

**Instructor Accessibility Policy
College of Fine Arts
Ball State University**

Existing FPPH Policy

21.3.6.1 All academic departments, schools, and centers that employ faculty for any instructional load should develop its own policy regarding the manner in which faculty members are to be accessible beyond the actual class time. Policies are to be approved by the respective dean and kept on file in the dean's office. Additionally, policies are to be communicated to faculty at the time of hire or contract renewal.

CFA Policy:

This policy outlines the expectations and guidelines for instructor accessibility to students beyond scheduled class time within the College of Fine Arts. The primary objective is to ensure that instructors are readily available for academic support, mentorship, and guidance, promoting an enriching educational experience for our students that includes opportunities for one-on-one consultation, clarification of course material, and discussions related to academic progress. Instructors are to utilize the university's designated course management system for posting course materials, announcements, updates, and related activities, including essential retention activities such as course attendance, early-in-the-term assignments, mid-term grades, and progress reports.

CFA instructors will include in their syllabi the means by which they are regularly accessible to students outside of class:

- Office Hours, scheduled and communicated at the beginning of each semester, ideally distributed across different days and times to accommodate various student schedules; and/or
- Accessibility Outside of Office Hours, facilitated through a combination of communication methods, including email, virtual meetings, and appointment scheduling tools. Instructors will communicate to students the alternative means through which they can be reached outside of office hours at the beginning of each semester, including their preferred email addresses and virtual office platforms.
- Faculty members will make reasonable accommodations for students with documented disabilities, ensuring they have equitable access to academic support and communication.

This policy may be amended as needed to align with changing educational practices, technology, and university policies. Proposed amendments are subject to review and approval. Understanding the breadth of instructional settings across the college, and within CFA academic units, each unit is best positioned to determine specific expectations of accessibility. Each academic unit head will provide the dean's office with a copy of those specific expectations.