FACULTY OFFICE HOURS

Effective Date: August 8, 2018
Authority: Dean

POLICY STATEMENT
All faculty with an instructional assignment must post and hold a minimum of five (5) office hours each week to meet with students in furtherance of their educational responsibilities. These meetings are to be held face-to-face on campus unless the department chair or school director has authorized some or all of the posted hours to be held virtually.

PURPOSE
It is part of the professional responsibility of employees to carry out their duties in an appropriate manner and place. Faculty are to make themselves available to meet, coach, guide and mentor students. Office hours are the days and times faculty are available to meet with students. It is the purpose of this policy to clarify the expectations for faculty in regards to their office hours.

PROCEDURES
Assignment of duties must be documented each term for faculty who have been issued an employment agreement (Form AA-46). Instructional faculty acknowledge when signing their form that they are to establish and post weekly office hours and to make themselves available to meet with students during those posted times. For CCIE full-time faculty, a minimum of five (5) hours per week spread across a minimum of two (2) days is expected. The semester includes all dates from the beginning of class through the end of the final exam period. Office hours for final exam week may be different from the rest of the semester as long as those hours are clearly posted for students and meet minimum requirements.

Supplemental summer assignments, like those for fall and spring semesters, include the normal activities related to such an assignment as defined by the department/unit and the nature of the course, including office hours, course preparation, curriculum development, lectures, evaluation of student efforts, and academic advising (Collective Bargaining Agreement, 8.6(b)). Therefore, faculty who receive an instructional summer assignment also are required to maintain a minimum of five (5) office hours per week across a minimum of two (2) days. For faculty who teach less than a 1.0 FTE during the summer term, the chair/director may authorize, in writing, holding all five (5) office hours on one day each week, if it serves the interest of students and the department/school.

The chair/director is authorized to modify on a case-by-case basis physical office hour requirements if a faculty member is teaching fully online that semester, provided the faculty member is available for virtual advising during posted dates and times. However, faculty who have an assigned office are to keep at least one (1) office hour per week on the assigned campus.
Faculty requests for complete virtual office hours for more than one (1) semester in any academic year must be approved in writing by the Dean or his/her designee. Faculty who teach exclusively in completely online programs are excluded and may have virtual office hours each semester.

The chair/director or appropriate administrative official must provide in writing to the faculty member authorization to replace face-to-face office hours with virtual office hours and indicate the semester in which the modification is approved. Approval to hold virtual office hours does not exclude the faculty member from participation in department, college, and university meetings or events, or their regular or routine presence on campus.

If faculty, in consultation with the chair/director, elect to hold partial virtual office hours, the chair/director may provide the faculty member with shared office space when individual office space is unavailable. Faculty office space and equipment may be provided commensurate with assigned responsibilities.

Failure to post office hours or to be available to meet with student during those hours will be considered in the faculty’s annual evaluation.

Approved by:
Pamela S. Carroll
Dean, College of Community Innovation and Education
8/13/18