

POLICY ON OFFICE HOURS

All full-time faculty shall schedule and maintain at least five office hours per week in their assigned offices. The five-hour requirement shall be a minimum amount of time, specifically posted, when students know that the professor is available for consultation without an appointment. The five-hour per week minimum requirement for office hours cannot be met, entirely or in part, by stipulating "by appointment only."

Office hours shall be on file in the department office and shall be posted clearly outside at the assigned office of each full-time faculty member. Department chairs are responsible for ensuring that the office hours are reasonably accommodating to the student needs within the context of the faculty member's schedule. Faculty shall notify the department when they are unable to keep established office hours.

Although there is no specific requirement for posted office hours for part-time faculty, they are expected to be reasonably available to students (enrolled in their classes) outside of actual class time. Full-time faculty with authorized reduced teaching assignments (e.g. assigned time, instructional administrative time, partial leave without pay) may reduce their office hours by the portion of their "released" time in accord with the following schedule:

Credit Units Taught	Office Hours Required
>9	5
7-9	4
4-6	3
<4	2

Approved by the Academic Senate April 1992
 Approved by the President May 1992

POLICY ON OFFICE AND CONSULTATION HOURS

- I. **Full-Time Faculty** - All full-time faculty members, regardless of teaching modality, shall maintain an average of at least five office and consultation hours per week during which faculty members are available to either meet personally in their offices or communicate electronically with students. Full-time faculty members with reduced teaching assignments shall maintain office and consultation hours consistent with the table below.
- II. **Part-Time Faculty** - Although there is no specific requirement for office and consultation hours for part-time faculty members, they should be reasonably available to the students consistent with the table below.
- III. **Office Hours** – Approximately sixty percent of office and consultation hours shall be specifically posted to inform students when the professor is available for advising without an appointment on campus. This portion of office hours shall be face-to-face. These office hours cannot be met, entirely or in part, by stipulating “by appointment only.”
- IV. **Consultation hours** – Approximately forty percent of office and consultation hours shall be available for email or other electronic communication with students.
- V. **Student notification** - Posted office hours shall be on file in the department office and shall be clearly communicated to students in the course syllabus by posting at the assigned office of each faculty member and through electronic means. Department chairs are responsible for ensuring that the office hours are reasonably accommodating to student needs within the context of each faculty member’s schedule. Faculty members shall notify the department when they are unable to keep established office hours.

Credit Units Taught	Minimum Office and Consultation Hours
>9	5
7-9	4
4-6	3
<4	2