

Code Number: AAPS040.001

Status: Active

Effective Date: July 1, 2005

Subject: Faculty Office Hours

Page: 1 of 1

# Academic Affairs Manual

## Faculty Office Hours

(Supersedes PM 88-04)

All faculty who teach shall hold office hours each week during an academic term for sixty (60) minutes for each three (3) units of instruction provided. Office hours shall be allocated in intervals of no less than thirty (30) minutes. Office hours must be held within the normal time frame for instruction, i.e., from 7:30 a.m. to 10:00 p.m. Beyond these required office hours additional office hours may be listed on an "as needed" or "by appointment" basis.

The site for holding office hours may be either on campus, in the field, online, or a combination thereof. The site shall be determined through consultation and in cooperation between a faculty member and the cognizant department chair or program coordinator and with the knowledge and approval of the College Dean (or designee). Faculty shall post their office hours each academic term and shall provide a copy to be placed on file in each department or program office and in the College Dean's office.

Exceptions to holding office hours for less than thirty (30) minutes or at times outside the normal time frame for instruction or at a site not previously authorized must be approved in advance by the College Dean (or designee). Any exceptions must be of benefit to students.

Approved: Allen A. Mori

Date: 5-06-05