

College Operating Procedures (COP)



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

Specific Authority:

Board Policy 6Hx6:3.07
Florida Statute 1001.64(18)
Florida Administrative Code 6A-14.0491

Procedure Actions: Adopted: 06/01/2010; 02/15/2011; 08/21/2017; 02/17/2020; 02/14/2025

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 (faculty working an alternative schedule Fall/Summer or Spring/Summer have office hours in the semester they are scheduled to teach). Office hours will be posted on or adjacent to faculty office doors as appropriate by means of a "Class and Office Hours Schedule." Office hours will also be included in course syllabi and on the Canvas home page. 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. Faculty teaching 15 remote or online hours as base load, which may include a combination of online, blended, and/or FLEX, may hold their ten (10) office hours remotely as follows:

Teaching	Total Office Hours	Minimum on Campus	On Line
Full load is online, blended, and/or FLEX etc.	10 hours	0 hours	10 hours
Full load is taught on campus (15 hrs.)	10 hours	5 hours	5 hours
12 hours on	10 hours	4 hours	6 hours

campus			
9 hours on campus	10 hours	3 hours	7 hours
6 hours on campus	10 hours	2 hours	8 hours
3 hours on campus	10 hours	1 hours	9 hours

- C. In order to ensure availability of faculty during online office hours, faculty will be available synchronously and virtually via Zoom, Canvas Conference or similar synchronous technology. Faculty will provide their students and academic supervisors with a direct link to their virtual office hours meeting room.
- D. For faculty on alternative schedule contracts, the office hours requirement must be fulfilled during the semester(s) in which the faculty is fulfilling their required base load.