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
9. Distribution List

| Internal/External |

10. Revision History

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