

**Department of Mathematics  
College of Sciences  
Office Hours Policy**

**(Passed on May 2, 2024)**

In accordance with the College of Sciences guidelines, the Department of Mathematics requires the following minimums for office hours:

Full-time faculty of any rank (tenure-earning, tenured, all ranks of instructor and lecturers, postdocs, visiting faculty):

- One or Two Courses: Three (3) hours per week dedicated for office hours.
- Three or More Courses: Five (5) hours per week dedicated for office hours.

Additional guidelines:

- Schedule & Location:
  - Office hours must be scheduled at times convenient for students, ideally spread throughout the week. Faculty members are encouraged to offer virtual office hours but they must include a portion of their office hours in person. Ideally, faculty should include at least 50% as in-person hours.
  - The schedule and location of office hours must be submitted to the Main Office and clearly posted by the faculty member's office door and electronically communicated to students via the course syllabus and in the Webcourses platform.
- Preparation & Availability:
  - During office hours, faculty members should be fully available to students and should actively engage in discussions and address their questions and concerns.
- Flexibility & Communication:
  - When unforeseen circumstances make it impossible to hold scheduled office hours, faculty members must promptly notify the Main Office, the department chair, and students, and notify the students about rescheduling the missed session.
  - Faculty members should provide additional office hours by appointments for students who are not able to come to the scheduled office hours.

due to schedule conflicts, and are encouraged to be flexible and consider holding additional office hours during peak demand periods.

Exceptions:

- Anyone teaching an assigned class must have regularly scheduled office hours. In rare cases, exceptions to having less than (but non-zero) the minimum office hour requirements may be granted by the department chair with appropriate justification (e.g., research leave, administrative duties, or OIE recommended accommodation). Any such exception must be communicated by the department chair to the College administration.

Other Faculty:

- Adjunct faculty members must hold at least 1.5 hours of office hours per week and these hours must be in person unless all teaching duties are done remotely.
- Graduate Teaching Associates (GTA instructors) must hold at least 1.5 hours of office hours per week and they must be in person.

Compliance & Evaluation:

- The department chair or associate chair will periodically review faculty office hour schedules and adherence to these guidelines. This may involve collecting student feedback and monitoring office hours attendance.
- Regular evaluation of office hours may lead to adjustments in the guidelines to ensure optimal student accessibility and support.

By implementing these guidelines, the Department of Mathematics aims to create a supportive learning environment where all students have access to personalized assistance and guidance from their instructors.