MEMORANDUM

DATE: April 11, 2002

TO: College Deans

FROM: Richard L. Osburn, University Provost and Chief Academic Officer

RE: Summer Office Hours Policy

Faculty members shall post a schedule of office hours so the students who are enrolled in their classes are aware of their availability. Posting office hours is also important to staff who must answer student’s questions about faculty availability. Office hours need to be held on each campus where the faculty member has a teaching assignment.

A summer instructional assignment includes activities normally related to an instructional assignment during the academic year. According to Article 9.4 of the BOR/UFF Collective Bargaining Agreement, these include course preparation, minor curriculum development, lectures, evaluation of student efforts, consultations and conferences with students, and minor committee activities.

The number of office hours which is reasonable in the summer may vary with the number of students and the nature of the course. An hour before class and an hour after class is very often sufficient. Faculty members should be sensitive to the time constraints of a non-traditional student body and also be available for conference hours “by appointment” for students unable to come to campus during the regularly scheduled office hours.

cc: Provost’s Advisory Council
Campus Vice Presidents
Fred Hoffman, President, University Faculty Council
David Lee, President, FAU Chapter, United Faculty of Florida