

ELIZABETH CITY STATE UNIVERSITY
Academic Affairs Office Hours Policy

Preamble

This policy shall govern office hour coverage within the Division of Academic Affairs with the goal of maximizing the degree and convenience of direct services to be provided to students.

1. Department Office Hours

A. Offices Staffed at a Level Greater Than or Equal to 1.0 FTE

Department Offices within the Division of Academic Affairs staffed at a level greater than or equal to 1.0 FTE shall be open for student access forty (40) hours per week. Any exceptions to this coverage must be approved by the Provost and Vice Chancellor for Academic Affairs on the written recommendation of the Academic Dean or unit head.

B. Offices Staffed at a Fraction of 1.0 FTE

Department Offices within the Division of Academic Affairs staffed at a fraction of 1.0 FTE shall be open forty (40) hours a week times that fraction. Any exceptions to this coverage must be approved by the Provost and Vice Chancellor for Academic Affairs on the written recommendation of the Academic Dean or unit head.

2. Faculty Office Hours

A. Full-time Faculty

Full-time teaching faculty members are required to hold a minimum of ten (10) office hours per week during an academic year in order to consult, advise and provide other out-of-class contact to students. Faculty members must notify students of their office hours by: listing in course syllabi, posting outside faculty offices and submission to departmental offices. It is expected that full-time faculty members will schedule office hours throughout a day and week in a manner that adequately balances the scheduling needs of students.

B. Part-time Faculty

Part-time teaching faculty members are required to hold a minimum of one (1) office hour per week for each 3-credit hour course in their teaching load. Faculty members must notify students of their office hours by: listing in course syllabi, posting outside faculty offices and submission to departmental offices. It is expected that part-time faculty members will schedule office hours in a manner that adequately balances the scheduling needs of students.

C. Final Examination Period

Full-time and part-time faculty must maintain normal office hours during the final examination period unless it results in a conflict with the final examination schedule. If normal office hours pose a conflict, then faculty members must arrange alternate office hours for the final examination period and notify students of the time(s) designated for alternate office hours. If a faculty member is unable to hold posted office hours during the final exam period, he/she must notify the department chair, departmental office and students in advance.

3. Faculty Availability by Appointment

In addition to holding office hours, full-time and part-time faculty members are expected to meet with students by appointment at mutually convenient times on an as needed basis. Student appointments shall be scheduled by procedures established by faculty members and their respective departmental chairs. Faculty members must inform students of the departmental procedure for scheduling appointments with faculty outside of posted office hours.