

**POLICY ON OFFICE AND CONSULTATION HOURS**

- I. **Full-Time Faculty** - All full-time faculty members, regardless of teaching modality, shall maintain an average of at least five office and consultation hours per week during which faculty members are available to either meet personally in their offices (office hours) or communicate electronically (consultation hours) with students. Full-time faculty members with reduced teaching assignments shall maintain office and consultation hours consistent with the table below.
- II. **Part-Time Faculty** - Although there is no specific requirement for office and consultation hours for part-time faculty members, they should be reasonably available to the students consistent with the table below.
- III. **Office Hours** – Approximately sixty percent of office and consultation hours shall be specifically posted to inform students when the professor is available for advising without an appointment. This portion of office hours shall be face-to-face. These office hours cannot be met, entirely or in part, by stipulating “by appointment only.”
- IV. **Consultation hours** – Approximately forty percent of office and consultation hours can be available for email or other electronic communication with students.
- V. **Student notification** - Posted office hours shall be on file in the department office and shall be clearly communicated to students in the course syllabus by posting at the assigned office of each faculty member and through electronic means. Department chairs are responsible for ensuring that the office hours are reasonably accommodating to student needs within the context of each faculty member’s schedule. Faculty members shall notify the department when they are unable to keep established office hours.

<b>Credit Units Taught</b>	<b>Minimum Office and Consultation Hours</b>
>9	5
7-9	4
4-6	3
<4	2

**DEFINITIONS**

- Office Hours: In-office, fixed-time hours of availability
- Consultation Hours: Synchronous and/or asynchronous electronic communication such as email