

## MFT Program Policy on Faculty Office Hours

### Policy Availability

This policy is available to the public via the link to [Program Handbook and Policies](#) on the [MFT website](#).

### VSU Policy on Faculty Office Hours

All MFT faculty adheres to the university policy on faculty office hours, which is as follows:

#### 5.2 Faculty Office Hours

Per the [COEHS Policy and Procedure Manual](#), faculty members are expected to maintain a minimum of ten office hours per week when classes are in session (Fall and Spring). This on-campus presence helps promote professional interactions and dialogue around teaching, service, and scholarship and ensures that students have access to instructors/advisors. Fall and Spring office hours must be distributed over a minimum of three days per week.

During summer sessions, faculty members are expected to maintain a minimum of one office hour a week for each semester credit hour of teaching load when classes are in session. Summer office hours must be distributed over a minimum of two days per week when classes are in session.

Office hours must be approved by the department head, posted on the faculty member's office door, and a copy must be provided to the departmental secretary at the beginning of each semester. Temporary changes to posted office hours, due to meetings, appointments, etc., must be communicated to the department head and departmental secretary. Deviation from the required hours due to off-campus teaching or supervision may be approved by the department head.