

College Operating Procedures (COP)



Procedure Title: Faculty Office Hours
Procedure Number: 03-1105
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: Professors must be available to students outside of class to comply with both State Board of Education and Southern Association of Colleges and Schools' (SACS) requirements.

Guidelines:

Professors must be available to students outside of class to comply with both State Board of Education and Southern Association of Colleges and Schools' (SACS) requirements.

Procedures:

Full-time faculty are required to schedule a minimum of 10 hours per week of office hours, during which time they will be physically present on campus and available for consultation with students. The configuration of these office hours is subject to the approval of the professor's supervisor but should be distributed equally over the five work days each week. Professors teaching on-line courses cannot do more than three of their office hours on-line, and that must be by synchronous communication rather than e-mail. Office hours will be posted on or adjacent to faculty office doors by means of a Faculty Class Schedule and Office Hours (VPAA 001). Additional office hours beyond the required 10 hours may be scheduled, and students may also be seen by appointment.

Adjunct faculty and full-time faculty teaching overload classes are required to make themselves available for student consultation before or after class. They may make themselves additionally available by appointment, phone, phone mail, or electronic messaging. Availability to students should be appropriately noted in the class syllabus.

Supervisors of adjunct faculty will attempt to identify suitable student consultation space or provide an available classroom or a common office, if requested.

Approved office hours are on file in the office of the Vice President of Academic Affairs.