Faculty Office Hours

TAMU-CC College of Education and Human Development
(Last revised July 1, 2020)

University Procedure 12.01.99.C0.03 (Responsibilities of Faculty Members) specify that all faculty with teaching responsibilities must, "Be available to students for consultation on course work during regular or electronic office hours in accordance with college guidelines and policy." The COEHD 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 care and to facilitate their learning.

The College expects all full-time faculty teaching six or more credit hours in fall or spring term to post and maintain a minimum of five (5) scheduled office hours. The College expects full-time faculty teaching less than six credit hours in a fall or spring term to post and maintain a minimum of three (3) office hours per week. Some provisions for flexibility in required office hours are:

1. Faculty teaching fully online courses may substitute up to two office hours per week, per course, by scheduling equivalent virtual office hours using technology available to students in that course (e.g., WebEx or Blackboard Chat). Permission of the department chair is required to substitute more than four regular office hours per week for scheduled virtual office hours.

2. Faculty teaching courses with a significant proportion of distance students should schedule at least two hours per week of virtual office hours per course.

See University Procedure 12.01.99.C0.03 (Responsibilities of Full-Time Faculty Members).
See University Procedure 12.99.99.C0.02 (Responsibilities of Part-Time Faculty Members).

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