

# Faculty Office Hours

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<b>POLICY NUMBER</b>	ADM 14-1
<b>APPROVAL DATE</b>	February 4, 2025
<b>AUTHORITY</b>	President
<b>CATEGORY</b>	Administrative
<b>PRIMARY CONTACT</b>	Provost and Vice President Academic
<b>ADMINISTRATIVE CONTACT</b>	Deans

## **POLICY**

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Because being available for consultation with students is an important part of a faculty member's responsibilities, faculty shall be available for consultation on a regular basis outside of scheduled instructional hours.

## **REGULATIONS**

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Faculty teaching academic, trades, or vocational courses are required to schedule reasonable office hours. The standard weekly office hours are one hour per three credit course (normally for academic courses) or five hours of teaching time (normally for trades or vocational courses), or as required in accordance with any relevant regulation or accreditation requirements.

Faculty should schedule office hours at a time and modality that allows for the students in their classes to meet with them.

Each faculty member will provide their Department Chair with a copy of their timetable showing assigned class time and office hours. Faculty should also clearly notify students of scheduled office hours in course outlines and in class.

If a student's timetable conflicts with the faculty member's scheduled office hours, it is expected that the faculty member will accommodate the student's needs for consultation at a mutually agreeable time. If a faculty member cannot be present during office hours, they should make reasonable efforts to inform students.