

# Faculty Office Hour Guidelines

## Office Hours

When applicable, full and part-time faculty are required to schedule and be present for Office Hours. Because Office Hours are a time for you to see your students and address their individual needs or concerns, you should hold Office Hours on the campus where you teach at a time adjacent to your class time, if possible. Since many students are working and coordinating child-care, attending multiple classes, and doing homework, it is important that Office Hours be scheduled with student time constraints in mind.

**Full-time faculty** perform the number of Office Hours indicated in the Workload Appendix for your specific program. During the summer, those Office Hours are increased by a factor of .25. (e.g. 1 hour in the fall would be 1.25 Hours in the summer)

**Part-time faculty** perform Office Hours as indicated in the Course Compensation Schedule. Your Associate Dean can help clarify the Office Hour requirement for each course; typically you should have one hour of Office Hours per week for each section taught. Some courses do not have an Office Hour requirement. During the summer, Office Hours are increased by a factor of .25. (e.g. 1 hour in the fall would be 1.25 hours in the summer)

A master list of all Office Hours is maintained in Banner and kept for reference in the school. You must also include your Office Hours on your syllabus. If you must change your Office Hours, please update your information in Web for Faculty and notify the Office on the campus where you hold these Office Hours as well as the Main campus school office.