

Unit: NSCM - Communication

50. Office Hours Policy

Fall and Spring Semesters

6 office hours are required weekly.

As a minimum: If fully face-to-face, 6 hours across three days should be in person. If a mix of face-to-face, mixed mode, and web, 4 hours across 2 days should be in person. If fully web, 2 hours on one day should be in person.

Summer Terms

2 office hours are required per course weekly.

As a minimum: If fully-face to face, 2 hours must be in person. If mixed mode, 1 hour must be in person. If fully web, 1 hour must be in person.

Additional Notes:

It is recommended that the timeframe of office hours falls between Monday to Friday 8 am to 5 pm.

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 or travel) 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. Faculty should also post and maintain additional office hours (beyond the minimum threshold) during peak advisement and registration periods. UCF and NSC policy requires course syllabi to include information about "office or web hours." NSC policy requires faculty to submit their posted office hours to NSC Academic Affairs before the start of each semester. Office hours are part of the normal activities related to a faculty appointment in the NSC. 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 NSC.

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 NSC 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.

Demonstrated faculty availability during advisement and registration periods is identified on the NSC Annual Evaluation Criteria as a minimum threshold necessary for the rating of at least satisfactory in the category of Teaching.