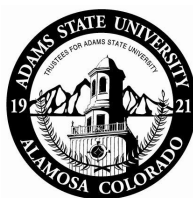


POLICY NUMBER: 100-10-05  
CHAPTER: Undergraduate Academic Policies: Faculty Policies  
SUBJECT: Faculty Office Hours



**ADAMS STATE UNIVERSITY**  
**Part III: Academic Policy**  
**Chapter 100-10: Undergraduate Academic Policies: Faculty Policies**

**Policy Number:** 100-10-05  
**Subject:** Faculty Office Hours  
**Effective Date:** Revised March 12, 2025  
**Supersession:** N/A  
**Office of Primary Responsibility:** Office of Academic Affairs

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**Policy Statement**

Section II.B.4e. of the Faculty Handbook requires that all faculty hold office hours as stipulated by the Provost.

The Higher Learning Commission, in Criterion 3.C.6., requires that 'Instructors are available for student inquiry'. To that end faculty have a responsibility to meet with students outside of scheduled class hours to facilitate their learning. Adams State University prioritizes practices that support all students in achieving educational, personal and career success.

To ensure that faculty meet their responsibilities to foster student inquiry and learning, tenured, tenure-track, and non-tenure-track faculty, including clinical faculty, are expected to hold a minimum of 10 office hours per/week in addition to class contact time. Of these, 5 must be scheduled at a consistent time weekly and are to be open for students to meet with their instructor about academic matters with or without an appointment. The remaining 5 hours/week are to be arranged. Faculty may opt to set specified times or may choose to make appointments for these remaining 5 hours; however, faculty are expected to be readily available for a minimum of 10 hours weekly. Academic Advising is a faculty responsibility in addition to holding office hours; advising sessions may be held within scheduled office hours with additional advising appointments scheduled outside of office hours as needed. Office hours should be held during regular university business hours; faculty may elect to hold some office hours during the evening at times convenient for students with approval of their School Director. Office hours must not conflict with scheduled faculty meetings or other regularly scheduled meetings.

Adjunct instructors are to keep one consistent office hour and one office hour by appointment for each course they teach.

Faculty teaching in an online or hybrid environment will be available virtually for student inquiry in a manner that ensures accessibility to students. Such faculty must specify in their course syllabus their expectations for student inquiry and faculty response. Online faculty may choose to specify virtual office hours.

## **Purpose**

This policy provides specific requirements for office hours.

## **Definitions**

- A. Faculty Handbook: The document prescribing all expectations and requirements for faculty.
- B. Higher Learning Commission: ASU's institutional accrediting body.
- C. Provost: The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

## **Procedures**

- A. The faculty member will include the total number of office hours on their course syllabus.
- B. The faculty member will specify times and days for the 5 consistently scheduled office hours. These hours will be posted outside the faculty office and specified in the course syllabus. Students will be seen on a first come, first served basis on those days, or may make an appointment. However if the faculty member has no scheduled appointments they will remain available for students during those hours. Faculty cannot require students to make appointments during these 5 scheduled office hours.
- C. The faculty member will identify in their course syllabus their preferred method for students to make appointments for the remaining 5 hours of office hours.
- D. Once the faculty member has set their office hours for the semester they will inform their program chair, School Director and the relevant administrative assistant of their office hours for the semester.
- E. Cancellation of office hours should occur only in circumstances beyond the faculty member's control. Faculty must notify their program chair and School Director of such instances and post a notice for students. Faculty teaching online must notify students of unexpected changes in their specified availability and/or extended time periods when they will be unavailable for student inquiry.

## **Responsibility**

- A. It is the faculty member's responsibility to: set their office hours according to this policy; include office hours in their syllabus; meet with students to resolve course concerns and assist with their learning; and inform their department chair of the office hours each semester.
- B. It is the student's responsibility to meet with their instructor during their office hours whenever possible, and to make and keep appointments if needed.

## **Authority**

ASU Faculty Handbook

POLICY NUMBER: 100-10-05

CHAPTER: Undergraduate Academic Policies: Faculty Policies

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**Related Policies**

N/A

**Related Stakeholders for Policy Review**

N/A

**History**

Approved January 20, 2016

Revised July 14, 2021

Revised March 12, 2025

**Attachments**

N/A