

McCOY COLLEGE OF BUSINESS

CBAPPS 3.01: Office Hours for Faculty in the McCoy College of Business

POLICY STATEMENT

The purpose of this policy is to communicate to faculty the college requirements governing required faculty office hours.

UNIVERSITY POLICIES

AA/PPS 02.03.01 Conduct & Planning of Courses

AA/PPS 04.01.20 Faculty Responsibilities, Definitions, and Titles

GENERAL INFORMATION

1. 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 of 5 hours per week. The required office hours must follow a set schedule, and the faculty member is expected to provide 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:
 - A. For each course taught in a traditional classroom setting, a faculty member will set aside at least 50 minutes for face-to-face consultation with students each week. Typically, the face-to-face 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, phone, messaging software, or other electronic means.
 - B. 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.

- C. 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 face-to-face student consultation per week for each hybrid course taught. In-person office hours are required each week when the course is taught face-to-face on the campus where the course is assigned to be taught. The remaining office hours may be held at a scheduled set time using email, digital conferencing software, phone, messaging software, or other electronic means.
- D. 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 policy and procedure from the date of the document until superseded.

Last Update: 09/01/2023

Review Cycle: Sept. 1, E5Y

Review Date: 09/01/2028

CBAC Review: *Phillip Davis* Phillip Davis (Sep 25, 2024 10:33 CDT) Date: Sep 25, 2024
Phillip Davis
Associate Dean, Faculty Success and Research

Governance Review: *Kevin Jetton* Kevin Jetton (Sep 25, 2024 10:58 CDT) Date: Sep 25, 2024
Kevin Jetton
Chair, Governance Committee

Approved: *Sanjay Ramchander* Sanjay Ramchander (Sep 25, 2024 12:34 CDT) Date: Sep 25, 2024
Sanjay Ramchander
Dean of the McCoy College of Business