



Policy No.	51008
Effective Date	Fall 2012
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Revision No.	1
Approved:	C. Thompson-Stacy
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## Faculty Online Office Hours

### 1.0 Purpose

To establish a method for faculty to deliver office hours over the Internet.

### 2.0 Revision History

Effective Date: Fall 2012

Revision Date: April 2013

### 3.0 Applicability

This policy applies to all faculty, administrators, and staff as it relates to faculty maintaining office hours.

### 4.0 Policy

LFCC recognizes the Internet as a valuable tool to communicate with students. Faculty, who believe it is appropriate for their students and courses, are allowed to deliver part of their required office hours via the Internet.

Faculty must follow the guidelines below for online office hours as a portion of their required office hours.

- A) All full time faculty may schedule up to three online office hours/week.
- B) Full time faculty teaching one or more online courses or one or more hybrid courses (unless the hybrid course(s) meet weekly) must schedule at least one online office hour per week.
- C) During fall and spring semesters full time faculty, teaching entirely online and/or hybrid courses may schedule up to a maximum of five online office hours per week.
- D) Adjunct faculty teaching three or more courses may schedule one online office hour per week.
- E) Adjunct faculty teaching one or more online courses or one or more hybrid courses (unless the hybrid course(s) meet weekly) must schedule at least one online office hour per week.

Additionally:

- A) Faculty may use the college email system for online office hours or any other system supported by the Office of Instructional Technology. Faculty must have substantial involvement in the selection of supported systems.
- B) Office hours are a time when anyone; students (current or potential), staff, faculty, or administrators can stop by for information. Online office hours must not be done in a way to limit this access.
- C) Faculty members can deliver online office hours from any location where they have a reliable internet connection. A high speed internet connection is recommended.

## 5.0 Definitions

- 1. **Hybrid course:** Hybrid is the combination of face-to-face and electronic delivery where 50-99% of the course content is electronically delivered. The electronic delivery can be either asynchronous or synchronous.
- 2. **Online course:** Instruction for these courses is online using the internet. Most courses are taught using Blackboard, but may also include the World Wide Web, PowerPoint, special software, listservs, and email.

## 6.0 Responsibilities

- 1. Faculty members intending to do online office hours must clearly explain their office hours in their course syllabi and on their office hour schedule.
- 2. Faculty members must maintain their online office hours with the same diligence they maintain traditional office hours.
- 3. Deans will approve, if appropriate, online office hours in excess of three hours per week for any full time faculty.
- 4. The Office of Instructional Technology, with substantial faculty involvement, will determine what online office hour delivery systems will be supported by the college.

## 7.0 Procedures

- 1. Faculty members intending to do online office hours will notify their Dean, at the beginning of the semester, through the submission of their Office Hour Schedule and syllabi.
- 2. Faculty members intending to do online office hours will notify their students through their course syllabi and will explain the access method to their classes at the beginning of the semester.

## 8.0 Interpretation

Authority for interpretation of this policy rests with the Vice President of Instruction.

## 9.0 Authority/Reference

VCCS Policy Reference 3.5.1