

Office Hours Policy

(Adopted: 4.23.19)

The following Office Hours Policy supports the increased demand of online coursework and the production realities of the Department of Film and Mass Media.

Fall and Spring Semesters

Generally, F2F course sections require matching F2F office hours in a physical campus office, and online/mixed mode course sections require matching online office hours. However, this general rule is subjected to the exceptions and limitations below:

- Six office hours are required weekly regardless of the number of course sections assigned in a given semester.
 - (i.e., an associate lecturer assigned to teach 4,4 is only required to keep six weekly office hours)
- Two of the weekly six hours are optional to be online regardless of the number of F2F course sections assigned in a given semester.
 - (i.e. an associate lecturer assigned to teach 4,4 fully F2F is required to keep four of the total six office hours F2F. The other two may be online.)
- Two of the weekly six office hours are required to be F2F regardless of the number of online course sections assigned in a given semester.
 - (i.e. an associate lecturer assigned to teach 4,4 fully online is required to keep four of the total six office hours online. The other two must be F2F.)
- A maximum of four of the six office hours are required to be F2F if two or more course sections are assigned as F2F courses.
 - (i.e. an associate lecturer assigned to teach 4,4 with an even split of F2F (2) and Online (2) may choose between either combination of office hours number and type: four F2F and two Online - OR - four Online and two F2F.)
 - (i.e., a tenured professor assigned to teach 3,3 fully F2F is required to keep four of the total six office hours F2F. The other two may be online.)
- A maximum of four of the six office hours are required to be online if two or more course sections are assigned as online courses.
 - (i.e. an associate lecturer assigned to teach 4,4 with an even split of F2F (2) and Online (2) may choose between either combination of office hours number and type: four F2F and two Online - OR - four Online and two F2F.)
 - (i.e., a tenured professor assigned to teach 3,3 fully online is required to keep four of the total six office hours online. The other two must be F2F.)

Office Hours Number and Type	Course Section Assignment
2 F2F + 4 ONL	Must have two or more online course sections assigned
4 F2F + 2 ONL	Must have two or more F2F course sections assigned
Either of the above	Two F2F and two online course sections assigned

Summer Terms

2 office hours are required per course section weekly.

F2F courses require F2F office hours. Online courses require virtual office hours, with the option for F2F appointments with students as requested.

Faculty may make modifications (e.g., adding time when students are coming in for advising or need assistance with particular assignments, or being absent from campus for a conference, travel, or production) **with sufficient notice to students and staff.**

Faculty are expected to meet this minimum office hour availability requirement with physical availability at their assigned office space. UCF and NSCM policy require course syllabi to include information about “office or webcourses hours.” Faculty are to submit their posted office hours at the time Syllabi are due (see Syllabus Policy). Office hours are part of the normal activities related to a faculty appointment in the Department of Film and Mass Media. Frequently it is assumed that office hours are *only* related to instruction and teaching functions. Of course, office hours do directly support the important (beyond the classroom) interaction necessary for successful pedagogic performance and meeting the learning needs of our students. However, predictable and accessible availability of full-time faculty serves a wider range of institutional and academic needs. Office hours are an aspect of professional behavior and connection with the institution and various stakeholders consistent with full time employment and an academic appointment in the Department of Film and Mass Media.

Adjunct instructors are expected to post and maintain an appropriate number of available student contact hours in direct proportion to assigned teaching loads i.e., (number of courses being taught in that term). Adjunct faculty may post and maintain physical office hours (contact NSCM Office Staff to schedule a room (this may be shared space) at the set posted times) and/or virtual office hours with web/IM/telephony or other availability as appropriate. In general, it is recommended that adjunct instructors post and maintain at least one hour of office hours/contact available time per week for each course taught in that term.