

## **Department of Psychology Office Hours Policy**

(approved by faculty vote in Psychology Faculty Meeting on 01 March 2024)

### **Introduction:**

The Department of Psychology has student success as one of its priorities. Faculty availability for office hours plays an important role for student success. Undergraduate and graduate students seek out faculty during office hours for many reasons, including advising, need for mentoring, research supervision, and career advice, even when they are not enrolled in a class with a faculty member. Students have also expressed that being able to meet faculty members in person is important to them. Therefore, all faculty members are expected to hold office hours following university and college guidelines as detailed below.

### **Statement:**

UCF courses are taught in a variety of modalities including face-to-face, remote (asynchronous or synchronous) and mixed mode. In-person or virtual office hours for all modalities are required as per the UCF syllabus policy (4-403) and Required Syllabus Content part 2.

In line with these guidelines and with guidelines provided by the Faculty Center's *Guide to Teaching at UCF*, the Department of Psychology establishes the following guidelines for office hours, which includes a minimum of office hours and an expectation for in-person office hours:

- All instructors of record are required to list office hours on their syllabi and to note that other times are available by appointment.
- All regular instructors of record (including tenure-earning, tenured, and all ranks of lecturers and instructors) are expected to hold a minimum of 1.5 drop-in (scheduled) office hours per week for each class of 3 or 4 credit hours. If these faculty members have access to a dedicated space to hold office hours – which may include shared spaces or “hoteling” space as feasible – they must hold a portion of these office hours in person.
- All graduate instructors of record teaching their own scheduled course (Graduate Teaching Associates) are expected to hold a minimum of 1.5 hours of office hours.
- 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 chair/director.

Any exceptions to the guidelines described in this policy must be approved by the Psychology Department Chair and the Dean of the College of Sciences.

Approved by College of Sciences, April 3, 2024  
Effective 2024-2025 Academic Year