

1. PURPOSE

In alignment with Chapter V, section 7 of the Texas State University System (TSUS) *Rules & Regulations* and F&O Policy HR-17, *Telework Arrangements for Staff and Faculty*, the purpose of this policy is to establish an expectation of faculty presence on campus.

2. RATIONALE

Faculty presence is integral to the student experience and expands the potential for faculty partnerships and collaborations. It provides opportunities for faculty to engage in the collegial and scholarly life of the college, department, and/or program and other related campus communities. Long term absences or inconsistent presence on campus can have undue impact on the faculty member and often cause an additional burden of service to those present on campus.

3. APPLICABILITY

- 3.01 This policy applies to all faculty (Lecturer-pool faculty excluded) with a Sam Houston State University (SHSU) contract during any term (e.g., full term, 7A/7B, or 5A/5B/5C).
- 3.02 This policy does not apply to faculty explicitly and consistently hired to teach exclusively online who have documented any such modification through a written agreement as detailed in HR-17, or when faculty have chair- and dean-approved workload modifications to conduct scholarly and/or creative activity off-campus pursuant to APS 790601, *Faculty Workload*.
- 3.03 Faculty for whom their regular, assigned place of employment is a location other than an SHSU campus are exempt from the requirements of this policy.
- 3.04 Section 2.03 (a) of HR-17 contains staff requirements that also apply to faculty with 12-month contracts, as well as those with at least 0.50 FTE assigned for administrative duties.
- 3.05 In accordance with Texas Education Code 51.992, this policy does not apply in the event of a university-wide shift to online teaching in response to an emergency such as a global pandemic or other catastrophe.

- 3.06 This policy does not apply to faculty who have been formally granted a leave of absence, including leave covered by the Family and Medical Leave Act (FMLA), Faculty Development Leave (FDL), and APS 210505, *Modified Instructional Duties for Significant Life Events*.

4. PROCEDURE

- 4.01 Faculty members shall maintain a significant in-person presence on campus to fulfill their professional obligations to students, colleagues, and the University, including those described in APS 240430, *Course Structure and Management*, for the duration of any term (e.g., full term, 7A/7B, or 5A/5B/5C) in which they have an SHSU contract.

Faculty presence includes, but is not limited to, some faculty-determined and department-approved combination of holding face-to-face office hours, overseeing face-to-face research, attending face-to-face department meetings and committee meetings, and attending major campus and respective department and college events. In consultation with faculty, department chairs and deans may establish reasonable department- and college-specific expectations for faculty presence at department and college events but must allow for occasional absences without negative impact to faculty evaluations. Should occasional faculty absences negatively impact faculty evaluations such as APS 820317, *The Faculty Evaluation System of Tenured and Tenure Track Faculty*, or APS 890301, *Hiring, Evaluation, Promotion and Merit for Non-Tenure Track Faculty*, faculty may appeal their ratings through the processes outlined in those policies.

- 4.02 Teaching online from out-of-state for the duration of any fall, spring, or summer semester, including parts of term, is prohibited without prior written approval of the chair, dean, and Provost and Sr. Vice President for Academic Affairs in accordance with HR-17 (and such requests may be denied depending on the state). (Faculty and their respective department are required to notify Payroll Services of any location change at the earliest possible date and in advance of the faculty member working remotely.

APPROVED: <signed>
Alisa White, Ph.D., President

DATE: 9/26/2025

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: September 18, 2025
Reviewer: Academic Affairs Council

Review Cycle: Five years*
Review Date: Fall 2030

Approved: <signed>
Sumanth Yenduri, Ph.D.,
Provost and Sr. Vice President
for Academic Affairs

Date: 9/26/2025

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.