

# **Department of Anthropology Office Hours Policy**

## **Policy Statement**

The Department of Anthropology's Office Hours Policy incorporates both the official university and college requirements as stipulated in the UCF Required Elements of the Course Syllabus Policy (4-403) and the College of Sciences Office Hours Guidelines. The Department of Anthropology Office Hours Policy will be updated in department documents during formal revisions, including the Annual Evaluations Standards and Procedures (AESP) and Department Bylaws.

## **Office Hours Requirements**

Instructors of record (faculty, graduate teaching associates, and adjuncts) must hold a minimum of 1.5 weekly office hours for each course taught, regardless of modality (e.g., face-to-face, mixed mode, online/remote). Out of 1.5 weekly office hours per course, 45 minutes per course must be face-to-face during fall and spring terms. Face-to-face office hours are not mandatory during summer terms. For example, those teaching 2 courses during fall and spring terms must hold a minimum of 3 office hours per week, of which 1.5 must be face-to-face.

When instructors of record teach more than two courses, they must hold a minimum of 2 total office hours face-to-face per week during fall and spring terms. For example, those teaching 4 courses during fall and spring terms must hold 6 total office hours, including a 2 hour block of face-to-face office hours.

Office hours for instructors of record teaching face-to-face courses cannot end or begin precisely at the time their scheduled class ends or begins. For example, those teaching a T/Th class that begins at 3pm must not schedule Tuesday office hours from 1:30-3pm. Tuesday office hours from 1:15-2:45pm do not violate department policy since they last 1.5 hours and do not overlap with classroom travel time.

## **Office Hours Specifics**

- Office hours should occur sometime between Monday through Friday during reasonable business hours (e.g. 9am-5pm).
- Holding office hours over multiple days each week is not required. However, those teaching 3 or more classes should consider holding office hours on at least 2 separate days each week.
- Holding regularly scheduled office hours is required even if a class GTA is required to hold office hours.
- There are instances when students cannot attend regularly scheduled office hours. Accordingly, upon student request, faculty must schedule appointments during normal

business hours Monday to Friday. During these instances, it is the responsibility of the instructor to meet with the students, not the assigned course GTA.

- Office hours or appointments should only be changed when unavoidable.
- Department staff must be notified if office hours are cancelled or rescheduled.
- Students must be notified within a reasonable timeframe when regular office hours or scheduled appointments are cancelled or rescheduled.
- Even after final grades are submitted and posted, instructors of record must still meet with students to discuss final grades, if requested.
- Dean approval is required for any exceptions.

### **Syllabus Requirements for Listing Office Hours**

All fall/spring syllabi must list scheduled office hours specifying when face-to-face and/or virtual office hours are held. Instructors of record must provide students with directions on how to meet during virtual office hours.

Approved by Department Faculty: 2/15/2024

Approved by COS: 4/3/2024