



## Ohio Administrative Code

### Rule 3339-5-07 Office hours for instructional staff.

Effective: [March 9, 2018](#)

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Every member of the instructional staff is expected to establish and maintain regular office hours in order that he or she may be readily available to students and other staff members. These office hours should be announced to students in the staff member's classes near the beginning of each term, included in the instructor's course syllabi, posted on the office door and reported to the department chair. When a student or advisee has a class scheduling conflict or work conflict with the instructor's regular office hours, instructors should arrange an alternative meeting time or means of communication with the student.

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