

# **College of Liberal Arts**

## **Campus Engagement and Online Teaching Policy**

A central tenet of the College of Liberal Arts' approach to education is the engagement of faculty with students. This has been one of the quintessential aspects of The University of Texas at El Paso and the College for many years and is manifest in our current UTEP Edge initiative.

Over the past few years, UTEP has grown its online presence dramatically, as has the College of Liberal Arts. This has led to a growth of pedagogical opportunities for faculty, a plethora of hybrid and online courses (that serve to satisfy core requirements and offer elective opportunities for our students), and 100% online certificate and degree programs. This gives students a wide variety of options from which to build their programs of study; it also gives the faculty a diverse set of options for teaching in new and innovative ways: courses that remain face-to-face, courses that are hybrid, and courses that are 100 % online.

The policies and procedures outline below enumerate faculty workload expectations and provide guidance for balancing online teaching options with campus engagement.

1. Workload expectations for tenured/tenure-track faculty are 40% teaching, 40% creative activities/research, and 20% service (to their department/program, College, University, and profession).
2. Tenured and tenure-track UTEP faculty in the College of Liberal Arts are expected to be on campus to participate regularly in research, creative activities, and service responsibilities.
3. Tenured and tenure-track faculty who are teaching online courses must remain accessible for face-to-face department, College and campus responsibilities that are part of their workload.
4. Tenured and tenure-track faculty, who have the standard teaching load should teach at least two courses in an academic year in which there is face-to-face contact with students either on campus or at an approved off-campus location in El Paso.
5. Tenured and tenure-track faculty, who have less than the standard teaching load (e.g., due to administration assignments or grant buyouts), should teach at least one course in an academic year in which there is face-to-face contact with students either on campus or at an approved off-campus location in El Paso.
6. When an exemption to the above policies is important/necessary, the faculty and department chair or program director must get approval from the Dean *prior to the beginning of the semester*.
  - a. A faculty member seeking an exemption should outline the rationale for this request in a memo to the department chair or program director. This should include reasons why this request is either beneficial to UTEP and/or necessary for the faculty member. An example of the former, might include allowing the faculty to engage in research in another location while continuing to teach. An example of the latter might include allowing faculty to remain engaged while dealing with life challenges if family and medical leave is not an option.

- b. The department chair/program director should forward the faculty memo to the Dean along with a memo that outlines any potential benefits or costs of this exemption to the department/program.

*Sep. 21, 2017 – Draft proposal submitted to chairs/directors (Dean’s Digest, Vol. 1 #3)*

*Oct. 5, 2017 – Dean and associate deans reviewed feedback from chairs/directors*

*Oct. 17, 2017 – Revised proposal implemented and posted on website*

*Feb. 18, 2021 – Revised policy posted on website*