

Policy title	Category
Faculty office hours	Academic Affairs Faculty Graduate/Adult/Transfer Omaha Instructional Site Traditional Undergraduate

## Policy statement

Faculty members have a responsibility to be available outside of class for students to ask questions and/or explore points of confusion or interest that cannot be fully addressed in class. While there is no explicit number of hours required by campus policy, it is recommended that faculty members be available to students at least three to six hours each week. They can be held in multiple ways, including face-to-face in the professor's office or some other appropriate location, phone, teleconferencing, or some other means.

Faculty members may post regular office hours where they will be available each week, allow students to make individual appointments, allow "walk-ins" when they are in their office, or some other established means. Faculty members must post their plan for office hours in their syllabi; they can also post them on their faculty web page and/or on their office door. If the faculty member must miss scheduled office hours, they should give students advance notice and/or post a note on their door.

## Related file(s)



[Faculty Handbook - updated 8.2019\\_1.pdf](#) 481.3 KB