UW-Platteville Faculty Handbook: Teaching Policies

Title*:* Office Hours Policy for Faculty and Instructional Academic Staff

Keywords: office hours, faculty availability, instructional academic staff availability

Policy Approval Date: Dec 9, 2014

Policy Source and Authority for Approval: Faculty Senate, Academic Staff Senate

Policy Statement:
All full-time instructional staff* must allocate 10 hours per week outside of class for student engagement. All part-time instructional staff must allocate a proportionate number of hours based on the percentage of their appointments. A minimum of these hours must be five in the instructional staff's office. For many instructors, most of these hours may be traditional office hours for students to drop in with questions over class material and/or course performance. However, on a limited basis, instructors may also count activities such as faculty-led undergraduate research, service-learning activities, mentoring academic student organizations and competitive teams, on-line office hours, or other activities that engage faculty with students in the learning process.

Individual instructors are encouraged to use their own professional judgment in consultation with their Department Chair or Director to find appropriate ways to engage and assist students. In order to insure uniformity within academic units, departments, or schools may wish to set their own guidelines for student engagement hours.

** For the purposes of this policy, "instructional staff" includes faculty and instructional academic staff.*