OFFICE HOURS

The purpose of office hours is to provide support and clarification to students outside of the class. When scheduling office hours, faculty and department chairs should consider methods, locations, and times that will balance the best interest of students with demands placed on faculty, in accordance with the policies below.

Full-time Faculty

Full-time faculty office hours shall be a minimum of 12 hours per week for the normal fifteen-hour teaching load for full-time faculty. The office hours will be maintained on a regular, weekly basis, except for times the instructor is engaged in other college business, e.g., committee meetings, departmental meetings. Those instructors willing to hold additional office hours beyond the normal 12 hours weekly may wish to list them as "by appointment."

Temporary Full-time Faculty

Instructors with an 80% or greater assignment will maintain office hours equal to the percentage of their teaching load.

Part-time Faculty

Part-time instructors with less than an 80% assignment will be available for student conferences at least 30 minutes per week for each course taught.

Dual Credit Faculty

Faculty assigned to extensive travel will collaborate with respective department chairs to develop an office hour schedule that includes virtual or online office hours. This schedule should consider the number of hours in a day that the faculty member is teaching and traveling.

Online Office Hours

Faculty teaching online courses will hold a percentage of their office hours online based on their online to face-to-face teaching ratio.

Posting Office Hours

Office hours should be listed, at a minimum, in the course syllabus.

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 in normal office hours, the instructor should recommend the student seek assistance through the Educational Assistance Center (EAC) or other available tutoring options.