



Office Hours Policy

Document No	
Validity Date	
Revision No	
Page No	

Unit

QMS Office

Policy Statement:

All Full-time/ Part-time faculty members, regardless of teaching modality, must maintain “*” hours per week (free of charge) during which faculty members are available to either meet personally in their offices with students.

Office hours must be posted on the lecturers' office door, listed on course syllabi, and provided to the departmental office.

Applicability

This policy is applicable to all Full-time/ Part-time faculty members .

Definitions

Office Hours: In-office, fixed-time hours of availability in which the faculty can discuss class performance with the student .

Office hours give students the opportunity to ask in-depth questions and to explore points of confusion or interest that cannot be fully addressed in class.

“*”

(option1) : a minimum of two hours of office time per week for each course.

(option2) : at least five office hours per week, scheduled over a minimum of three days.

(option3) :

- Three (3) office hours per semester for faculty members teaching three (3) or fewer credit units.
- Six (6) office hours per semester for faculty members teaching four to six (4-6) credit units.
- Nine (9) office hours per semester for faculty members teaching seven to nine (7-9) credit units

Prepared by	Checked by :	Approved by :
Name :	Name :	Name :
Job Title:	Job Title:	Job Title:
Signature :	Signature :	Signature :