



## **AP 7214      PART-TIME FACULTY: OFFICE HOURS**

**Reference:**

Education Code Section 87880

Registered students are entitled to course-related consultation with their instructors at times beyond required course meetings. This is known as “office hours.”

As defined in BP 7210 Academic Employees: Faculty, the required time for office hours shall be one hour per week for every three Teacher Load Units (TLUs) taught, or prorated to a fraction thereof, up to a maximum of five and office hours should be convenient for students but shall not conflict with the faculty member’s other professional duties as defined in *AP 7210 Academic Employees: Faculty*.

Part-time faculty are required to be available to students outside of class, at a time, as well as place or manner, explicitly stated in the course syllabus, and with the approval of the department chair.

Given that office hours are most beneficial when the instructor and the students meet face to face, instructors should request office appropriate meeting space from their department chairs if a suitable appropriate location cannot be found. Department chairs should explore specific ways by which this goal can be achieved.

For fully online classes, the time and place or manner may include telephone, instant messaging, or other internet activities.

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*(Replaces current SBCC AP 4505)*