

<b>Policy on Faculty Office Hours for Students</b>	
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# Policy on Faculty Office Hours for Students

## 1- Purpose

The purpose of this policy is to establish clear guidelines for faculty office hours at Al Yamamah University (YU), ensuring that students have accessible opportunities for academic support and consultation outside of class time.

## 2- Scope

This policy applies to all faculty members at Al Yamamah University.

## 3- Definitions

**Office Hours:** Designated times when faculty members are available for students to discuss academic concerns, seek guidance, or ask questions related to the course material.

**Faculty:** All teaching staff employed by Al Yamamah University.

## 4- Policy Statement

**Office Hour Requirement:** Each faculty member is required to hold a minimum of 5-office hours per week, scheduled at consistent times each semester. Departments may assign additional hours beyond the minimum, as necessary. All scheduled office hours must receive approval from the Department Chair prior to implementation.

**Scheduling:** Office hours should be communicated to students at the beginning of each semester and posted on the course syllabus/LMS and have a printed copy on their office door. Faculty should ensure that office hours are spread across different times to accommodate various student schedules.

**Location:** Office hours should be held on campus in the faculty office to ensure a conducive environment for discussion.

**Student Access:** Students should be encouraged to utilize office hours for academic support. Faculty may establish a sign-up sheet or an appointment system to manage student visits during office hours.

**Flexibility:** Faculty members may adjust their office hours with prior notice to students, ensuring that alternative times are provided when necessary.

## 5- Responsibilities

### Faculty:

- Ensure office hours are clearly communicated and adhered to.
- Be prepared for student inquiries and provide support to the best of their ability.

### Students:

- Actively seek assistance during office hours when needed.
- Respect the time and availability of faculty.

## 6- Compliance

Failure to adhere to this policy may result in a review of the faculty member's performance which will subsequently impact their annual evaluation.

## Authorization

This policy was authorized by:



University President

Date: 7 - 10 - 2024

*\*The University Council reserves the right to amend this policy as it deems appropriate.*