

UCF Department of Physics Office Hours Policy

Approved by the Faculty of the Department of Physics

January 22, 2024

In all cases, faculty office hours will comply with both UCF and College of Sciences Policies on Office Hours.

- Each course syllabus must clearly describe office hours, including the place, time and day, and modality (remote or in person). The syllabus must also indicate that other times are available by appointment and provide guidance to students on how to schedule such appointments. GTA office hours, if offered, must also be included in the syllabus, and cannot substitute for instructor office hours.
- Each course of 3 or more credit hours must declare at least 1.5 scheduled (drop-in) hours per week of office hours with the instructor of record. At least 0.5 hours per week must be offered in person, regardless of course modality. Office hours by appointment may be in person or online. The syllabus must provide the connection details for any online office hours.
- The department recommends that faculty in small and modest-sized classes conduct an availability survey of their students in the first week of class and set office hours at times and dates mutually convenient to the students and faculty. Multiple time blocks are encouraged. At the discretion of the instructor of record, students from different courses may be offered the same office hours to provide more options, but the total number of office hours must be at least 1.5 hours per week per section.
- Faculty must share their office hour schedule with the department chair or designee by the start of the second week of each semester so that it may be posted on the department website.
- Graduate Teaching Associates are treated as faculty (non-adjunct) for the purposes of this policy.
- All adjunct faculty instructors of record are expected to hold a minimum of 1.5 hours drop-in (scheduled) office hours per week regardless of number of courses. These office hours are expected to be in person unless all classes taught by the instructor are completely remote. If all classes are taught remotely, requests to offer all or a portion of office hours remotely must be approved by the department chair.

The Department of Physics will provide space on the main campus for in-person office hours for faculty who do not have offices on the main campus. In-person office hours must be offered on the campus where the course is taught. Additional office hours at other campus locations may be offered as a backup for students who prefer them.

Additional Resources:

UCF 4-403.1 Required Elements of the Course Syllabus:

<https://policies.ucf.edu/documents/4-403.pdf>

FCTL's Guide to Teaching at UCF:

https://fctl.ucf.edu/wp-content/uploads/sites/15/2018/10/teaching_at_ucf.pdf

Physics Department's Teacher Guide and Reference Manual:

Available in the Instructional Resources channel of the Physics Department's group on Teams (UCFTeam-Physics).