**Faculty Office Hours**

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

It is important for every faculty member to post a definite schedule on his/her office door or virtually through a URL site on an easily accessible faculty information source as well as in their course syllabi providing information about classes and where they meet, office hours, and anything else that will help a visitor to find him/her when necessary.  Additionally, all faculty members must complete the Office Hour, Class Schedule, and Contact Information Form at the beginning of each academic term and submit that to their department Chair. Faculty members are expected to schedule a minimum of five (5) hours per week in physical offices or virtually during the academic year and to follow this schedule as closely as possible.  During a summer session in which a faculty member is teaching, the expectation is 2.5 hours per week.

Faculty teaching online courses are expected to maintain on-campus office hours and make those office hours available for distance students to contact them electronically

Faculty who have been awarded a change in their point of duty through the Provost’s Office must also have specific office hours included in their syllabi and as well as on the Office Hour, Class Schedule, and Contact Information Form which they submit to their department Chair at the beginning of each academic term.

Faculty members and administrators

* keep office hours;
* keep appointments; and
* notify the department office when location of class is changed for the day.

Faculty members are urged to:

* let staff know where you will be and anticipated time of return to office so that callers can be informed; and
* place a note on the office door or call the dean’s office to let students and others know if office hours cannot be kept.