

Section: Faculty Office Hours (Full-time faculty)

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Revision Date:

Sponsoring Unit/Department: Provost Office

Faculty Office Hours (Full-time faculty)

Instructional Faculty members shall maintain office hours consistent with their assignments and shall be available to students. Office hours shall be distributed throughout the Faculty member's scheduled assignments

For every three load hours of instruction in the Faculty member's regular load, 16 hours of office hours are expected and will be scheduled in consultation with their supervisor. This equates to five office hours per week for Faculty members teaching 15 load hours of regular load during a 16-week semester. No additional office hours are required for voluntary or involuntary overloads.

Faculty members may elect, with the approval of their supervisor, to hold up to 20 percent of their office hours using an electronic format. Faculty members who teach a load that includes online, hybrid, or other formats requiring extra electronic communication may elect to hold a proportional amount of additional electronic office hours up to 80 percent, with the approval of their supervisor. If a Faculty member chooses one of these options, then:

- Electronic office hours may be off site
- Electronic office hours do not have to be designated hours
- Electronic office hours represent a commitment to replying to student emails within 24 hours during the work week.

In consultation with their supervisor, a Faculty member may schedule additional electronic office hours in lieu of traditional hours in the Faculty member's office. This alternative opportunity for students will be noted in the Faculty member's syllabus and load form.