

DEPARTMENT OF MATHEMATICS AND STATISTICS

Office Hours Policy
Last updated on February 6, 2023

Faculty members teaching in the Department of Mathematics and Statistics are required to hold at least two 50 minute session of office hours per week each semester. These sessions should be open to all students. Instructors are welcome to schedule additional office hours.

Office hours may be scheduled in-person on campus or remotely on zoom, but there must be specific times during the week reserved for this purpose (i.e. they may not all be “by appointment”). The specific times and access location (office number and building or zoom link) must appear on the final draft of your syllabi.

Additionally, the following practices are recommended:

- To accommodate all students, include additional office hours by appointment.
- Many first generation students are not familiar with office hours. To increase accessibility and equity, include a statement on your syllabus describing office hours. For example, “Office hours are times when you can meet one on one with your instructor to talk about questions from the class or get advice on other issues that may come up (which class to take next, what careers use the tools you are learning, etc.). Your instructor has reserved this time to talk with students, so you do not need an appointment.”
- For in-person office hours, leave your door open as some students may be hesitant to knock on a closed door.
- For remote office hours, post the link to the zoom meeting in a readily accessible place like the front page of your syllabus, your Canvas “Home” page, or in the signature line of your email.