

JMU Computer Science Department Office Hours Policy

Computer science faculty members must hold “office hours” each week when classes are in session (excluding exam week). Office hours must be at published regularly scheduled times and be held in a manner that allows for synchronous interaction. The office hours must meet the following requirements:

- Full-time faculty: at least five hours of office hours per week.
- Part-time faculty: at least 30 minutes of office hours per on-campus credit hour taught.

Full-time faculty must be available in person at an on-campus (e.g. office, lab) location for at least 50% of the required office hours. Faculty required to hold three or more office hours per week must spread those office hours over two or more days. Outside the published office hours, all faculty should exercise reasonable effort to be available by appointment.

Faculty teaching computer science courses that have primary responsibility in another department shall be governed by the office hours policy of that other department.