Policy Title: COE Office Hours Policy

Approved: Mary Snyder, Dean, College of Education

Approved Faculty Vote: September 2012

It is expected that COE faculty post and maintain office hours each semester, beginning the week before classes start. The expectation is that each faculty member will commit to four hours per week (during academic year) for student advising, exclusive of time spent addressing students questions, concerns, etc. before or after class. To facilitate advising, the Student Resource Office must have access to faculty calendars so that advising appointments can be scheduled.

- Appointments may be scheduled for virtual or face-to-face meetings and location is flexible (some faculty meet with students off campus or in a centralized campus location).
- Faculty within departments are asked to collaborate on scheduling hours so that there is adequate coverage.
- Departments may work out a system for faculty to ‘bank’ hours if they’re not available during their regular office hours (conferences, consulting, travel, etc.) and make up their hours at a time that meets department needs.
- If faculty will not be available during their regular office hours, they need to let SRO know.