
Effective: Fall 2021

**Local Agreement:
FACULTY OFFICE HOURS
FOR THE FALL 2021 SEMESTER**

**Approved: MU/APSCUF-MU
August 19, 2021**

Background

The APSCUF CBA requires teaching faculty to “maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times and locations as will accommodate the needs of the students.” During the COVID-19 pandemic, Millersville University has gained considerable experience with offering faculty office hours in “alternative locations,” which have largely proved to be a positive experience for both faculty and students. Furthermore, as the Commonwealth and the university continue to monitor the efficacy of infectious disease control guidelines and the extant vaccinations against the COVID-19 virus, it is felt to be beneficial to continue to permit faculty and management to allow for a broader definition of “locations” during the Fall 2021 semester.

Therefore, Management and APSCUF-MU agree as follows:

1. All faculty members are still required to hold office hours on three different days, per CBA Article 23.A.1.c. At least three of the five required office hours should be conducted in their office or at a convenient location on campus.
2. Faculty may offer technology-enhanced office hours with the option of being available to respond to emails within the period of the office hour or conducting a remote session with one or more student(s) via Zoom, Teams, or using some other technology announced in the syllabus.
3. A faculty member must accommodate any student wishing to have technology-enhanced office hours during scheduled office hours. If they are providing in-person office hours only, they must provide technology-enhanced sessions upon student request.
4. A faculty member must accommodate any student wishing to have a face-to-face meeting in person during scheduled office hours. That meeting may be in the faculty member’s office or another place on campus and must follow current masking guidelines.

No later than December 10, 2021, APSCUF and Management will determine whether to renew, modify, or discontinue this local agreement. Best practices in office hours will be agreed upon by Management and APSCUF if the pilot leads to a future policy. There is no presumption by APSCUF or Management that this agreement will become a permanent feature of the Millersville University campus.