

Charles E. Schmidt College of Medicine Administrative Policies

Subject: Office Hours
Effective Date: January 17, 2019
Supersedes: COM Administrative Policies Initially Adopted February 28, 2007; amended June 1, 2009; September 30, 2010; January 19, 2011; June 12, 2012; May 10, 2013; July 10, 2014; Office Hours Policy Amended January 17, 2019.
Responsible Authority: Senior Associate Dean for Medical Education and Associate Dean for Faculty Affairs

Policy Statement:

Faculty-student interaction outside of the classroom is an extremely important part of the instructional assignment, allowing mentoring, student growth, and individualized learning plans. Faculty, therefore, must be available specifically for students to discuss class performance, academic advising, academic course and program selection, and career counseling. It is incumbent that all faculty involved with student instruction make clear to students their availability for such interactions, the best times (if known), and the preferred way of making contact. This information should be made available early in the teaching interaction and frequently during prolonged course work.