

All faculty members are required to have regularly scheduled office hours as part of their workload.

Faculty members are expected to provide students with reasonable access for questions and discussion – typically two scheduled office hours per 3-credit course. Office hours should include hours “by appointment” to accommodate students’ needs.

Office hours should be scheduled to coincide with the course schedule. For example, for classes scheduled in the evening, some office hours should be provided during evening hours (i.e. just prior to or following class).

A schedule of office hours and office phone number and faculty member’s email should be included on each course syllabi (in line with the course syllabus format policy).