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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Academic Affairs**  
**AREA: Faculty**

**MAPP 02.02.61**

<b>Faculty Office Hours</b>
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**I. POLICY**

- A. Lamar University (LU) is committed to creating a strong campus community that values collaboration, interaction, and excellence in student instruction and mentoring, campus service, and research, scholarship, and creative activity. In order to successfully support students and serve campus constituents, faculty are required to be available for conferences during four (4) consistent regularly scheduled weekly office hours. This policy has been established to guide faculty as they schedule and conduct their weekly office hours.

**II. PURPOSE**

- A. This policy has been established to conform to LU faculty members' contractual obligations regarding office hours and to comply with the Texas State University System (TSUS) *Rules & Regulations*, Chapter V, Subparagraph 7.2, which states that faculty "must maintain on-campus office hours as determined appropriate by a Component [University]." Further, Subparagraph 7.4 states that "this policy underscores the importance of in-person teaching, on-campus office hours, and attendance of faculty at campus activities. As faculty compliance with this policy is crucial in fostering a vibrant and engaging academic community, Components must take disciplinary action, up to and including termination, against faculty who fail to comply with the requirements of this policy."
- B. This policy falls under the authority of all applicable federal, state, and TSUS statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.

**III. SCOPE**

- A. This policy applies to all full-time faculty (hereafter, faculty) who hold the ranks of instructor, assistant professor, associate professor, and professor and who are assigned to teach at least one course in any modality (e.g., face-to-face, online, hybrid) during any term (e.g., full term, half term, 5-week) in a fall and/or spring semester.
- B. Faculty employed to teach one or more summer courses in any modality shall discuss with their Chair the departmental expectations regarding both the number of office hours and the location (i.e., on campus and/or virtual) during the summer session(s).

- C. Faculty employed to teach a mini-session course shall discuss with their Chair the departmental expectations regarding both the number of office hours and the location (i.e., on campus and/or virtual) during the mini session.
- D. This policy does not apply to adjunct instructors. Adjunct instructors are expected to hold at least one (1) regularly scheduled office hour per week per course. The modality of adjunct instructors' office hours (i.e., on campus and/or virtual) may depend upon factors such as course modality, accessibility to university office space, and residential location.

#### IV. PROCEDURES

- A. Faculty are required to hold, at a minimum, four (4) standing office hours per week, regardless of teaching load in any term (e.g., full term, half term, 5-week) in which they teach during the fall and spring semesters. Of these four (4) hours, three (3) must be held on campus. The remaining office hour may be held virtually at a location of the faculty member's choice. (NOTE: Most likely, faculty will hold office hours in their campus office. However, faculty who spend the majority of their professional time in a location other than their campus office (e.g., personal lab, clinical site, tutoring center, etc.) may hold their office hours in that location as long as the space is easily accessible to students.)
- B. All office hours (including the 1-hour virtual office hour, if designated) must be recurring and cannot be "by appointment only." Faculty can accept student appointments during standing office hours as well as other times throughout the week. Student appointments are acceptable beyond the published office hours, but not in lieu of these hours.
- C. Faculty hired to teach exclusively online, as stipulated in their LU contract, in a degree or certificate program that LU has designated as fully online are required to hold a minimum of four (4) regularly scheduled synchronous online office hours per week. (A list of these programs can be found at [LU Online](#).)
- D. To provide greater access for students, faculty shall schedule standing office hours on at least two (2) separate days of the week and at different times of day to provide access for students who may have class conflicts.
- E. Faculty shall announce their office hours in the classroom (as applicable), display their office hours on their office door (as applicable), share their office hours with the Chair and administrative coordinator, and include their office hours on their course syllabi.
- F. Faculty may cancel office hours if their scheduled office hours conflict with a department, college, or university event or service activity requiring their presence. In such cases, faculty need not make up canceled office hours.
- G. Faculty entitled to accommodations under the Americans with Disabilities Act (ADA), as amended, should contact their Chair, LU's Accessibility Resource Center (ARC), and Human Resources to discuss office hour arrangements in line with their accommodations. The University will comply with ARC-approved accommodations that a faculty member receives, including accommodations that affect a faculty member's office hours.

H. All requests for exceptions to this policy must be submitted in writing to the faculty member’s department Chair prior to the start of a semester. Requests for exceptions are subject to review by the faculty member’s Chair and Dean.

**V. REVIEW AND RESPONSIBILITY**

Responsible Party: Academic Policy Advisory Council

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

**VI. APPROVAL**

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 Dr. Brett Welch 11/13/2024  
 Interim Provost and Vice President for Academic Affairs Date

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 Dr. Jaime Taylor 11/13/2024  
 Lamar University President Date

**POLICY LOG**

<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>
1	05/09/2024	Policy draft completed.
	07/17/2024	Reviews by constituency groups completed.
	09/30/2024	Review by campus community completed.
	11/13/2024	Policy approved by President.