

## **OFFICE HOURS**

The purpose of office hours is to provide support and clarification to students outside of the class. Therefore, all faculty are required to maintain office hours in such a manner that will provide reasonable accessibility for students seeking instructional support. Methods, locations, and times should balance the best interest of students with other faculty duties.

Full-time faculty office hours shall be a minimum of 10 hours per week maintained on a regular, weekly basis, except for times the instructor is engaged in other college business, e.g., committee meetings, departmental meetings. Faculty with teaching loads below 15 equated hours shall maintain at least 30 minutes of office hours per course each week.

Office hours will include time available for tutoring, instructor and student communication such as email or online teaching platform, and in-person meetings. Faculty are expected to respond to student communications within 1 to 2 business days. Faculty will collaborate with respective department chairs to develop an office hour schedule that may include virtual or online office hours.

Office hour information must be included in the course syllabus given to the students at the beginning of each semester. At minimum, faculty members are required to outline any virtual office hours methods. For example, faculty may use our online teaching platform, email, Microsoft Teams, or other virtual platforms, as well as instructions regarding times and locations for in-person or “by appointment” assistance.

### **Tutoring**

When a faculty member finds that a student seeking help in course work appears to need, or requests, tutoring assistance beyond what the instructor is able to provide, the instructor should recommend the student seek assistance through other available tutoring options. These options should also be listed in the syllabus.