



# PHOENICIA UNIVERSITY

Faculty Office Hours Policy

# Faculty Office Hours Policy

## Purpose

The purpose of this policy is to define expectations for faculty office hours at Phoenicia University (PU) in order to ensure student access to academic support, consultation, and advising outside scheduled class time.

## Scope

This policy applies to all full-time and part-time faculty members teaching undergraduate or graduate courses at Phoenicia University.

## Office Hours Requirements

### Part-Time Faculty

- Part-time faculty members are required to maintain office hours on a one-to-one basis, whereby:
  - One (1) teaching hour per week is equivalent to one (1) office hour per week.
- Office hours must be scheduled weekly during the semester.

### Full-Time Faculty

- Full-time faculty members are required to maintain a minimum of seven (7) office hours per week.

### Format and Accessibility

- Office hours may be conducted:
  - In person on campus,
  - Virtually through approved university platforms,
- Office hours should be scheduled at times reasonably convenient for students and, where possible, distributed across multiple days.
- Faculty members must remain available to schedule additional meetings by appointment, when necessary, to accommodate students who cannot attend scheduled office hours.

**Faculty members are required to:**

- Clearly state office hours in course syllabi.
- Post office hours on the Learning Management System (LMS) or other designated platforms.
- Inform students in advance of any changes or cancellations and provide alternative availability where feasible.

**Monitoring and Compliance:**

- Departments shall monitor compliance with this policy as part of routine academic oversight.
- Faculty members may be required to submit or update office hour schedules at the beginning of each semester.



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