



Academic Operating Procedure 1: Faculty on Campus Presence

August 17, 2026

AOP Statement

Texas A&M University-Corpus Christi (TAMU-CC) is dedicated to excellence in teaching, learning, research, scholarship, and creative activity in a wide range of academic and professional fields. To foster a culture of inquiry, discovery, and the application of knowledge, faculty availability and engagement on campus are essential to supporting students and advancing the university's mission. Additionally, a strong faculty presence promotes collegiality and collaboration, further enhancing the academic environment.

Procedures and Responsibilities

1. GENERAL EXPECTATIONS

1.1. Faculty Accessibility

1.1.1 Faculty members must be available to support student learning and academic progress.

1.1.2 Student Support Hours (SSH) (Faculty Office Hours) must be conducted on the faculty member's designated campus.

- a. Full-time faculty are required to hold a minimum of five Student Support Hours per week, distributed over at least three days, in addition to their instructional time.
- b. These hours should be scheduled at times that best accommodate student needs and enhance collegiality and collaboration.
- c. Exceptions to holding SSH on campus may be approved by the dean/director based upon work assignment (for example, clinical nursing faculty in the field, site supervisors for clinical teachers, etc.).



1.1.3 Refer to University Procedure 12.01.99.C0.03 Responsibilities of Faculty Members and to college/school handbooks for additional information.

- a. Full-time faculty, including tenured, tenure-track, fixed-term, clinical, visiting, or similar appointments, are expected to attend department, college/school, and university meetings and events in person, unless the meeting is scheduled exclusively online or the dean/director has granted prior approval for remote attendance. Depending on area of specialization, examples of such events include orientations, student banquets and award ceremonies, commencements, hooding ceremonies, and opening meetings.

1.2. Daily Campus Presence

1.2.1 Faculty are required to be physically present on campus during their scheduled instructional days, 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, or
- c. The faculty member is traveling on official university business (e.g. conference attendance) and alternative arrangements have been made for impacted classes.

1.2.2 Department chairs and other academic administrators, including directors, associate/assistant deans and directors, and college deans, are required to fulfill their administrative responsibilities in person on campus.



1.2.3 The administration of online tests or exams during class days does not exempt a faculty member from being present on campus.

1.2.4 Office space is assigned to faculty to support their work and on-campus presence. If an assigned office is not utilized, it may be reassigned.

2. INSTRUCTIONAL RESPONSIBILITIES

2.1 Full-time faculty (tenured, tenure-track, fixed-term, clinical, visiting) will teach at least half of their annual teaching load in-person, with a minimum of one course per semester being face-to-face, unless the faculty member's current appointment letter specifies that they will teach only online, or approval is granted by the department chair and dean/director and in accordance with System Regulation 33.06.01, Flexible Work Arrangements.

2.1.1 Hybrid courses, which by definition include and are expected to have some face-to-face instruction, may count toward the in-person teaching format. Online and in person days should be specified in the syllabus/course calendar at the start of the semester.

3. BREAK PERIOD EXPECTATIONS

3.1 Faculty are expected to be present on campus to prepare for the fall and spring semesters at least one week before the first day of instruction begins.

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

3.3 As stated in annual Notice of Appointment letters, faculty are expected to be available for assignments, meetings, service commitments, professional development, and any other agreed upon obligations during the nine-month appointment period, with the exception of official university holidays.



Related Statutes, Policies, or Requirements

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

University Procedure [33.06.01.C0.01, Flexible Work Arrangements](#)

University Procedure [12.01.99.C0.03 Responsibilities of Faculty Members](#)

Texas [Senate Bill 2615](#)

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