

**MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

POLICY # H-22 - Full Time Faculty Scheduled Office Hours

SECTION 1.1. GENERAL

6.1.a. This policy defines instructional related duties that meet the needs of the institution and the students it serves, specifically, the scheduling of office hours by full time faculty to ensure faculty availability to the student population at Mountwest Community and Technical College.

6.1.b. **AUTHORITY:**

TITLE 133: Procedural Rule, WV Council for Community & Technical College Education; Series 45: Community and Technical College Faculty Instructional Load. September 30, 2005.

6.1.c. **Effective Date:** May 2005

Supplements – Internal Memo 2000, Edited 2004

SECTION 6.2. DEFINITIONS

6.2.a. Office hours are those hours scheduled by a full time faculty member during which they will be available for student consultations in their designated office. Office hours can be used for scheduled student advising appointments or unscheduled drop-in visits. Office hours can also be used by faculty to accomplish course, program, and institutional work if students do not avail themselves of faculty office time.

SECTION 6.3. FACULTY OFFICE HOURS

6.3.a. Full-time faculty are required to maintain at least 8 office hours each week during each semester of the academic year. These academic year office hours must appear on at least 4 different days per week. Faculty who chose to be reimbursed per the 80% summer salary scale should schedule summer office hours during the appropriate summer semester and send a copy of the office hours to the Dean's office by the end of the first week of each summer semester. Faculty who chose to receive the part time faculty rate based on academic qualifications need to ensure adequate accessibility to students.

6.3.b. Faculty will be asked to extend office hours during peak registration periods, including advance registration for fall, spring, and summer semesters during the academic year.

6.3.c. Faculty will post all office hours on their office doors and on their course syllabi. A copy of the office hours should also be sent to the Dean's office by the end of the first week of each semester.

6.3.d. It is understood that office hours are maintained for student contact and that faculty should be accessible to students during their posted office hours.

6.3.e. Division Directors and/or Associate Deans and/or the Dean may request a change of faculty office hours to adequately maintain faculty accessibility to students.

6.3.f. Faculty members who must miss office hours are required to notify their supervisor and the appropriate administrative assistant in advance of the absence. The amount of time missed should be rare and is to be made up, preferably during the same week unless approved by the Division Director or Associate Dean or Dean. The absence should be due to Community College work-related activities.