done that for a handful of faculty members who teaching full loads and needing to do terminal degree requirements, which can be difficult at times for them.

6. Are faculty teaching online classes in your area allowed to hold a portion of their office hours online?

Yes, some office hours can be held online (from outside the office)	12.3%	7
No, office hours must be in my office	26.3%	15
Not sure if this is an option	61.4%	35
		Total 57

7. Would you support a University-wide policy on office hours and release time?

Yes	75.0%	42
No	25.0%	14
		Total 56

8. Explanation/Comments on question #7:

1As a first timer I am unsure so would rather not state an opinion.

1But it should be the same for all faculty members and on each campus

1I plan on adhering to the University Policies.

1I support a policy that encourages autonomy.

1I think needs differ by department.

1I think that should be left to the depts. themselves

1I work 60+ hours per week. I would just as soon pick the environment that works best for me.

1I would like to see more consistency across campus with workload.

1Only if the standard was upheld across the campus by all departments.

1We need to know exactly how many hours we can spend in office.

1Yes this would avoid confusion.

1yes although there might be circumstances where allowances would need to be made

1 Yes, I would like this expectation to be across the board for faculty. Even though I usually teach 5 days/week, it would be nice to have the option to work from home one morning or afternoon.

1 More flexibility for office hours would be great, as well as where office hours are completed. Traveling to the office is difficult when you do not live in the same town.

Yes, if there is some flexibility included. I think all faculty should have required a set minimum number of office hours. I don't think they would necessarily have to be between the hours of 9-5. Office hours should be at times when students have easy access to the instructor. An example outside of the "normal" hours of 9-5 might be, immediately before or after a night class. Explanation about #9 - Faculty should be required to be on campus a set minimum number of hours per week, e.g. 40 hrs/week, but should have the flexibility to spread those hours over a schedule other than 5 days/week.

Due to day/night courses, online and hybrid, and 4 campus locations: there should be considerable flexibility with work hours. 10 office hours/week for student conferences seems appropriate. In addition, availability for department, division, committee meetings, seasonal enrollment/advisement time, and the remainder of the workweek should be flexible. This should be at the professors' discretion. In this age of technology, it makes sense that faculty and students communicate efficiently. This includes evenings and weekends if the professor prefers (students appreciate). As long as the workload is completed timely and professionally, flexible work schedules should be allowed. As challenging as it is to recruit and retain quality faculty to NW Oklahoma, this seems to be a reasonable benefit to faculty at no cost to NWOSU. Micromanaging faculty is adverse to a positive, team-building work environment.

1 Yes would support but would have to see what the policy is first! Would hope that a university wide policy would take into account faculty opinion and input from many different discipline areas and across the two schools (Arts & Sciences and Professional Studies). Feel it must be the same university wide or it develops feelings of unfairness among faculty.

1 The policy should recognize that some faculty functions must or can be better performed off campus.

1 I would like to see more consistency across the board - release time, office hours, hours on campus, and salaries.

1 Why not? It would be better to have a policy than to allow the administration to let some faculty have release time while others do not; to allow some people to stay at home but others not, etc.

¹The times are a changin' and NWOSU needs to keep up with the demands that students are putting on faculty. On line office hours and working from home must be incorporated into the new policy.

Since I started at NWOSU 20 plus years ago, the work load has quadrupled. I teach 110 plus students each semester, manage the department's assessment program, manage the department's recruitment program, am responsible for writing up all program reviews, managing curriculum changes and documentation according to assessment needs, managing Title III program requirements, documenting faculty travel needs, completing an entire year's worth of academic scheduling in three months time, hiring and managing faculty, orienting faculty, documenting diversity department-wide, managing departmental budgets, scheduling external departmental events, and sitting on multiple university committees. We have been given no reduction in load and we have not been given reduction in office hours in the time I have been here. However, my job duties, not related to teaching, continue to grow. At other institutions, various federal and state accountability and reporting/documentation requirements are done by staff--here at NWOSU---those duties are passed onto department chairs and faculty. We do not have "staff" to help out with anything in the Arts and Sciences, yet we are expected to do the same level of work as the School of Professional Studies Departments. We have extreme pay and work load differentials between the two schools at NWOSU and it is a real morale killer.

Not sure exactly what you are asking with this question. I think it would be hard to have a standard 8-5 time for work because of the night classes and other responsibilities. I think being flexible if all your work is completed should not be a problem.

Policy consistency is an important piece to make the university work and have a good reputation with students and other organizations. Whether the policy is open campus or certain hours on campus, everyone should be expected to do the same.

¹Yes, to a certain extent. There must be exceptions based on hours that a faculty member is expected to spend with students outside of a lecture situation.

It seems that this policy should be studied, especially to make more advantage for the professor. As more online courses are added to department schedules, there will be a lessening need to be available face-to-face. We are being asked to do more with less; a favorable policy could boost morale.

¹Just be ause each discipline is unique... We have to do what it takes to get the job done. Currently, I am in the hospital 6-2 for 3 days, and then sometimes swing by the office to catch up there a bit

It would depend on how the proposal was phrased, explained, and then, if necessary amended. I would not support a quid pro quo arrangement that inhibits our ability to be faculty members in a traditional arrangement.

Yes, but I really don't want this university to become a too focused on being a 9-5 workplace. That will hurt in our recruiting efforts. No other university I have ever worked for (or even heard of) mandates such a thing.

And a University-wide policy for minimum number of on-campus hours. One of the unintended consequences for requiring 32 hours minimum for on-campus is in the hiring process; we will be required to tell our candidates up front about this requirement and I guarantee that we will have some very awesome candidates turn us down.

I think that there should be some uniformity for faculty needing release time, though each department and individual case might also still require flexibility on a case by case basis. Most university have rather limited office hours in person, ranging from 2 to 10 hours. Our required 10 hours are not a problem for me, though I put in longer weeks with flex time on and off campus through email, Blackboard, and so on. That is the reality of education today. If we try to create a 9-5 office hours regime, we might eventually lose some faculty, and it will be harder to recruit quality better as well. Other more dedicated faculty might even decide not to do online or night classes if they have to be on campus or working 10-12 hours a day.

I would support the University on office hours, I believe the release time should be set by department.

A minimum of on campus office hours makes sense to me. As low as 5 hrs/week could work. Since we can always schedule times to meet with students, 10 hours of office hours seems high.

9. Should full-time faculty be required to be on campus 5 days a week?

Yes, faculty should be on campus M - F	19.6%	11
No, faculty should have the option to work away from campus 1-2 days a week.	80.4%	45
		Total 56