The Office Hours Policy
University of Southern Indiana

College of Liberal Arts

As amended by the CLA Chairs Council 8-17-07

It is the policy of the College of Liberal Arts that full-time faculty members are required to hold a minimum of one office hour per week for each class section taught, including overload assignments. Part-time faculty members are required to hold a minimum of two office hours per week. Office hours must be held on a minimum of two days in the week. In keeping with their need to be accessible to students and others for the programs they manage, it is expected that program directors, chairs and other administrators maintain a calendar, available to their administrative assistants, indicating times during which they may be reached in their offices. It is recommended that one hour each week for each hour of assigned time they receive in their position should be devoted to this purpose.

Source: Michael Dixon, Ph.D. Assistant Dean of College of Liberal Arts (February 12, 2014)
http://www.usi.edu/libarts/facultyinfo/CLA-Office-Hours-Policy.pdf

College of Nursing and Health professions

We ask that faculty create electronic office hours if teaching online and post in Bb. So students know that they will be available online for questions/comments during this time, this is time is in addition to scheduled class time. However, more typical is that faculty are on every day to check e-mail and respond.

Source: Ann White, Ph.D. Dean of the College of Nursing and Health Professions (February 05, 2014)

Pott College of Science, Engineering, and Teacher Education

We don't have a ton of online courses but in general, we follow the same general procedure that CNHP corresponded with you about.

Source: Scott A. Gordon, Dean of Pott College of Science, Engineering, and Teacher Education (February 05, 2014)

Romain College of Business

ALL RCOB faculty are required to have AT LEAST five hours of office hours regardless of the number/type of sections taught. Many of my faculty have more than this minimum.

Source: Timothy J. Schibik, Ph.D. Assistant Dean and Professor of Economics (January 31, 2014)