OFFICE HOURS GUIDELINES  
ACADEMIC AND PROFESSIONAL AFFAIRS COMMITTEE  
August 16, 2006

Thomas Nelson Community College (TNCC) faculty recognizes the importance of office hours. According to VCCS policy, all TNCC full-time faculty members will observe ten hours of office hours per week. In order to maintain consistency throughout the college, the following guidelines will be observed:

1. Office hours will be posted outside each faculty member’s office.

2. The faculty member’s office hour schedule must be submitted to the appropriate division dean before posting.

3. Each faculty member may list up to two office hours per week for which an appointment must be scheduled a minimum of 24 hours in advance. If no appointment is scheduled, the faculty member may cancel those hours. If a faculty member elects this option, it must be clearly stated on their syllabi and on the posting at their office door.

4. Full-time faculty members will not be required to conduct extra office hours (in excess of ten hours per week) for overload courses.

5. Online office hours may be completed according to the following guidelines.
   a. Two hours of online office hours for the first distance learning course and one hour per additional distance learning course, up to a maximum of four hours per week online. However, if a faculty member is teaching one or more overloads, distance learning courses must be considered as overloads before traditional courses.
   b. These office hours must be conducted during a specific time frame, and they must be posted.

6. When a faculty member teaches at both the Hampton Campus and the HT campus, or another off-campus location, office hours should be provided at each location and should, to the extent practical, be in proportion to the number of credit hours delivered at each location. At the minimum, a faculty member teaching at different locations must provide an opportunity for students at each location to meet with the faculty member in a face-to-face setting outside of the classroom.

7. Full-time faculty members who teach during the summer session will schedule two hours of office hours for each three-credit (or more) course taught during the summer. At least 50% of the summer office hours must be conducted on campus. This is to ensure that the faculty member is available to students who may wish face-to-face contact.

8. Faculty members may use office hours for any TNCC-related activity (i.e. student interaction, advising, meetings, study sessions, staff development, etc.). However, such activities conducted at times other than during the faculty member’s published office hours have no impact on the requirement for conducting
scheduled office hours. A brief note must be posted outside the faculty member’s office for any office
hours being completed in a location other than the actual faculty office. Alternative contact information
(such as an e-mail address or room location) should be provided.

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