

Siena College

COLLEGE AND ADMINISTRATIVE POLICY

Policy Title:	<i>Office Hours Policy*</i>
Type or category of Policy:	<i>Administrative</i>
Approval Authority:	<i>Dr. Margaret Madden, Provost and Senior Vice President</i>
Responsible Executive:	<i>Dr. Margaret Madden, Provost and Senior Vice President</i>
Responsible Office:	<i>Academic Affairs.</i>
Owner Contact:	<i>Office of Academic Affairs, 518-783-2307, academicaffairs@siena.edu</i>
Reviewed By:	<i>Dr. Margaret Madden</i>
Reviewed Date:	<i>August 4, 2020</i>
Last Revised and Effective Date of Revision:	

*This policy was developed as a response to the COVID-19 crisis. It applies to the Fall 2020 semester and its continuation will be reviewed periodically as the situation changes.

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Reason for Policy

To establish guidelines related to faculty office hours in response to COVID-19.

Scope of the Policy: Entities or Individuals affected by this policy

- *All faculty.*

The Official Policy

We have been discussing how COVID-19 safety precautions will affect office hours for the fall semester. As always, full-time faculty will need to schedule five hours of office hours per week, regardless of whether their classes are online, hybrid, remote, or in-person. However, there are a variety of ways those office hours can be held: in-person, remotely or some combination of the two.

If you are holding some or all of your office hours in-person, you will need to comply with appropriate social distancing guidelines. If you are unable to maintain the required six feet of social distance, you and your students will have to wear face coverings for in-office office hours. You may also request a Plexiglas barrier for your desk if you feel this would enhance the safety of in-person office hours for you and your students. Submit requests to your Dean.

If you are holding some or all of your office hours remotely, preferably via Zoom or Google Meet, your office hours schedule must be listed on your syllabus and reported to your School office, as usual and in compliance with College policy.

We suggest that you use **Google Appointments**, which faculty members and various offices have found to be an easy tool for students to sign up for appointments in the hours you suggest within your Google Calendar. Instructions are at the end of this note.

When developing your syllabus, please make sure you clearly indicate how and when you're going to be holding your office hours. Your School office will be reaching out to you early in the semester to gather this information for our Faculty Office Hours web pages as well. These provisions also apply to advising, which you may do virtually or in-person. To avoid lines of students waiting in hallways, please use online sign-ups for in-person advising as well as for virtual advising. More information about advising will be forthcoming nearer the time it occurs.

How To Use Google Appointments:

<https://it.stonybrook.edu/help/kb/creating-bookable-appointment-slots-in-google-calendar>
<https://www.youtube.com/watch?v=m91qSXJwU6Q>

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Adopted: August 4, 2020

Reviewed: *Date the policy was last reviewed.*

Revised: *Date(s) of revisions made to the policy.*

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