PCOE Office Hours  (2015 Spring)

Faculty members are required to maintain at least eight (8) hours per week, during which faculty will be available for meetings with students. Two hours (25%) of the required eight hours may be online office hours. Online office hours require synchronous communication (chat, text messaging, video conference, etc.) that can be documented. A minimum of six hours (75%) must be scheduled across a minimum of three days during each week of each term.

Summer teaching office hours are required at a rate of 50 minutes/week for each credit hour (2.5 hrs for a 3 credit hour course).

Adjunct faculty members are required to maintain office hours at a rate of one hour/week for each course. Adjuncts assigned online courses may schedule online office hours. Online office hours require synchronous communication (chat, text messaging, video conference, etc.) that can be documented.

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. 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.

Exception #1:
Elementary Education faculty with field experience site placements may schedule two office hours (25%) at the field experience site.

Exception #2:
Faculty teaching doctoral courses may use the Saturdays with scheduled courses as one of the three days required for on-campus office hours.

NOTE: With the approval of the SFA Workload Policy by the Regents in late January 2015, the required office hours will change. The change, requiring a minimum of five (5) hours weekly during the two long semesters, will take effect in the 2015 Fall semester. New PCOE guidelines will be developed and posted.

[approved: 1/12/2015; updated 3/27/2015]