

03.FAC.03D

OFFICE HOURS

(Revised January 29, 1999)

(Revision draft August 2005)

(Approved COB Faculty, September 29, 2007)

(Reviewed April 2012)

(Revised and Approved by COB Faculty March 9, 2018)

University Procedure 12.01.99.C0.03 Responsibilities of Full-Time Faculty Members, Section 2.13 and University Procedure 12.99.99.C0.02 Responsibilities of Part-Time Faculty Members Section 2.13 specify that all faculty with teaching responsibilities must, “Be available to students for consultation on course work during regular or electronic office hours in accordance with college guidelines and policy.” The COB expects each faculty member with teaching responsibilities to include office hours in all course syllabi and to post office hours on his/her office door at the beginning of the term. The College also expects faculty to maintain those hours for each course taught during the period between the official start and end dates for the term. Posted office hours must include “other times by appointment” to convey to students that faculty care and to facilitate their learning.

Rapid evolution of course delivery and scheduling in the College requires flexibility in the office hours policy to ensure that faculty are available when and where students need them to be available.

The College expects all full-time faculty teaching six or more credit hours in fall or spring term to post and maintain a minimum of five scheduled office hours subject to the following provisions:

1. Faculty teaching compressed term courses (e.g., 7.5 week term) may increase office hours during the term of the shortened course and decrease office hours proportionally during the other part of the term.
2. Faculty teaching fully online courses may substitute up to two office hours per week, per course, by scheduling equivalent virtual office hours using technology available to students in that course (e.g., WebEx or Blackboard Chat). Permission of the department chair is required to substitute more than four regular office hours per week for scheduled virtual office hours.
3. Faculty teaching courses with a significant proportion of distance students should schedule at least two hours per week of virtual office hours per course.

The College expects full-time faculty teaching less than six credit hours in a fall or spring term to post and maintain a minimum of two office hours per week. Permission of the department chair is required to substitute virtual office hours for regular office hours or adjust office hours requirements for shortened-term courses.

For all remaining courses including courses taught by full-time faculty in the summer or as an overload course and courses taught by part-time/adjunct faculty, the College expects faculty/instructors to schedule a minimum of 1.5 office hours per week for each three credit hour

course. Permission of the department chair is required to substitute virtual office hours for regular office hours or adjust office hours requirements for shortened-term courses.

[See University Procedure 12.01.99.C0.03 - Responsibilities of Full-Time Faculty Members.](#)
[See University Procedure 12.99.99.C0.02 - Responsibilities of Part-Time Faculty Members.](#)

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