

SUBJECT: FACULTY OFFICE HOURS

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 10 office hours per week during the spring and fall semesters.

Faculty members should schedule office hours at times students might reasonably be expected to take advantage of them, and should, when possible, distribute their office hours throughout the work week. Office hours must be scheduled in time periods of 15 minutes or greater. Faculty teaching courses outside the traditional Monday-Friday, 8:00 a.m. to 3:00 p.m. times 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. It is anticipated that unless specific exceptions are made, office hours will include some time for each day of the week.

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 and Vice Chancellor for Academic and Student Affairs by the department office. All office hours are to be clearly posted in every syllabus of courses being taught by the faculty member.

Provision should be made for appointments to accommodate students who, 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. For example, if a faculty member has a 60% teaching appointment, he/she must keep a minimum of 6

office hours during a regular semester. Office hours must be approved and posted in the same manner described above for full-time faculty.

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 should 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 2/3 time5 hours
2. Faculty with a 2/3 appointment4 hours
3. Faculty with less than a 2/3 appointment.....3 hours

B. Under no circumstances will a faculty member schedule less than 3 hours of office hours per week. Office hours should be distributed equitably throughout the week, and must be in time periods of 15 minutes or greater. Provision should 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 an electronic equivalent of office hours. At a minimum, each student in the e-course must be provided with the faculty member's e-mail address and/or a class discussion session. Inquiries made to a faculty member through either e-mail or class discussion sessions must be responded to within 3 working days of the date of initial receipt from the student. In order to assure an adequate communication channel for the student, the e-mail address of the department chair should also be provided to the student along with instructions to the student 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 3 working days of receipt and faculty are expected to respond to voicemail messages promptly.

VII. EXCEPTIONS

Any exceptions to the above policies must be approved by the faculty member's department chair and the Provost and Vice Chancellor for Academic and Student Affairs.