Amended Office Hours Policy for Faculty and Instructional Academic Staff Passed: 09 Dec 2014

All full-time instructional staff must allocate 10 hours per week outside of class for student engagement with at least five (5) hours reserved for meeting students in the instructor’s office. All part-time instructional staff must allocate a proportionate number of hours based on the percentage of their appointments. Instructors may also count student engagement activities such as faculty-led undergraduate research, service-learning activities, mentoring academic student organizations and competitive teams, on-line office hours, or other activities that engage faculty with students in the learning process for the remaining five (5) hours. Individual instructors are encouraged to use their own professional judgment in consultation with their Department Chair or Director to find appropriate ways to engage and assist students. In order to insure uniformity within academic units, departments or schools may wish to set their own guidelines for student engagement hours.