

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Presidential Policy on Faculty Office Hours
Policy Number: 02.78.12
Effective Date: July 1, 2002; Amended by the President January 19, 2007
Issuing Authority: Office of the President

Scope of Policy

Regular office hours have traditionally been an important opportunity for students to interact with faculty members about academic matters; and they continue to be important even in a time when alternative methods of communication are readily available. Therefore, each member of the faculty who is teaching courses, supervising the work of students or advising shall hold regular office hours.

Policy

Faculty members should hold regular weekly office hours, ideally three per week. A smaller number of office hours may be scheduled with the approval of the dean. For instance, for faculty teaching in studio or clinic settings, extensive in-class consultation may serve instead of office hours. A greater number of office hours should be held by a faculty member when circumstances warrant. Faculty members should also see students by special appointment as needed.

To meet the needs of commuting students, faculty are urged to hold office hours immediately before or immediately after a scheduled class meeting in each course if at all possible. Faculty members should hold office hours at all campuses where they teach. Faculty members teaching on-line courses should arrange specific times when they will be available on-line for consultation.

Office hours should be posted at a faculty member's office, studio, or other location of work; on the course syllabus; and on Blackboard or any other course website. Faculty members should inform their department and dean's office of their scheduled office hours. Faculty members should notify students of both planned and emergency changes to scheduled office hours.

Notes

1. Dates of official enactment and amendments:

Adopted by the President on July 1, 2002. Amended by the President January 19, 2007.

2. History:

none

3. Cross References

none