

**TITLE:** Faculty Office Hours Policy

**RESPONSIBLE UNIT:** Academic Affairs

**APPROVAL BY:** Committee on Instruction

**REVISION DATE:** July 25, 2023 (originally established February 1, 2020)

### **POLICY STATEMENT**

Office hours are intended to provide students with the ability to communicate with the Instructor of Record for a course section in a real-time, synchronous environment, and to provide students with additional support outside of class sessions.

1. All faculty serving as an “instructor of record” are responsible for setting a semester-long schedule to provide students with at least two hours per week of office hours for each course section they are teaching. Faculty may also implement "by appointment" office hours as a supplement to their set regularly scheduled office hours. Prior to the first day of class,
  - a. All instructors of record are required to publish their office hours schedule on their course syllabi and on the Canvas course site using the calendar feature of the platform.
  - b. Full-time faculty are also required to post their office hours schedule on the door of their designated office.
2. Instructors of Record may not delegate their responsibility for conducting office hours to an Associate or Teaching Assistant.
  - a. An Associate may be asked to supplement the two hours per week of office hours being offered by the instructor of record.
3. In the event that an office hours session must be canceled, faculty should provide students with advance notice and inform them of options for alternate office hours.
4. Faculty, both full-time and part-time, who are teaching a course section in an online or hybrid modality are required to conduct office hours virtually.
5. Part-time faculty are required to comply with the office hours policy; however, they may conduct office hours virtually or on-campus, space permitting. Space reservation requests can be submitted using the procedure detailed below.

### **SPACE RESERVATION PROCEDURE**

1. Part-time faculty who prefer to conduct on-campus office hours may secure space for the entire semester by submitting a room reservation request to Instructional Support via the [Zendesk ticketing system](#).
2. For ad hoc meetings with students, part-time faculty may reserve conference room space in Lewisohn Hall during the hours of 5–10 PM. Although space in Lewisohn Hall is extremely limited, the aim is to accommodate as many requests as possible using the space in Suites 303

- and 504. Faculty should use the [Lewisohn Hall conference room booking site](#) to reserve the space needed.
3. For detailed information regarding room reservations for office hours please review this webpage on the [Instructional Support Resource Center](#).

**EXCEPTION**

There are no exceptions to this policy.