



## Department of Statistics and Data Science

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### Office Hours Policy

(Approved on 04/05/2024, Effective on 08/08/2024)

Face-to-face (F2F) courses require F2F office hours in a physical campus office, and online/mixed mode course sections require online office hours. Office hours must be held between 9am-8pm, regardless of the location. All assigned classes are assumed to be 3 or 4 credit hours. All instructors should indicate their office hours on their syllabi and indicate that other times are available by appointment. The office hours should be on at least two different days. The office hours requirement depends on the number of courses taught in a semester and the modality of the course. These requirements are listed below.

For full-time faculty:

- Face-to-face Courses:
  - 1.5 hours are required weekly per face-to-face course assigned in the teaching load each semester. These office hours must be offered in person.
  
- Courses taught off campus, in mixed mode, or online only for each course:
  - At least 1 hour in person at your assigned office space on UCF main campus or in the location the course is taught.
  - In addition, at least 1.5 hours online using an approved UCF communication tool. These office hours may overlap with the in-person office hours.

For adjuncts:

- 1.5 hours are required weekly per course, regardless of the number of courses taught. These office hours must be offered in person. Office hours may be offered partially for fully online courses, subject to approval from the department chair.

For graduate teaching associates (instructor of record):

- At least 1.5 office hours are required in-person per course.

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