

MFT Program Policy on Faculty Office Hours

Policy Availability

The MFT Program **Policy on Faculty Office Hours** is available to the public via the [MFT Homepage](#) > [Accreditation](#) > [Policies and Handbook](#).

VSU Policy on Faculty Office Hours

MFT faculty members are expected to maintain a minimum number of office hours that adhere to the policy as set forth in the [VSU Faculty Handbook](#).

- summer sessions, 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.

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.

Office hours must be approved by the Department Head, posted on the faculty member's office door, and a copy 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.

This policy addresses Standards V12.5, Eligibility Criterion E: Accuracy and Program Transparency in Policies and Publications. Updated Fall 2025. Scheduled for review and update 2030 or sooner is USG, Graduate School or University policies change.