



COLUMBIA UNIVERSITY  
School of Professional Studies

**Title:** SPS Office Hours Policy

**Responsible Unit:** Faculty Affairs

**Approval by:** Academic Excellence Committee, Dean's Council

**Effective Date:** February 1, 2020

### Policy

Faculty are required to make themselves available for office hours for an additional 2 hours per week for each course being taught. Office hours are intended to provide students with the ability to communicate with Instructors of Record in a real-time, synchronous environment, and as a forum for instructors to provide students with additional support outside of class. Associates are not required to hold office hours, rather the Instructor of Record (full-time faculty member or part-time adjunct lecturer) is required to hold office hours in order to ensure that students have access to their faculty of record. Faculty—both full-time and part-time who are teaching students in an online or hybrid modality will be required to offer office hours virtually.

**Full-time faculty** are required to offer office hours on campus, at a scheduled time each week. In the event that the office hours must be cancelled, students should be given advance notice and provided with information concerning alternate office hours. Full-time faculty are required to state their designated office hours on their course syllabi, on the SPS website, and on their office doors, if applicable. Instructors of Record cannot delegate office hours to their Associates, however Associates may hold office hours in addition to the 2 hours already offered.

**Part-time faculty** are required to offer office hours virtually (Canvas or Zoom) or on campus, space permitting, at a scheduled time each week. In the event that the office hours must be cancelled, students should be given advance notice and provided with information concerning alternate office hours. Instructors of Record cannot delegate office hours to their Associates, however Associates may hold office hours in addition to the 2 hours already offered.

### Procedures

If office hours are held on campus, **room reservation requests** can be submitted to Instructional Support via **Zendesk** (<https://cusps.zendesk.com>). Faculty may also request space in Lewisohn Hall in the evening hours between 5 – 10 pm in Suites 303 and 504 via the following conference room booking site (<https://spsconferencerooms.as.me/>). Although space in Lewisohn Hall is extremely limited, we will try to accommodate as many requests as possible.

### Exceptions

There are no exceptions to this policy.