



# **Khazar University**

## **POLICY ON OFFICE HOURS**

**Category:** Teaching

**Effective Date:** 2015

**Applicability:** University-wide

**First approved:** 2015

**Last updated:** September 2023

**Version number:** 3

### **1. Purpose**

1.1 The purpose of this Policy is to standardize academic consultation hours to enhance student support, strengthen the learning process, and ensure faculty availability outside classroom teaching time.

1.2 The Policy applies to all full-time and part-time academic staff engaged in teaching activities at the University, including professors, associate professors, assistant professors, and instructors.

1.3 Individual departments may develop guidelines on office hours that differ from this policy but may not decrease the minimum office hours requirements.

1.4 Academic consultation hours refer to the formally designated time during which academic staff are available to students outside classroom teaching hours to:

- discuss academic content, coursework, and assessments;
- provide guidance on learning difficulties and academic progress;
- offer advice on research projects, theses, and dissertations;
- support students' academic and professional development.

1.5 Consultation hours may be conducted in person or online.

## **2. Consultation Hours-Teaching Hours Ratio**

2.1 The University adopts a consultation-to-teaching ratio of 2:4, meaning that for every four (4) hours of classroom teaching per week, an academic staff member is expected to provide two (2) hours of academic consultation.

### **2.2 Minimum Weekly Requirement**

- Academic staff teaching up to 4 hours per week should offer 2 consultation hours per week.
- Academic staff with higher teaching loads must increase consultation hours proportionally, in line with the 2:4 ratio.

## **3. Scheduling**

### **3.1 Academic consultation hours must be:**

- scheduled on a weekly basis during the academic semester;
- clearly communicated to students through syllabi, learning management systems, or other communication channels.

3.2 Consultation hours should be scheduled at times reasonably accessible to students and, where possible, spread across the week.

3.3 Online consultation hours (e.g., via Teams or Moodle ([www.elearning.khazar.org](http://www.elearning.khazar.org) platforms) are permitted.

## **4. Monitoring**

4.1 Schools and academic departments are responsible for maintaining records of assigned teaching hours.

4.2 The University reserves the right to audit compliance with this policy as part of internal quality assurance or external evaluation processes.

## **5. Responsibilities**

### **5.1 Academic Staff are responsible for:**

- fulfilling their required consultation hours;
- being available during announced times;
- providing academically appropriate guidance to students.

### **5.2 Department Chairs / Deans are responsible for:**

- ensuring implementation of the policy within their academic departments;
- monitoring compliance with the consultation-to-teaching ratio.

5.3 University QA Center is responsible for:

- conducting periodic audits of consultation hour compliance;
- reviewing and evaluating the effectiveness of consultation practices;
- reporting findings to University Administration.

5.4 University Administration is responsible for:

- approving and periodically reviewing the policy;
- providing institutional support for effective implementation.

## **6. Review and Amendments**

6.1 This policy shall be reviewed periodically to ensure alignment with institutional priorities, student needs, and international best practices.

6.2 Amendments may be made upon approval of the University Rector.