

## **Procedure for Posting Office Hours**

**Procedure Title:** Posting Office Hours

**Department Responsible:** College of Education

**Contact Person and Title:** Department Chair

**Procedure:** All faculty members must maintain regular and reasonably convenient office hours to answer questions from students and to advise students. The minimum required by the University is two hours. If a faculty member teaches in-person, the office hours must be the same. If a faculty member teaches online, the faculty member must schedule live “virtual” office hours. In addition, faculty members are expected to schedule individual appointments as needed. The schedule of office hours must be posted and must be available in the departmental/program office.

The Office Hours Form should be completed by faculty during the first week of each semester. Faculty should post one copy of the form on their office doors, and one copy should be turned in to the Department office.

**What Policy is Connected?** UA Faculty Handbook, Chapter 5, Section II, B.

**Scope:** College of Education Faculty