

# Instructor Hours On Campus

Type: Online Policy & Procedure

Category: Academics

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Responsible Executive Authority: Comps Academy Administration

## **Purpose**

This procedure provides expectations for office hours, provisions for instructors teaching less than a full load or teaching online, and the process for requesting an exception to the stated schedule.

## **Narrative**

Instructors teaching a full load (1.0 FTE) are to be on campus (or alternate assigned work site) a minimum of 30 hours per week, including final exam week. The workweek generally includes the five working days (Monday through Friday), although some Saturday assignments may be made. Exception to the five-day workweek must be made by the division/department dean/director.

## **Office Hours**

Instructors teaching a full workload college-wide (1.0) will have at least one scheduled office hour each day of the week (5 hrs./wk.) and will also be otherwise generally available to students for consultation. Exceptions must be approved by the division/department dean/director. The schedule of office hours shall be announced to students, included in the course syllabus and/or student calendar, posted on the door or near the entrance to the instructor's office, and will be available for viewing in the division/department office. Instructors will submit their schedules for each quarter, including final exam week, to their division/department office each term or when requested.

Instructors teaching less than a full workload will schedule one office hour each week for each section taught. The hour will be scheduled at a time convenient for the students in the class section. The time of the office hour shall be announced to students, included in the course syllabus and/or student calendar, posted on the door or near the entrance of the instructor's office, and will be available for viewing in the division/department office. Instructors will submit their schedules for each quarter, including final exam week, to their division/department office each term or when requested.

Instructors teaching some portion of their courses as online distance learning courses, in which students do not meet on campus, may hold a similar portion of their required office hours off campus, providing they are accessible to students via electronic communication during that scheduled office hour, and are otherwise available for consultation with students by appointment. In addition to the off-campus online office hours, full time instructors will hold scheduled on-campus office hours no less than three days per week (3 hrs./wk.) and part-time instructors will hold scheduled on-campus office hours no less than one day per week. Exceptions to these on-campus office hours must be approved by the division/department dean/director. Online office hours will be clearly communicated in the course syllabus and/or the course website.