



Student Engagement Hours Procedure

Procedure Number: 233

Responsible Office: Academic Affairs

Forms: N/A

Effective Date: 8/24/24

Date Last Reviewed: 8/24/24

1. Purpose

To outline consistent procedures to meet the requirement of [VCCS Policy 3.5.3](#) on student engagement hours.

2. Definitions

Student Engagement Hours: Formerly known as “office hours,” student engagement hours are scheduled time outside of class contact hours when faculty are available to work directly with students on individual academic, advising, or occupational issues related to their degree of study.

3. Procedure

1. Full-time Faculty (9- or 12-month contract)

- a. Faculty are expected to be available and responsive to students during the full contract period when the College is open, including days before the start of the semester and after the end of the semester.
- b. When classes are in session, full-time teaching faculty must hold ten scheduled student engagement hours each week. These hours must be noted in syllabi, posted online in the College’s Learning Management System (i.e. Canvas), and submitted to the division office at the beginning of each semester prior to the start of classes. Once published, student engagement hours should remain consistent throughout the semester.
- c. Student engagement hours should allow for students to walk-in or Zoom-in. For more targeted or confidential conversations, faculty may schedule appointments for in-person or virtual meetings outside of the scheduled Student Engagement Hours.
- d. Under normal operations, full-time faculty teach at least half of their workload in person, so a majority of the student engagement hours are to be delivered in person, on campus. The remainder of student engagement hours may be delivered virtually in a synchronous format and/or by appointment in consultation with the division dean. In unusual circumstances, faculty who teach more than half of their workload online may request to increase the proportion of their student engagement hours to be delivered virtually to align with the number

of courses taught virtually; the division dean will make the decision based on enrollments in the courses, the availability overall for in-person hours for students, and business needs.

- e. Upon request, the division dean may permit faculty to substitute other student focused activities (i.e., student events, advising, lab hours, etc.) for scheduled student engagement hours.

2. Full-time Faculty (summer sessions)

- a. For the Summer sessions, full-time faculty must schedule at least one student engagement hour per week for each 10-12 week class taught and at least two student engagement hours per week for each class taught in a shorter format (nine or fewer weeks). Summer student engagement hours may be held remotely and/or on-campus in consultation with the division dean.

3. Part-time Faculty (all semesters, including summer sessions)

- a. For each class taught, the part-time (adjunct) faculty members must schedule at least one student engagement hour per week, which may be held remotely or by appointment.
- b. These student engagement hours must be noted in syllabi, posted online in the College's Learning Management System (i.e. Canvas), and submitted to the division at the beginning of each semester.