

MEMORADUM

Date: August 7, 2003

To: CAS Faculty

From: V. Mark Durand, Dean

Re: Faculty Office Hours

A number of faculty have contacted the College Office regarding the office hours policy in the College of Arts & Sciences. I would like to get feedback from the College Council on issues such as these, and I will add a consideration of faculty office hours to my list of policies for the Council to consider. However, we need some guidelines in place for the start of the new academic year and I offer the following language. This may also serve as draft for the College Council to consider.

FACULTY OFFICE HOURS

The teaching faculty of USF St. Petersburg need to be available to their students outside of regularly scheduled classroom times. As much as possible these times should be scheduled during periods and at places that provide accessibility to students in the instructor's courses. Normally, office hours are held in the faculty member's office. However, for courses taught off-campus, office hours may need to be scheduled where students will have reasonable access. Full-time faculty will maintain a minimum of three office hours per week and will also make provision for meeting students by appointment at a mutually convenient time outside of stated office hours. Part-time instructors should maintain a minimum of two hours per week per three hour course, for a maximum of three hours per week. Office hours should be listed in the course syllabus, provided to the College office, and posted on the faculty member's office door.

If for any reason a faculty member cannot meet the posted office hours, the instructor will contact the College office. Normal office hours should be maintained throughout the final examination period.