



## MEMORANDUM

**To:** Brett Fairbairn, President  
**From:** Noah Arney, Policy Specialist  
**Date:** October 28, 2024  
**Subject:** Faculty Office Hours Policy ADM 14-1 amendments

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### Purpose of this document:

This memo is to recommend the approval of the major amendments to the Faculty Office Hours Policy (ADM 14-1).

### Background of Policy:

The policy was last approved in 1992. Since then the language around office hours has changed, the structure of departments has changed, and the process of setting them has changed. There are also now more modalities of office hours than were envisioned in the 1992 version. In spring 2024 the Arts Faculty Council made a recommendation to remove the posting of office hours publicly for safety reasons.

### Summary of Proposed Amendments:

- Moving from 5 hours per week to 1 hour per three credit course or five hours of teaching time to align with different workloads among full time faculty.
- Allowing different modalities instead of only in-person, based on the needs of the students in classes.
- Office hours schedules are now provided to the Department Chair rather than publicly posting and providing it to "departmental secretaries".
- Office hours must now be both in course outlines and mentioned in class to students, rather than "or".
- Minor changes to update language.

### Summary of Engagement:

- Arts Faculty Council recommendation
- TRUFA recommendation
- People & Culture recommendation
- Reviewed by Deans (two different versions)



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- Reviewed by Chairs (two different versions)
- Reviewed by TRUFA
- Posted publicly for feedback
- Reviewed by Provost (two different versions)
- Reviewed by President's Executive Committee

## Action Requested:

- Issuing of Notice of Motion for the policy (10 working days)
- If there are no changes or recommendations during the Notice of Motion period, have the President approve the amendment.

## Attachments:

- Faculty Office Hours policy (ADM 14-1) in redline
- Faculty Office Hours policy (ADM 14-1) clean version

# Faculty Office Hours

Policy Name	Faculty Office Hours (ADM 14-1)
First Approved	October, 1980
Last Amendment	June 17, 1992 <u>(to be updated)</u>
Approval Authority	President
Category	<u>Administrative</u>
Primary Contact	<u>Appropriate Dean</u> <u>Provost and Vice President</u> <u>Academic</u>
Administrative Contact	<u>Deans</u>

## POLICY

Because being available for consultation with students is an important part of a faculty member's ~~an instructor's~~ responsibilities, ~~F~~faculty shall be available for consultation on a regular basis outside of scheduled instructional hours.

## REGULATIONS

~~Full-time f~~Faculty teaching academic, trades, or vocational courses ~~in academic and career/technical programs~~ are required to schedule reasonable office hours ~~at least five office hours per week, scheduled over a minimum of three days.~~ ~~Part-time faculty are required to schedule office hours prorated according to their teaching assignments.~~ The standard office hours are one hour per three credit course (normally for academic courses) or five hours of teaching time (normally for trades or vocational courses), or as required in accordance with any relevant regulation or accreditation requirements.

Faculty should schedule office hours at a time and modality that allows for the students in their classes to meet with them. ~~When evening courses are part of an instructor's assignment, one office hour should be scheduled in the evening. It is recommended that this office hour be held during the hour prior to the start of the evening class.~~

Each ~~instructor-faculty member~~ will provide their Department Chair ~~departmental secretaries~~ with a copy of their ~~his or her~~ timetable showing assigned class time and office hours. ~~A copy of this timetable should be posted outside the instructor's office.~~ Faculty should also clearly notify students of scheduled office hours in course outlines ~~or~~ and in class.

If a student's timetable conflicts with the ~~instructor's~~ faculty member's scheduled office hours, it is expected that the ~~instructor-faculty member~~ will accommodate the student's needs for

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consultation at a mutually agreeable time. If a faculty member~~n instructor~~ cannot be present during office hours, ~~he or she~~they should make reasonable efforts to inform students.

DRAFT - for consultation purposes

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Faculty should schedule office hours at a time and modality that allows for the students in their classes to meet with them.

Each faculty member will provide their Department Chair with a copy of their timetable showing assigned class time and office hours. Faculty should also clearly notify students of scheduled office hours in course outlines and in class.

If a student's timetable conflicts with the faculty member's scheduled office hours, it is expected that the faculty member will accommodate the student's needs for consultation at a mutually agreeable time. If a faculty member cannot be present during office hours, they should make reasonable efforts to inform students.