

Memorandum of Understanding

on Policies Governing Office Hours at EIU, Spring 2023

Pursuant to discussion between the VPAA's office and UPI, the following policies shall be enforced for the academic term of Spring, 2023.

1. Office hours for instructors shall adhere to the following guidelines for Spring 2023:
 - (a) Faculty shall maintain a schedule of at least four office hours per calendar week spread over at least three days. Office hours shall be scheduled in increments of at least 30 minutes.
 - (b) Location of Office Hours
 - i. Any instructor who only teaches online courses may conduct the required office hours in a virtual environment off campus.
 - ii. Any instructor who has at least one online course but who also teaches face-to-face and/or hybrid courses shall maintain no fewer than two days of on-campus office hours.
 - iii. Any instructor who does not have an online course, i.e., instructors who teach face-to-face and/or hybrid courses only, shall maintain no fewer than three days of on-campus office hours.
 - iv. All other office hours may be held on- or off-campus.
 - (c) Any on-campus office hours may be conducted virtually, at the discretion of the instructor. Any such arrangement must be clearly communicated to the students.
 - (d) During any in-person office hours, an instructor can expect students to follow a request to wear a face covering during the meeting.

This agreement shall remain in full force and effect throughout the Spring 2023 semester unless later modified by mutual agreement of the parties. To the extent that this agreement is inconsistent with the terms of the 2018-2022 Collective Bargaining Agreement, this Memorandum of Understanding is intended to control.

Signed by:



Bradley Tolppanen
Assistant VPAA
Eastern Illinois University

Date: 1/10/23



Jennifer Springfellow, Ph.D.
President of EIU UPI
Eastern Illinois University

Date: 1/10/23