



Policy AA:004 – Faculty Office Hours

Purpose: To establish parameters for faculty office hours.	
Original Approval: February 1999	Division: Academic Affairs
Last Approved/Effective: February 2024	Policy Owner: Provost and Vice-President for Academic Affairs
Last Reviewed/Revised: February 2024	
Next Required Review: February 2034	

All full-time faculty members shall maintain a minimum of five office hours a week. Office hours should be held in addition to regular teaching loads and other responsibilities. Part-time faculty members shall be accessible to their students by appointment. Each academic term, all faculty members shall establish, publicize, and maintain scheduled office hours during which they are available to students for conferences and individual instruction. Faculty office hours shall be included in the learning management system and the course syllabus.