# McCOY COLLEGE OF BUSINESS ADMINISTRATION CBAPPS 3.01

Office Hours for Faculty in the McCoy College of Business Administration

# PURPOSE

The purpose of the following policy is to communicate to faculty in the McCoy College the minimum college requirements for office hours.

# RELATED UNIVERSITY POLICIES

See current Faculty Handbook for additional information. Academic Affairs Policy & Procedure Documents:

3.01. Academic Advising Policies

4.01. Conduct & Planning of Courses

* 1. Professional Responsibilities Related to but not Included within Teaching

# GENERAL INFORMATION

Faculty are expected to schedule and hold a minimum of 30 minutes of office hours per teaching credit hour taught with maximum number of office hours required is 5 hours per week. The required office hours must follow a set schedule, and the faculty member is expected to announce the schedule to his/her students at the beginning of each semester. The nature of these office hours may vary depending on course format as follows:

* + - For each course taught in a traditional classroom setting, a faculty member will set aside at least 50 minutes for face-to-face (FTF) consultation with students each week. Typically, the FTF student consultation office hour(s) will be held in the faculty member’s office or elsewhere on the campus where the course is taught. A faculty member teaching three traditional-format courses (9 credit hour) is therefore expected to hold at least 150 minutes (2 ½ hours) of office hours each week during which students can meet in person with the faculty member.

At the option of the faculty member, any remaining office hours may be held remotely at a scheduled set time using email, digital conferencing software such as Adobe Connect, phone, messaging software, or other electronic means.

* + - Faculty teaching courses that are 100% online are also expected to hold at least the minimum required number of office hours as specified above. However, the requirement to have time set aside for FTF consultation is waived; instead, the faculty member may hold these hours remotely as described above.
    - Faculty teaching hybrid courses, in which a portion of the course is taught in person with the remaining portion taught online, will schedule a minimum of 30 minutes for FTF student consultation per week for each hybrid course taught. The remaining office hours may be held remotely as described above.

Faculty should be flexible in scheduling appointments (in-person or online) with students who may not be able to consult with the professor during normally scheduled office hours. In addition to the scheduled office hours, faculty are expected to respond to all student requests to schedule an appointment typically within 48 hours (except weekend and holidays).

# CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded.

Last Update: January, 2017 Review Cycle: E5Y

Next Review Date: Sept 1, 2018

CBAC Review: Date:

Governance Review: Date:

Approved by: Date: Denise T. Smart

Dean, McCoy College of Business Administration