



Policy AC004: Faculty Office Hours

Recommended for Approval by: Scott E. Miller, Senior VP for Academic Affairs and Provost

Approved by: Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

To define faculty office hour requirements and options at Pennsylvania Western University.

B. Definition(s)

None.

C. Policy

Faculty office hours are to be provided in conformance with requirements defined in the APSCUF-PASSHE Collective Bargaining Agreement (CBA).

For faculty with complete online teaching loads in fully online programs, office hours may be held solely through virtual means each semester.

For faculty whose teaching workload is not fully online in a given semester, in-person office hours should be scheduled in such a way as to recognize the needs of in-person classroom students and in-person advisees. However, faculty may optionally schedule up to 60% of their weekly office hours using virtual means in order to support flexible access between the faculty member and students/advisees outside of the classroom. If the faculty member believes that a higher percentage of office hours should be held virtually in a given semester due to teaching modality mix and characteristics of advisees, the faculty member may request such a variance for that semester from their academic dean.

Any virtual office hours must be offered in a synchronous, electronic format to support live interaction between the faculty member and student. In addition, the faculty member may offer asynchronous (virtual or nonvirtual) communication options to students during office hours. The technology/software used to communicate with the student must be officially supported by the Information Technology office at PennWest; it is preferred that the technology/software allow for joint visualization between the faculty member and the student. When virtual hours are posted, the technology/software to be used to communicate with the student must be clearly stated with links provided, as appropriate. Per the CBA, all office hours must be posted in a way that is easily

observable by students. Faculty are encouraged to be mindful of the composition of their student/advisees in posting office hours.

When scheduling conflicts arise such that the faculty member must cancel some portion of weekly office hours, the faculty member should reschedule those hour(s) and communicate the temporary change to their department chair, and in a way that is easily observable by students.

Faculty are to provide their office hours for the semester to their department chair the first week of each semester.

D. Procedure(s)

None.

E. Related policies

None.

F. Contact Information

For additional information, please contact the Office of the Provost.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.