



OFFICE HOURS AND FACULTY AVAILABILITY OUTSIDE THE CLASSROOM

History:

09-10 cFAC 3: Senate approved April 6, 2010

11-12 FAC 3: Senate approved April 24, 2012

17-18 FAC 3: President approved June 14, 2018

Paragraph 20.1.b of the CBA provides that faculty members' professional responsibilities include: "advising students, participation in campus and system-wide committees, maintaining office hours, working collaboratively and productively with colleagues, and participation in traditional academic functions."

The policy below is intended to replace the [previous policy](#) (11-12 FAC 3) on Faculty Office Hours. Pursuant to this paragraph, guidelines for how departments ensure that faculty are available to students are given below:

Faculty members are expected to be available to their students for instruction-related support, and advising. To achieve this availability faculty members are expected to schedule office hours during which they will be available to their students for consultation.

Full-time faculty members who are teaching are expected to hold a minimum of two (2) regularly scheduled office hours per week. The way in which office hours are held should be congruent with the mode(s) of instruction. For example, faculty teaching online courses may hold office hours online. In addition to regularly scheduled office hours, faculty are encouraged to meet with students by appointment (in-person or electronically) at mutually convenient times to a reasonable extent. For faculty members who are teaching less than a full load, the minimum number of scheduled office hours may be prorated, but the number of scheduled hours may not be less than one hour per week.

The times, locations, and contact information for availability are to be posted outside each faculty office, at the faculty member's department, on the department website, and on the faculty member's course syllabi. The faculty member will inform the department of their schedule before the first day of classes each semester.

It is important that established office hours be kept and responses to student communications be timely. Faculty members are responsible for these obligations as a part of their instructional assignment.

If, for any reason, a faculty member cannot be available during the scheduled times, the faculty member will inform their students, and also the department chair(s) or administrative office. If possible, the department will note the absence on the faculty office door.

The normal schedule of availability is to be maintained during the Final Examination period, but may be rearranged to facilitate meeting students before exams. If a final examination conflicts with a posted time of availability, an alternative hour is to be posted for that week alone.

It is in the best interests of students and faculty that the policy be reviewed to make sure that it is effective and workable, particularly in the context of changing educational technologies. Review of this policy should take place in Fall 2020 and then every five years thereafter by the Faculty Affairs committee of the Academic Senate.