

SECTION: Personnel Policies and Procedures / Employment Work Schedule

NUMBER: F/4.2.2

SUBJECT: Online Office Hours

SOURCE REFERENCE: Board of Trustees Policy 608.01

Online Office Hours

Faculty may request in writing from their direct supervisor one (1) hour per week of flex-time/off- campus office hours for each online course taught on a full-time basis, up to a total of five (5) hours per week, one hour per week per online class.

For the development of a new online course or substantial revision of an online course, an instructor may request in writing from their direct supervisor up to three (3) hours of flex-time/off- campus office hours per week per course. This policy does not pertain to hybrid or any form of partially online classes.