

PCOE Office Hours (FY2020)

Full-time faculty are required to set aside/schedule at least five (5) hours per week, during which he/she will be available for meetings with students. Office hours should be scheduled across different days and times each week to increase availability to students.

Adjunct faculty members are required to maintain office hours at a rate of one hour/week for each course.

Summer teaching office hours are required at a rate of one hour/week for each course.

Office hours must be published in syllabi, must be posted on course websites and at faculty offices, and must be submitted to the department/school office before the first day of classes each term.

For students' sakes, rescheduling or canceling office hours should be kept to an absolute minimum.

When faculty members are unavailable during scheduled office hours, students and the department/school office must be informed via email and a written message posted on the office door and on the online course website.

The missed hours must be rescheduled; failure to reschedule office hours will require a Request for Leave submission.

Office hours are excused for approved off-campus attendance at professional conferences/meetings, but students and the department /school office must be informed in advance, using the previously described procedures.

Cross Reference:

[Faculty Workload Policy \(7.13\)](#)