

OFFICE HOURS FOR FACULTY TO MEET WITH STUDENTS

Policy Number: 233

Categorized: [Academic](#)

Responsible Office: Provosts

Subject: Office hour requirements for all full-time and adjunct teaching faculty

Related Policies:

Procedures: [233P](#)

Additional Information:

Effective Date: 08/14/2020

Last Reviewed Date: 08/14/2020

1. Scope

This policy applies to all full-time and adjunct teaching faculty.

2. Policy

A. Full-time Faculty

Per VCCS Office Hours Policy 3.5.1, to promote the availability of faculty to work with students and to participate in student advising, each full-time faculty member is required to post a minimum of ten hours per week throughout the academic year period and during the summer, if applicable, to work with students on individual academic questions related to course material, advising related issues, and occupations issues related to degree of study.

B. Adjunct Faculty

All adjunct faculty are expected to be available and responsive to students during the contract period and are required to hold office hours. For each class taught, the adjunct faculty member must schedule at least one hour of office hours for students per week, which may be held fully remote and by appointment.

3. Definitions

Office Hour for Students: Sixty minutes of scheduled time outside of class contact hours when faculty are available to work directly with students on individual academic questions related to course material, advising related issues, and occupations issues related to degree of study.

4. Procedures

See [233P](#).

5. Authority

VCCS Office Hours Policy 3.5.1