

SUBJECT: FACULTY OFFICE HOURS

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PURPOSE: To establish guidelines for faculty office hours

### GENERAL POLICY

#### I. DEFINITION

An office hour is defined as time when a faculty member is present on campus (or at an off-campus teaching site) and in his/her office or other assigned work area, and is available to assist students.

#### II. FULL-TIME FACULTY

Full-time faculty must keep at least 8 office hours per week each semester. Office hours must be spread over 4 days of the week during the fall and spring semesters. The times and days of the week will be determined by the faculty member with approval of the department chair.

Faculty members should schedule office hours at times students might reasonably be expected to take advantage of them. Office hours must be scheduled in time periods of 30 minutes or greater. Faculty teaching courses outside the traditional Monday-Friday, 8:00 a.m. to 4:30 p.m. must hold office hours convenient to students enrolled in those courses (e.g., prior to or after class). Faculty teaching courses at off-campus locations must hold some of their office hours at those locations.

Each semester and summer term, each faculty member must submit his/her schedule of office hours to the department chair for approval. The approved office hours must be posted on the office door of each faculty member by the end of the second week of classes. Copies of the approved office hours should be forwarded to the Provost by the department office. Office hours are to be clearly posted in every syllabus.

Provision will be made for appointments to accommodate students who, during registration periods and for unavoidable reasons, cannot meet during the posted office hours.

#### III. FULL-TIME FACULTY WITH DUTIES OTHER THAN TEACHING

Faculty holding full-time appointments, but whose duties are not 100% teaching, must keep a number of office hours proportional to their percent teaching appointment.

IV. PART-TIME ADJUNCT FACULTY

Part-time faculty must provide a means for meeting with students outside of class time. Generally, it is expected that part-time faculty will be available to students before and after their scheduled class time. Provision of making appointments should also be developed and announced to students. Part-time faculty must announce the method of arranging meetings and their availability before and after class to their students and should include this same information in the course syllabus. Provision will be made to accommodate students who, for unavoidable reasons, cannot meet during the posted office hours.

V. FACULTY TEACHING SUMMER SCHOOL

A. All faculty teaching during the summer session must keep office hours according to the following schedule:

1. Faculty with an appointment greater than 6 workload hours.....4 hours
2. Faculty with 6 workload hours .....3 hours
3. Faculty with fewer than 6 workload hours.....2 hours

Office hours must be in time periods of 30 minutes or greater. Provision will be made to accommodate students who, for unavoidable reasons, cannot meet during the posted office hours.

VI. Any faculty member teaching an electronically-delivered course must provide for virtual office hours. This is a scheduled time when the faculty member is at a computer to respond to email and other electronic communication from students. The faculty member does not have to be on campus to hold virtual office hours. Students in the e-course must be provided with the faculty member's e-mail address and/or a class discussion session. Faculty must respond to student emails within 48 hours. To assure an adequate communication channel for students, the e-mail address of the department chair may also be provided along with instructions to identify themselves by specific class in the subject line of the e-mail. Department chairs must respond to e-mails generated by students in e-courses within 48 hours.

VII. EXCEPTIONS

Any exceptions to the above policies must be approved by the faculty member's department chair and the Provost.

Approved 9/11/2017  
G. Huang