

BLACK HILLS STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Faculty Office Hours

NUMBER: 2:11

Office: Office of Academic Affairs

Source: [BHSU Faculty Handbook](#)

1. Purpose

This policy sets forth the process for faculty office hours at Black Hills State University. Faculty are highly encouraged to be available to students to establish strong mentoring relationships.

2. Policy

- a. Faculty members will schedule a formal office hour on four days during the regular academic week.
- b. Office hours will not be less than 50 minutes.
- c. It is recommended that office hours be scheduled at different times in order to reduce conflicts with class schedules of students.

3. Procedures

- a. Faculty member office hours, as well as class hours, will be posted at the faculty member's office door and on D2L for all online courses and face to face courses that utilize D2L, so students can see when a faculty member is available.
- b. Faculty members will notify the college office where they can be reached during posted office hours if they must be absent.
- c. Faculty may choose to hold virtual office hours if they strictly teach online. Faculty who teach an online course(s) may offer additional hours of support virtually but are expected to have a physical presence on campus during formal office hours of the regular academic week.

4. Responsible Administrator

The Vice President of Academic Affairs, or designee, is responsible for the annual ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 10/21/2021.