

MEMORANDUM

DATE: April 27, 2010
FROM: Gary Perry, Provost and
Vice President of Academic Affairs
TO: Deans, Chairs, Directors



SUBJECT: Office Hours Policy (Supersedes all prior policies and memoranda)

University faculty traditionally have responsibilities for teaching, research, scholarship and creative activities, and service. It is expected that a faculty member will spend their non-work time on these professional obligations and, in some instances, away from campus as well.

Faculty-student interaction outside of the classroom is an extremely important part of the instructional process and a variable that contributes to student performance. Depending on the academic unit, this time also be used by students for advising, academic course and program selection, and career counseling.

Faculty members shall post a schedule of their office hours in a conspicuous place in their office and include this schedule in their course syllabi. Posting office hours is important for students who are enrolled in their classes. It is also important for staff to know where and when faculty are available. Office hours are to be held on each campus.

Office hour expectations are set by the nature of the course, the nature of the students, and the nature of the academic unit guidelines. It is anticipated, however, that faculty will designate a minimum of two hours of office time per week for each course. Faculty members should be available to the time constraints of the course and also be available to meet with students by appointment for those unable to come to campus during their regularly scheduled office hours. Faculty may also have meetings with students that are unrelated to the courses they are teaching.

