



Southeastern Louisiana University Office Hours

Document History

Responsible Administrator: Provost

Responsible Office: Office of the Provost

Approved by: Academic Affairs Council

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Policy Statement

As reflected in its [Role, Scope and Mission](#), Southeastern's primary role is to teach students. Engaging with students outside the classroom is an important part of the learning process. Therefore, each faculty member is expected to maintain a sufficient number of scheduled office hours a week to accommodate the students who wish to consult him/her.

Purpose of Policy

This policy defines minimum requirements for office hours as part of the workload expectations for Southeastern's faculty. This policy complies with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), [Comprehensive Standards 6.3](#). Southeastern is a member of the University of Louisiana System (ULS), and this policy complies with [University of Louisiana System Board Bylaws and Rules Part Two, Chapter III, Section 1](#).

Applicability

This policy applies to all full-time faculty. Part-time faculty are expected to maintain office hours as approved by their department head.

Policy Procedure

At a minimum, faculty must schedule ten hours per week during fall and spring semesters and three hours per week during the summer semester. Office hours must be scheduled at such time as to encourage students to take advantage of the opportunity. Faculty must also express their willingness to make special appointments for students who are unable to utilize scheduled office hours.

During the fall and spring semesters, virtual office hours may be scheduled as follows.

- Faculty not engaged in 100% online courses **may** conduct up to five of their ten office hours virtually at designated times stated on their syllabi.
- Faculty engaged in 100% online courses **shall** conduct up to five of their ten office hours virtually at designated times stated on their syllabi.

For all virtual office hours, the faculty must be available via some mode of synchronous communication (e.g., online chat, instant messaging, FaceTime, Skype, email, etc.). Virtual office hours may be conducted in the faculty member's on-campus office or at an off-campus location.

Since many students commute, work and have two-day class schedules, consider the following when scheduling office hours.

- Offer some office hours on days opposite class times
- Offer some virtual office hours at night
- Spread office hours over a period of no less than three days

All office hours should be posted on the course syllabus, the learning management system, outside the door of the faculty member's office, and approved and kept by the department head.