

School of Politics, Security, and International Affairs (SPSIA) Office Hours Policy

Approved unanimously at the February 13, 2024 faculty meeting

In the spirit of the College of Sciences' broader mission to promote and support student success, SPSIA faculty are committed to delivering students an exceptional UCF learning experience. To do so, SPSIA Instructors of Record (including tenured faculty, tenure-earning faculty, all ranks of instructors/lecturers, adjunct faculty, and graduate teaching associates) embrace certain responsibilities both inside and outside of the classroom. The following policies outline those commitments as of February 2024. Throughout this document, 'course' is defined as a 3 or 4 credit hour teaching assignment.

SPSIA Instructors' Responsibilities Outside the Classroom

Holding Office Hours: Tenured/tenure-earning Professors, Lecturers, and Instructors (all ranks) will offer students a minimum of 1.5 scheduled Office Hours per week for each course that is taught. Faculty who (a) are assigned to teach one course and (b) have access to either personal offices or shared School workspaces will offer at least 1.5 scheduled Office Hours in-person. Faculty who (a) are assigned to teach at least two or more courses and (b) have access to either personal offices or shared School workspaces will offer at least half of their scheduled Office Hours in-person. Adjunct Faculty will hold a minimum of 1.5 hours of scheduled Office Hours per week, regardless of the number of courses they are assigned. Graduate Teaching Associates will also offer at least 1.5 hours of scheduled Office Hours per week. If the teaching assignment(s) for Graduate Teaching Associates or Adjunct Faculty include entirely remote courses, requests to offer all or a portion of office hours remotely can be submitted to the Director for approval.

In order to accommodate as many students' schedules as possible, Instructors of Record assigned to teach two or more courses will schedule Office Hours on at least two different days per week. Hours will be scheduled during normal UCF operating hours (i.e., Monday through Friday, 8am to 5pm). Instructors of Record assigned to deliver courses that begin after 5pm may reasonably schedule Office Hours that include the 5-6pm hour.

Any Instructor of Record teaching summer courses entirely online may offer their office hours entirely online and/or in-person.

Communicating Office Hours Access: Instructors of Record will list the times and modalities of their scheduled Office Hours on their course syllabi, and will make it clear to students that other times are available by appointment. Instructors of Record utilizing online Office Hours options will specifically communicate to students whether those meetings are held via Zoom, Teams, or other University communication formats, and will list the appropriate link/admittance processes in their course syllabi.

Canceling Office Hours: If an Instructor of Record cancels office hours, they may either (a) reschedule the canceled hours within the same academic week, (b) report the missed obligation as sick leave/leave-without-pay, or (c) consult with the Director regarding possible exceptions or adaptations for approval. Faculty canceling or rescheduling office hours will notify all students and advisees, as well as the School office staff while copying the Director.

Resources:

[UCF 4-403.1 Required Elements of the Course Syllabus](#)
[FTCL's Guide to Teaching at UCF](#)