

FACULTY OFFICE HOURS POLICY

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.1	Minor amendments	Senate	29.04.2022
1.2	Addition of one hour of teaching equals to one hour of availability	Senate	29.06.2022

1. PURPOSE

This policy seeks to provide guidelines and a framework for faculty members of the British University Vietnam (BUV) in balancing between time spent on students and on classroom teaching.

2. SCOPE

This policy is applicable for all faculty members who work at BUV, both full-time and part-time employees. Visiting lecturers are not under the scope of this policy.

3. DEFINITION

“Office hours” refers to the number of hours devoted by the academic faculty members to being available to students in order to discuss individual questions or concerns.

“Faculty members” refer to all academic staff who are teaching at BUV, regardless of programme and mode of teaching (full-time or part-time) and contract type (definite contract or indefinite contract).

4. FACULTY OFFICE HOURS PRINCIPLE

Faculty members shall be available for an hour for each hour taught in a convenient location on campus or virtually, and these hours will be communicated to students by Student Information Office.

A faculty member should accommodate any student wishing to have technology enabled meeting during their posted office hours.