## Faculty Office Hours

1. **Introduction**

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

1. **Purpose**

The Faculty Office Hours policy is being revised to clearly state the expectation of faculty maintaining office hours irrespective of teaching mode and/or location.

1. **Policy**

Office Hours

* 1. Office Hours
     1. Academic Year

All full-time faculty, irrespective of teaching mode and location, are required to engage actively in faculty meetings, department meetings, campus events, and other governance and community service obligations, either on-campus or through virtual participation. All full-time faculty, irrespective of teaching mode and/or location, are required to post and maintain a minimum of eight (8) office hours per week.

Full-time faculty teaching in a fully online program or faculty who teach all online courses may meet with students virtually. Full-time faculty teaching a mixture of face-to-face and online courses will need to be divided between virtual office hours and face-to-face office hours to meet the needs of all students being taught by the faculty member. For example, if a faculty member teaches 75% of their courses on campus, then 75% of their office hours should be on campus.

Faculty members will arrange office hours that are convenient and meet the needs of the students in which they teach. An instructor’s office hours and email address should be communicated to the students and be on file in the department office.

3.8.2. Summer Session

Full-time faculty who teach during the summer semester, irrespective of teaching mode and/or location, will maintain a ratio of the regular academic year required office hours equivalent to the percentage of a full-time schedule they are teaching during the summer. For example, a faculty member teaching half of their regular load would maintain half of the normal office hours.

The summer session guidelines for office hours will follow the academic session guidelines posted above in regard to face-to-face vs online teaching.

1. **Exceptions**

None unless otherwise officially directed.

1. **Applicability**

ASU Faculty and Staff

1. **Accountability**

Albany State University Office of Academic Affairs

1. **Contacts**

Provost & Vice President of Academic Affairs

1. **References**

None

**Last Update**

Aug 2023