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## COBA Office Hour Policy

Each full-time faculty member needs to have at least ten posted office hours each week regardless of the number of classes he/she is teaching. Additionally, the faculty member must be physically in the office during 50% of the office hours, and these physical hours must be assigned to at least two days a week. The other 50% of the office hours must be scheduled and posted online with email and phone contacts specified.

Adjunct and other faculty must post their availability for students on their syllabus.

Committee/Task Force Members:		Recent Notes:	
<ul style="list-style-type: none"><li>Dr. Steve Steed</li></ul>		2019-03-06: Format update and posted to COBA web page 2018-09-01: Continuation of former office hour policy 2015-11: Policy originally implemented	
Date Approved:	2015-11	Effective Date:	2015-11
Version:	1.1		