



PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

MEMORANDUM

To: Academic Deans, Department Heads, and Faculty

From: James Palmer 
Provost & Senior Vice President for Academic Affairs

Date: June 1, 2023

Re: Faculty Office Hour Requirements

A faculty member is expected to be available to students outside of class for consultations on coursework, the student's progress in the course, and to answer questions. Particularly during office hours, an open-door policy is required to encourage and support greater student engagement and success.

Each faculty member should be available at a location on campus (such as department office or the library) during those posted times. Office hours typically occur during the University's normal business hours of 8:00 a.m. to 5:00 p.m., Monday-Friday but can be extended to nights and weekends with department head approval.

This memorandum outlines the minimum number of office hours and guidelines that are required of all faculty members (full-time, part-time, and adjunct) by the University.

Your department will advise you if there are additional requirements beyond the University minimum as well as any other department specific guidelines related to consultations with students outside of class.

University Office Hour Requirements are the following:

- All faculty members, regardless of their assignments, are expected to maintain an absolute minimum of three (i.e., adjunct faculty), and an absolute maximum of nine (i.e., full-time faculty) office hours per week;
- Office hours for advising, counseling, and assisting students will be on a pro-rated basis relative to the requirements for full-time faculty;
- For faculty who are assigned less than a full-time load, the office hour requirements should be proportionally adjusted;

- Hours listed as "By Appointment" are to be considered in addition to the minimum office hour requirement;
- Office hours must be listed in the syllabus, posted outside the faculty member's office, and online in eCourses, and recorded with the department head at least one week prior to the start of the semester;
- Teaching schedules should be posted on the faculty member's door and online in eCourses;
- Office hours will be scheduled for the convenience of the student;
- Online Faculty: A faculty member who teaches *all* courses online can meet the minimum office hour requirement utilizing 100% Virtual Office Hours, managed through eCourses. Face-to-Face office hours are encouraged but are optional.

Monitoring Authority: The department head is responsible for monitoring and ensuring that all faculty members, including adjuncts, adhere to this requirement. The department will also monitor the scheduling patterns of office hours to ensure that faculty members are available to consult with current students as well as engage with potential students. Department heads are expected to create a master spreadsheet that includes office hours for all faculty members, provide a copy to the dean's office, and retain a copy in the department.

xc: Tomikia LeGrande, President
Cheryl Greene, Human Resources
David Rembert, Faculty Senate