
FACULTY OFFICE HOURS

POLICY NUMBER	ADM 14-1
APPROVAL DATE	JUNE 17, 1992
PREVIOUS AMENDMENT	OCTOBER, 1980
REVIEW DATE	JUNE, 1997
AUTHORITY	PRESIDENT'S COUNCIL
PRIMARY CONTACT	APPROPRIATE DEAN

POLICY

Because being available for consultation with students is an important part of an instructor's responsibilities, Faculty shall be available for consultation on a regular basis outside of scheduled instructional hours.

Full-time faculty in academic and career/technical programs are required to schedule at least five office hours per week, scheduled over a minimum of three days. Part-time faculty are required to schedule office hours prorated according to their teaching assignments.

When evening courses are part of an instructor's assignment, one office hour should be scheduled in the evening. It is recommended that this office hour be held during the hour prior to the start of the evening class.

Each instructor will provide the departmental secretaries with a copy of his or her timetable showing assigned class time and office hours. A copy of this timetable should be posted outside the instructor's office. Faculty should also clearly notify students of scheduled office hours in course outlines or in class.

If a student's timetable conflicts with the instructor's scheduled office hours, it is expected that the instructor will accommodate the student's needs for consultation at a mutually agreeable time. If an instructor cannot be present during office hours, he or she should make reasonable efforts to inform students.