

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Faculty Office Hours		SOP #: AA.026.02
Effective Date	9/1/2022	
Last Revision/Review	05/26/2023	

1. Purpose

Faculty have a responsibility, within reason, to provide office hours for students to answer questions and provide direction. It is understood that days and times will vary, the intent is to provide reliable and flexible availability.

2. Related Policy/Authority

B7000-Faculty Adequacy

3. Faculty/Staff Responsibilities

Faculty – schedule office hours and post in LEO, on office door, or other appropriate medium.
Department Chairs – responsible for ensuring requirements are met.

4. Definitions/Abbreviations

Office hours: Time scheduled by faculty to meet students outside of class.

5. Procedural Steps

Faculty delivering course content are expected to make themselves available for office hours during the academic year. Faculty, in consultation with students seeking their advice, will decide on the best format (in-person or remotely) and schedule to meet with students. Office hours should be communicated by posting them outside office doors, in LEO, or other appropriate medium.

Department Chairs will ensure that all faculty are following procedures and fulfilling their required office hours. The Office of Academic Affairs, together with the Department Chairs, are responsible for ensuring that faculty have protected time in order to fulfill their required office hours.

6. Reports/Charts/Forms/Attachments/Cross References

N/A

7. Maintenance

Office of Academic Affairs to review annually.

8. Signature

Approved by

Office of Academic Affairs

7.13.2023

Date

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9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
9/1/22		New SOP Established		
10/27/22	5	Revised process in consultation with Faculty Council.		10/27/22
5/26/2023	All	Review minor spacing revisions		5.26.2023
7/13/2023	All	Changed title to reflect Office of Academic Affairs.		7.13.2023