



NORTH CAROLINA A&T STATE UNIVERSITY

CHAPTER 300 ACADEMIC AFFAIRS

ADMINISTRATIVE POLICY AP301, FACULTY OFFICE HOURS

SECTION AP301.1 POLICY STATEMENT

North Carolina Agricultural and Technical State University (N.C. A&T or University) is committed to ensuring that students have access to faculty for discussions or consultations about their course content and academic progress during scheduled times outside of normal class instruction.

SECTION AP301.2 PURPOSE

Section II Academic Affairs Faculty Handbook Section II- Faculty Employment Terms 8.0 Selected Faculty and Staff Policies Office hours states that Faculty members teaching full-time are expected to reserve a minimum of ten (10) office hours per week for conferences with students. However, it does not provide guidance for the office hour requirement based on the number of credit hours of instruction for full-time, part-time faculty, or faculty teaching reduced teaching loads. The purpose of this policy is to set forth the requirement that all full- and part-time faculty establish and make themselves available to students during specific times set aside for office hours.

Faculty members are encouraged to hold face-to-face office hours each week, subject to student needs; however, College Deans and Department Chairs have the discretion and oversight to set standards regarding the mix of office hours available through electronic communication, lab hours, or other appropriate forms of consultation for faculty in their respective departments and curricula.

SECTION AP301.3 SCOPE

This policy applies to all full-time and part-time faculty who teach at N.C A&T, including:

- (a) Individuals assigned as Instructor of Record;
- (b) Individuals assigned as a Primary or Secondary Instructor in any section of a credit-bearing course, including lecture, laboratory, seminar, clinical, and other sections, regardless of academic rank or appointment type.

SECTION AP301.4 COMPLIANCE

Violations of this policy may result in written reprimand by the faculty member's department or College administrators.

SECTION AP301.5 OFFICE HOUR REQUIREMENTS

Faculty are expected to hold the equivalent of two (2) office hours for each three (3+) credit course (including labs or equivalent) and one (1) office hour for each 1-2 credit course per week. This expectation may be satisfied by face-to-face or virtual meetings using a University-approved virtual platform (e.g., Zoom, etc.).

Each syllabus should clearly state the office hours and how they will be observed.

Faculty members must post the office hours schedule on their door each semester, include the office hours in each course syllabus, and observe office hours as posted.

Faculty members shall supplement out-of-class support to their students with electronic communication and/or scheduling and observing additional office hour appointments, contingent on student needs.

Faculty members who serve as academic advisors must make themselves available during the advisement period by expanding office hours and/or making themselves available for appointments outside of regularly scheduled office hours.

SECTION AP301.6 ROLES AND RESPONSIBILITIES

Deans shall ensure compliance by each of their academic departments and faculty.

Department Chairs shall ensure compliance with the office hour policy by all faculty within their academic departments.

Faculty members shall schedule, post, and attend office hours in accordance with this policy.

POLICY HISTORY:

Eff. July 6, 2021

AUTHORITY: Academic Affairs

POLICY OWNER: Provost and Executive Vice Chancellor for Academic Affairs

RESPONSIBLE OFFICE: Office of the Provost

RESOURCES:

<https://hub.ncat.edu/administration/legal/policies/sec2-acad-affairs/faculty-handbook/aa-selected-faculty-and-staff-policies.pdf>

