

College Operating Procedures (COP)



Procedure Title: Faculty Office Hours
Procedure Number: 03-1105
Originating Department: Provost

Specific Authority:

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

Procedure Actions: Adopted: 06/01/2010; 02/15/2011; 08/21/2017; 02/17/2020

Purpose Statement: Describes the process for scheduling and posting faculty office hours.

Guidelines:

Professors must be available to students outside of class in order to support course success.

Procedures:

- A. Full-time faculty are required to schedule a minimum of ten (10) hours per week of office hours, during Fall and Spring semesters. Office hours will be posted on or adjacent to faculty office doors by means of a "Class and Office Hours Schedule." Additional office hours beyond the required ten (10) hours may be scheduled and students may also be seen by appointment.
- B. In order to accommodate online student needs, a faculty member may keep office hours in proportion to his/her teaching load. That is, teaching 15 online hours as base load equals up to 5 online office hours, 12 online hours as base load equals up to 4 online office hours, 6 or less teaching hours as base load equals up to 3 online office hours. The Academic Dean/Supervising Administrator must approve these office hours.
- C. The configuration of these office hours is subject to the approval of the professor's supervisor but should ideally be distributed equally over the five work days each week. An office hour ideally is a minimum of one hour in length. In order to best support faculty and student engagement, 30 minutes towards office hours are permissible during the common hour (11:20-2:00) break. When scheduling office hours, stated time should be no sooner than ten minutes before or after a class on the same day.
- D. Finals week office hours should be submitted to the Dean, disseminated to students, and posted on or adjacent to faculty office doors.

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 Dean.