

Office Hours

Individual conferencing with students is an important part of college-level teaching. All instructors (full-time, part-time, and TAs) should schedule regular office hours and try diligently to keep them. Office hours are also a time during which colleagues might hope to connect with each other in person.

For full-time faculty, three hours per week ought to be considered an absolute minimum; four to six hours is more reasonable, and a greater number of hours are necessary for those whose responsibilities include a great deal of student advising. The hours should be distributed to accommodate various student schedules, with the possibility for appointments at other times if students cannot come during scheduled hours.

Office hours should be provided to the department's Administrative Assistant by the beginning of Advising Week.

It is important for faculty to keep office hours; a faculty member who has to miss an office hour should notify the department Administrative Assistant.