

Marshall University College of Science
Policy No. COS-Fac-01
Office Hours

Effective Date: December 15, 2020

1.0 Expectations for Office Hours

- 1.1 Faculty-student interactions during office hours are a positive contributor to student success. The purpose of this rule is to provide for minimum requirements regarding office hours required of faculty within the College of Science. The principal goal of office hours is to provide students with predictable access to faculty members. This time may be used by students to reinforce classroom learning, discuss class performance, for academic advising, academic course and program selection, and professional development.
- 1.2 In absence of unavoidable, extenuating circumstances, regularly scheduled office hours are to be held on campus during reasonable times of the day.

2.0 Requirements for Office Hours

- 2.1 All full-time faculty who are listed as instructors of record are expected to hold at least one and a half (1.5) hours of in person office hours per week, per course (other than thesis, capstone, or individual supervision, i.e., independent study), for the duration of the semester in which the course is being taught, or the part of term in which the course is offered if it is a 1st or 2nd 7 weeks course.
 - 2.1.1 If teaching 12 or more contact hours, a minimum of six (6) office hours per week, spread across at least three different calendar days, is required.
 - 2.1.2 It is recommended that faculty supplement traditional office hours with virtual office hours (i.e., Teams, etc.) and/or with by appointment options to give students flexible options.
 - 2.1.3 All full-time faculty shall hold at a minimum one (1) regularly scheduled, in person office hour, unless the faculty member is on Sabbatical.
 - 2.1.3.1 This minimum office hour requirement cannot be met, entirely or in part, by stipulating “by appointment.”
- 2.2 Adjuncts and Graduate Assistants who are listed as instructors of record are expected to provide times at which they are available to students. As determined by the chair, these times can be regularly scheduled office hours or office hours by appointment.
- 2.3 All office hours should be posted in the following locations, at a minimum:
 - 2.3.1 On each course syllabus
 - 2.3.2 Posted outside of the faculty member’s office
 - 2.3.3 Maintained in the departmental office

Posting office hours is important for students so they are aware of the faculty member's availability. It is also important for departmental administration and professional staff who must answer questions about faculty availability.

- 2.4 A department may set an alternative policy, including additional methods for meeting Office Hour requirements, as long as the minimum requirements for hours and days established in section 2.1.1 are maintained.