

VIRGINIA WESTERN COMMUNITY COLLEGE

I – ACADEMIC & STUDENT AFFAIRS POLICIES

I-49 – FACULTY OFFICE HOURS

Policy Number: I - 49

Last Reviewed: August 22, 2016

Responsible Dept.: Vice President of Academic and Student Affairs

Nine-Month Faculty

Office hours should total 10 hours per week during fall and spring semesters. Office hours should be scheduled in increments of at least 30 minutes.

- 1 office hour will be granted for participation in the Activity Hour (Tuesdays 2-3 PM) or other scheduled College Committee.
- 5 office hours will be face-to-face
 - Minimum of three days per week
 - Minimum of 30 minute increments
- 1 office hour for e-mail correspondence
- 3 office hours that will be flexible – i.e. virtual, face-to-face or a combination

Special Assignments - Include the following number of "Administrative Hours" based on your assignment:

- .5 credit = 1 hour per week
- 1 credit = 1.75 hours per week
- 1.5 credits = 2.5 hours per week
- 2 credits = 3.5 hours per week
- 3 credits = 5 hours per week
- 7.5 credits = 13 hours per week

Summer Session Office Hours

- 10-week courses - 1 hour per course per week
- 5-week courses - 2 hours per course per week
- Online hours may be used for distance learning courses or with permission from the Dean for face-to-face courses.

Associate Instructors

Office hours should total 12-19 per week during fall and spring semesters based on the number of credits taught according to the table below. Office hours should be scheduled in increments of at least 30 minutes.

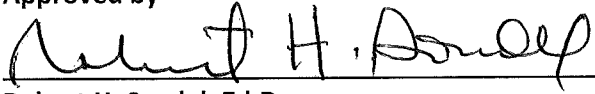
Credits/Contact Hours	Office Hours	Total
18	19	37
21	16	37
23	14	37
26	12	38

Adjunct Faculty

Adjunct Faculty should schedule one office hour per week per course taught. This applies to summer, fall and spring classes. Office hours should be scheduled in increments of at least 30 minutes.

Review/Revised: 7/2014; 8/2016

Approved by



Robert H. Sandel, Ed.D.
President

Date

