

Title: Faculty Office Hours

- Initial Action:**
 - Board Resolution:**
 - Last Revised**
 - **Policy:** Not applicable
 - **Procedure:** 11/2/22
 - Last Reviewed:** 11/2/22
 - Effective:**
 - Next Review:** 11/2025
 - Responsibility:** Academic Programs
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PROCEDURE:

Academic Senate and the appropriate Senate Standing Committee will review and provide feedback on this policy/procedure every three years or as needed, whichever comes first.

Each full-time faculty member is required to schedule a minimum of six hours per week as office hours for the purpose of aiding and advising students. Those six hours should be scheduled in blocks of a minimum of 30 minutes each and should be distributed as follows:

- A. A minimum of three (3) must be in-person and on campus.
- B. The other three may be scheduled virtually, in cases such as when:
 - a. It is needed, to accommodate varying needs and schedules of students.
 - b. Faculty teach courses online (either synchronous or asynchronous) in which case they can exchange one in-person office hour for one virtual office hour for each online course section taught, (for a maximum of three virtual office hours.)

Virtual office hours will be clearly identified and posted for students, as well as published in the course syllabus. Faculty who offer virtual office hours must be available during office hours via the virtual platform posted. All faculty, regardless of teaching format, must maintain at least three hours of office hours in-person and on-campus.

Adjunct faculty members are required to be available prior to class time or to remain after for a total of one-half hour for at least one class meeting per week.