

College of Education

Office Hour Policy

College of Education (COE) faculty are required to maintain, at their respective locations, a minimum of ten (10) office hours scheduled over a minimum of three days during the Monday - Friday work week. Office hours should be held when the faculty can be available to students and on the days in which they teach class. Faculty are expected to extend the ten (10) office hour minimum during the registration period scheduled each semester/term and for other COE sponsored events or activities that require faculty participation. Department/Division Chairs approve faculty office hours.

Faculty members are expected to post office hours, using the attached office hour template, prior to the start of each semester/term. Office hours should be posted on the faculty member's door, and should be on file in the department/division office and in the dean's office.

Department/Division Chairs are expected to submit faculty office hours to the dean's office by Wednesday of the week prior to the start of each semester/term.

Dr. Sally Sue

Suess Hall, Room 314

Phone: 334-555-1234, Email: cinthehat@troy.edu



FALL SEMESTER/TERM 1, 2016

Monday	Tuesday	Wednesday	Thursday
	7:30 – 8:00 am OFFICE HOURS	8:00 – 9:00 am OFFICE HOURS	7:30 – 8:00 am OFFICE HOURS
	8:00 – 10:20 am PSY 3311 TSAA Research Methods 225 Hawkins Hall		8:00 – 10:20 am PSY 3311 TSAA Research Methods 225 Hawkins Hall
	10:30 am – 12:50 pm PSY 3301 TSAA Basic Statistics 225 Hawkins Hall		10:30 am – 12:50 pm PSY 3301 TSAA Basic Statistics 225 Hawkins Hall
	1:00 – 4:00 pm OFFICE HOURS		1:00 – 4:00 pm OFFICE HOURS
PSI CHI / PSI LAMBDA CHAPTER MEETINGS Thursday 3pm Room 321			

Department/Division Chair's Name and Number

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