

MEMORANDUM

To: Academic Deans, Department Heads, and Faculty
From: James M. Palmer *JMPalmer*
Provost & Senior Vice President for Academic Affairs

Date: August 14, 2023

Re: Faculty Office Hour Requirements

Faculty members are vital to the success of our students and have the rewarding responsibility of teaching, guiding, and advancing a world of opportunity for them. Office hours contribute to this nurturing environment. A faculty member is to be available to students outside of class for consultations on coursework, the student's progress in the course, and to answer questions. Particularly during office hours, an open-door policy is needed to encourage and support greater student engagement and success.

The purpose of this memo is to communicate and clarify expectations about office hour requirements. The minimum number of office hours applies to all faculty (full-time and adjunct) who teach in any modality—on campus, hybrid, and online. Your department will advise you if there are additional requirements beyond the University minimum as well as any other department-specific guidelines related to consultations with students outside of class.

University Office Hour Requirements and Guidelines are the following:

- Office hours will be scheduled to meet the needs of students.
- All faculty members, regardless of their assignments, are expected to maintain an absolute minimum of one (i.e., adjunct faculty teaching a course), and a maximum of five (i.e., full-time faculty) office hours per week, as noted in the Faculty Handbook;
 - For faculty who are assigned less than a full-time load, the office hour requirements shall be proportionally adjusted;
 - Hours listed as "By Appointment" shall be considered in addition to the minimum office hour requirement;
- Office hours shall be listed in the syllabus, posted outside the faculty member's office (if assigned an office), and recorded with the department chair prior to the start of the semester;

- Faculty Teaching Face-to-Face Courses (including sections numbered in the 001 or 500 ranges): For faculty teaching face-to-face on campus sites and in hybrid courses, office hours shall be held at a location on campus (such as an office in the department or a convenient location in the library) during posted times.
 - Office hours shall typically occur during the University's normal business hours of 8:00 a.m. to 5:00 p.m. Monday-Friday, but can be extended to nights and weekends to meet program needs. Times beyond normal business hours shall be discussed with the department chair and agreed upon.
 - Faculty members who teach at an off-campus instructional site (e.g. the Citrus Center) shall hold hours at that site. Faculty members who teach at more than one instructional site shall proportionately divide their office hours between sites;
 - Faculty members teaching hybrid courses shall be available on campus sites and online as proportional to the official modality of the course;
 - Faculty with special teaching assignments (e.g. dual credit) shall come to consensus with the department chair on location, modality, and time(s) for office hours;
- Faculty Teaching Hybrid/Blended (900) or Fully Online (600) Classes: A faculty member who teaches hybrid or fully online courses can meet the minimum office hour requirement through virtual synchronous face-to-face office hours as appropriate for their assigned online teaching load;
 - Faculty teaching hybrid courses shall hold office hours on campus sites and through virtual synchronous face-to-face office hours proportional to the official course modality type (i.e., 50% to 85% for hybrid/blended);
 - On-campus site office hours are encouraged but are optional for faculty teaching fully online.

Monitoring Authority: The department chair is responsible for monitoring and ensuring that all faculty members, including adjuncts, adhere to requirements. The department will also monitor the scheduling patterns of office hours to ensure that faculty members are available to consult with current students as well as engage with potential students. Department chairs will create a master spreadsheet that includes office hours for all faculty members and post the spreadsheet in or near the department's main office.

xc: Robert Vela Jr., President
Michael Houf, Faculty Senate