

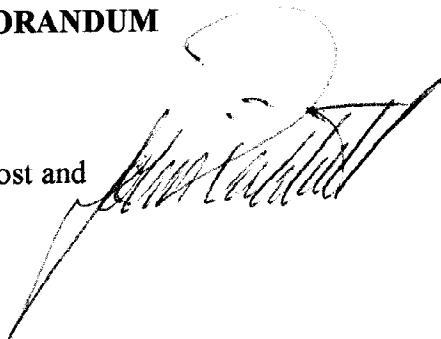
MEMORANDUM

DATE: August 20, 2008

FROM: John Pritchett, University Provost and
Chief Academic Officer

TO: College Deans

SUBJECT: Office Hours Policy – **REVISED**



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

Faculty-student interaction outside of the classroom is an extremely important part of the instructional assignment. Faculty need to designate a portion of their office hours specifically for students to discuss class performance. Depending on the academic unit, office hours may also be used by students for academic advising, academic course and program selection, and career counseling.

Faculty members shall post a schedule of their office hours in a conspicuous place by their office and include this schedule in their course syllabi. Posting office hours is important for students who are enrolled in their classes so they are aware of the faculty member's availability. It is also important for staff who must answer questions about faculty availability. Office hours are to be held on each campus where the faculty member has a teaching assignment.

Office hour expectations may vary by the nature of the course, the number of students enrolled, the nature of the students, and individual 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 sensitive to the time constraints of non-traditional students and also be available to meet with students "by appointment" for those unable to come to campus during the regularly scheduled office hours.

