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**LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Academic Affairs**

**MAPP 02.02.62**

**AREA: Faculty**

<b>Campus Presence and Engagement</b>
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**I. POLICY**

- A. Lamar University (LU) is committed to creating a strong campus community that values collaboration, interaction, and excellence in student instruction and mentoring, campus service, and research, scholarship, and creative activity. For this reason, faculty are expected to maintain an on-campus presence so that they may participate in and contribute to campus life.

**II. PURPOSE AND SCOPE**

- A. This policy has been established to comply with the Texas State University System (TSUS) *Rules & Regulations*, Chapter V, Paragraph 7, “Academic Excellence: In-person Teaching, On-campus Office Hours, and Campus Engagement.” Subparagraph 7.4 states that “this policy underscores the importance of in-person teaching, on-campus office hours, and attendance of faculty at campus activities. As faculty compliance with this policy is crucial in fostering a vibrant and engaging academic community, Components [Universities] must take disciplinary action, up to and including termination, against faculty who fail to comply with the requirements of this policy.”
- B. This policy falls under the authority of all applicable federal, state, and TSUS statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.
- C. This policy applies to all full-time faculty who hold the ranks of instructor, assistant professor, associate professor, and professor and who are assigned to teach at least one course in any modality (e.g., face-to-face, online, hybrid) during any term (e.g., full term, half term, 5-week, mini) in a fall and/or spring semester.
- D. This policy does not apply to faculty hired to teach exclusively online, as stipulated in their LU contract, in a degree or certificate program that LU has designated as fully online. (A list of these programs can be found at [LU Online](#).) 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).

### III. PROCEDURES

- A. Full-time faculty members (hereafter, faculty) shall maintain an in-person presence on campus to fulfill their professional obligations to students, colleagues, and the University for the duration of any term in which they are employed by LU:
  - 1. Faculty employed on nine-month contracts are expected to maintain an in-person presence on campus beginning, in the fall semester, three business days before the start of classes through fall commencement and, in the spring semester, three business days before the start of classes through spring commencement.
  - 2. Faculty employed to teach summer courses in any modality (e.g., face-to-face, online, hybrid) shall discuss with their Chair the departmental expectations to maintain an on-campus, in-person presence during the summer session(s) in which they teach.
- B. This policy does not stipulate the amount of time that faculty members should be on campus. However, faculty may use the following as a baseline for building an on-campus presence:
  - 1. Faculty are expected to hold office hours as stipulated in LU's Faculty Office Hours Policy (MAPP 02.02.61).
  - 2. Faculty are expected to attend convocation, commencement, and/or other major campus events at which the President and/or Provost have/has requested faculty to be present.
  - 3. Colleges and departments are expected to conduct University-related business on campus, including, but not limited to, faculty meetings, committee meetings, and face-to-face community or recruiting events.
- C. Faculty may attend conferences or other professional events and remain in compliance with this policy.
- D. Faculty may leave campus for short, emergency trips (1-3 business days) for personal reasons and remain in compliance with this policy, pending approval by the faculty member's Chair.
- E. Faculty are not expected to be on campus on any federal holiday or energy conservation day listed in the annual LU Holiday Schedule, during an expected or unexpected (emergency) closure of campus, during the winter break (after fall commencement through three days prior to the start of the spring semester), and after spring commencement through the end of May.
- F. Faculty seeking or receiving accommodations under the Americans with Disabilities Act (ADA) that may impact their campus presence should contact Human Resources to explore campus presence arrangements that reasonably accommodate their disability.
- G. All requests for exceptions to this policy must be submitted in writing to the faculty member's department Chair prior to the start of a semester. Requests for exceptions are subject to review by the faculty member's Chair and Dean.

**IV. REVIEW AND RESPONSIBILITY**

Responsible Party: Academic Policy Advisory Council

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

**V. APPROVAL**

Dr. Brett Welch 02/20/2025  
Interim Provost and Vice President for Academic Affairs Date

Dr. Jaime Taylor 02/20/2025  
Lamar University President Date

**POLICY LOG**

Version	Date	Description of Changes
1	04/15/2024	Policy draft completed.
	07/17/2024	Reviews by constituency groups completed.
	09/30/2024	Review by campus community completed.
	11/12/2024	Policy approved by President.
2	02/19/2025	Section III.F revised.
	02/20/2025	Policy approved by President.