

03.FAC.03D

OFFICE HOURS

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University Procedure 12.01.99.C0.03 Responsibilities of Faculty Members, Section 2.14 specifies that all full-time faculty must, “Be available to students for consultation on course work during regular or electronic office hours in accordance with academic unit guidelines and policy.” The COB expects each faculty member with teaching responsibilities to include office hours in all course syllabi and to post office hours on his/her office door at the beginning of the term. The College also expects faculty to maintain those hours for each course taught during the period between the official start and end dates for the term.

Posted office hours must include “other times by appointment” to convey to students that faculty are available to students to facilitate their learning.

The rapid evolution of course delivery and scheduling in the College requires flexibility in the office hours policy to ensure that faculty are available when and where students need them to be available.

The College expects all full-time faculty teaching nine or more credit hours in the fall or spring term to post and maintain a minimum of five scheduled regular or virtual office hours per week subject to the following provisions:

1. Faculty teaching compressed term courses (e.g., 7-week term) may increase office hours during the term of the shortened course and decrease office hours proportionally during the other part of the fall or spring term.
2. Faculty teaching fully online courses may substitute up to two office hours per week, per course, by scheduling equivalent virtual office hours using the technology available to students in that course (e.g., Zoom).
3. Faculty teaching courses with a significant proportion of distance students should schedule at least two hours per week of virtual office hours per course.
4. Faculty teaching one or more courses with a face-to-face component who decide to schedule only virtual office hours must include a note in their syllabus that they are available for a face-to-face consultation with students by appointment.

The College expects full-time faculty teaching fewer than nine credit hours in a fall or spring term to post and maintain a minimum of two office hours per week per course.

For all remaining courses including courses taught by full-time faculty in the summer or as an overload course and courses taught by part-time/adjunct faculty, the College expects faculty/instructors to schedule a minimum of 2 office hours per week for each three-credit hour course.

Faculty who do not have any teaching responsibilities in a given term (or part of a term) are not required to schedule office hours.

[See University Procedure 12.01.99.C0.03 - Responsibilities of Faculty Members.](#)