

## ADMINISTRATIVE PROCEDURES

<b>Title: INSTRUCTIONAL FACULTY MEMBER OFFICE HOURS</b>	<b>Identification:</b> 4.06
	<b>Page:</b> 1 of 2
	<b>Effective Date:</b> 7/31/01
<b>Authority:</b> SBE 6A-14.0262; 6A-14.040 FS 240.325 HCC Rule 6HX-10-2.045; 6HX-10-2.052	<b>Signature/Approval:</b>  Gwendolyn W. Stephenson

### PURPOSE

This procedure establishes guidelines for the development and maintenance of office hours for full-time and part-time instructional faculty members. An office hour is a designated hour when an instructor will be available for one-on-one consultation with students in a non-class setting.

### PROCEDURE

#### 1. FULL-TIME FACULTY OFFICE HOURS

Procedures for full-time faculty office hours are set forth in the *Agreement Between the District Board of Trustees of Hillsborough Community College and the Faculty United Service Association*.

#### 2. PART-TIME FACULTY OFFICE HOURS

- A. For each ten (10) load points taught, a part-time faculty member will post and maintain one-half office hour per week. The availability of these office hours shall be made known to the students in writing by the end of the second week of classes. The faculty member must provide his academic dean or supervisor with a copy of his written office hour schedule as early as possible but not later than the end of the second week of classes.
- B. Office hours will be scheduled for the convenience of students during regularly scheduled college hours and will be subject to the approval of the academic dean or supervisor.
- C. By the end of the third week of class, academic deans or supervisors will review the submitted office hours and return them if approved or issue a request to change the office hours if they do not comply with sections A and B above. However, prior to receiving an approved office hour schedule, all faculty members will be required to maintain office hours.
- D. Academic deans or supervisors will identify and approve an appropriate location for part-time faculty members to hold their office hours.

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- E. Faculty members will notify their academic deans or supervisors (in advance when possible) when they will be absent from scheduled office hours.

### 3. **DUAL ENROLLMENT**

- A. In the public school system, dual enrollment instructors will hold office hours during the hour immediately prior to the school day or immediately after the school day.
- B. In private schools, dual enrollment instructors will be expected to submit a schedule of their onsite office hours.
- C. Dual enrollment faculty who are regular Hillsborough Community College adjunct instructors will maintain office hours in accordance with section 2.

### 4. **CAMPUS DIRECTORY OF OFFICE LOCATIONS AND OFFICE HOUR SCHEDULES**

Academic deans will provide the Campus Presidents' offices with a directory to inform students of the locations of full-time faculty offices and a current listing of the faculty office hour schedules.

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**History:** Formerly 3.110