

## **Biology Department (effective fall 2024)**

### **Office Hours Policy**

It is expected that all faculty will make themselves available for a minimum of five hours a week for office hours. Information on the timing and organization of office hours must be provided to the Undergraduate Administrative Assistant at the beginning of each semester in which the faculty member is the instructor of record for a class. Any exception to these policies must be approved by the Dean, College of Sciences.

- All instructors of record are required to list the timing and location of their own, and if appropriate their GTA(s)'s, office hours on their syllabi and to note that other times are available by appointment.
- All instructors of record must schedule a minimum of 1.5 hr face-to-face office hours per week per assigned course. Additional hours can be either virtual or by appointment.
- Graduate teaching assistants are expected to offer 1.5 face-to-face office hours per week as part of their 20 hr assignment.