

Policy Procedure: Office Hours for Faculty to Meet with Students

Procedure Number: 233P

Contact Information:

Forms:

Last Reviewed Date: 09/2/2021

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 any time 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 office hours for students each week. These office 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 prior to the start of classes. Published office hours should remain consistent during each semester.
 - c. Office Hours should allow for students to walk-in or Zoom-in. However, due to the need sometimes for more confidential or targeted help for one or two students at a time, Faculty should use Navigate System to allow students to schedule appointments for in-person or virtual meetings.
 - d. At least half of office hours are to be delivered in person, on campus. The remainder of office hours may be delivered virtually in a synchronous format and/or by appointment. Full-time faculty typically teach at least half of their workload in person under normal operations. Faculty who teach more than half of their workload online may request of their Campus Dean to have an increased portion of their office hours delivered virtually, in proportion to the number of courses taught virtually (synchronously or asynchronously). The Dean will make a decision based on enrollments in the courses and the availability overall for in-person office hours for students.
 - e. Upon request, the dean may permit faculty to substitute other student focused activities (i.e., student events, advising, lab hours, etc.) for scheduled office hours for students.
2. Adjunct Faculty (fall and spring)
 - a. For each class taught, the adjunct faculty member must schedule at least one hour of formal office hours for students per week which may be held fully remote or by appointment. All adjunct faculty are required to post hours on the course syllabus and Canvas site.
 - b. These office 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.
 - c. Adjunct faculty and Associate Instructors who teach 100% online may deliver 100% of their office hours online.

3. Summer Sessions

- a. For the Summer term, a faculty member must schedule at least one office hour per week for each 10/12 week class taught and at least two office hours per week for each class taught in a shorter format (5/6/8 week). Summer office hours may be held fully remote and/or on-campus.