

Fall 2020 Office Hours (Student Hours) Guide for Faculty

Assumptions:

1. Faculty typically and regularly work outside of the normal business hours of Monday through Friday, 8:00am-5:00p.m.
2. Students during the pandemic need help from their professors in different ways from the past, “normal” semesters.

Office (Student) Hour responsibilities include, but are not limited to:

- Responding to student questions
- Clarifying material presented in class
- Grading student work
- Preparing coursework

Recommendations for fall 2020 (to be re-evaluated for spring 2021)

- Change terminology from “Office Hours” to “Student Hours” to reflect the emphasis of meeting needs of students outside of the office.
- Fulltime faculty should host no fewer than 6 Student Hours weekly to accommodate the student challenges related to the COVID situation.
- Adjunct or other part-time faculty should hold no fewer than 2 hours per 3-credit course.
- Some Student Hours can and should be scheduled outside of the typical workweek (8:00-5:00 M-F); however, faculty should schedule hours that make the most sense based on teaching schedules and their students’ needs.
- Faculty can offer virtual hours in a variety of formats, such as synchronous on Zoom, Piazza, phone, or Google voice.
- Face-to-face meetings with students should be avoided.
- Student Hours should be posted in multiple locations, including their course Moodle shells and syllabus, noting the format of the hours. They should also provide schedule of Student Hours to departmental personnel.