

Title: Faculty Availability to Students	Number: 4.17.0217.1
Approved by the Board of Governors Date: February 21, 2017	Implementation Date: August 1, 2017
History: Replaces the Faculty Office Hours Policy Scheduled Review Date : March 2019	Origin: H. Lavity Stoutt Community College Human Resources Handbook

RATIONALE

The College believes that the availability of faculty to students outside of the classroom enriches and supports student educational experience. Such accessibility gives students the opportunity to ask in-depth questions and to explore points of confusion or interest that cannot be fully addressed in class, or provide necessary information. The policy sets forth the expectations of all groups of faculty in making themselves available to students for face to face consultation as well as by other means.

DEFINITION

Faculty Office Hours - time set aside in an instructor's work day to meet with students outside of class.

Full-time faculty - faculty who are employed to teach 15 – 17 credit hours per semester.

Part-time faculty - faculty who are employed to teach 9 credit hours per semester.

Adjunct faculty – faculty who are employed to teach 3- 6 credit hours per semester

POLICY

Faculty Office Hours

Full time faculty(s) shall maintain office hours of at least eight hours each week during the semester or session.

Time on Campus

Full-time faculty members are required to spend at least thirty hours per week, including teaching time, on the campus.

Part-time faculty are also expected to make themselves available to students by maintaining a reasonable presence on campus by holding office hours for 3-4 hours per week.

Adjunct faculty are also encouraged to be accessible to students for face to face consultations.

Contact Information

All faculty are required to provide students with contact information (email address and telephone number) together with information concerning reasonable hours during which students may contact them by phone.

PROCEDURE

1. Faculty are required to submit a schedule of their office hours to their respective Department Head, prior to the start of classes each semester.
2. Faculty are expected to post office hours on their doors or outside of their cubicle.
3. Faculty are expected to include their office hours, email address and a contact number on their course syllabi.
4. Faculty are expected to provide students with an alternate means of reaching them (e.g. Direct them to call their Advisor, Academic Head or the Director Student Services) where they can receive assistance or leave a message.