

475 - Faculty Office Hours

Purpose:

The purpose of this Operational Procedure is to establish office hours for all faculty, based on a 40-hour work week, in order to effectively serve its students and clientele.

Procedure:

A Faculty member, in collaboration with the appropriate Dean or Assistant Dean, shall establish a Semester Office Hours schedule appropriate to meet the needs of students, the instructional discipline or program, the faculty member, and the institution. The Semester Office Hours schedule will be consistent with the current office hours practice of five hours per academic calendar week. If the Dean or Assistant Dean find the approved Semester Office Hour schedule does not address the needs of students, the instructional discipline or program, the faculty member, and the institution, the Dean and the Assistant Dean shall work with the individual faculty member to establish a new Semester Office Hours schedule to fulfill those needs. Any changes to the approved posted Semester Office Hour schedule will need to be approved by the Dean before the new proposed changes can be implemented.

The approved Semester Office Hours schedule will be added to the faculty member's Faculty Course Listing workload document to be filed in the division office. BSC understands that the schedule may need to be adjusted for unforeseen reasons. The college and the faculty are committed to working together to address these unforeseen circumstances. In the case where the matters in dispute cannot be resolved between the faculty member and the Dean, the Vice President for Academic Affairs will engage in the process to resolve the matter. The decision of the Vice President for Academic Affairs is final.

History of This Procedure:

First policy draft July 5, 1978.

Revisions - May 2, 1985; June 1, 1990; August 7, 1997; November 12, 1997, September 16, 2010; October 25, 2016; reviewed by the Operations Council on September 12, 2018 and approved by the Executive Council on September 13, 2018

Converted to an Operational Procedure: October 30, 2023.

Approved by Vice President for Academic Affairs, Dan Leingang, on October 30, 2023.