



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**POLICY: Office Hours**  
**Number: 3.3.4**

Responsibility: Academic Affairs  
Last Updated: February 23, 2023  
State Policy/Law: SBTCE Procedure 8-2-103.1

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Commission Chair

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President

Per the South Carolina Technical College System, the faculty work week is 37.5 hours. Instructors are expected to be fully engaged with teaching, instructional preparation, advising, interaction with students, service to the College, and/or professional development during the work week. Instructors are required to be on campus for their in-person classes and at least 8 office hours that are convenient for students.

Online classes may be conducted off campus. Schedules will be submitted to the deans, displayed on office doors, and entered in Navigate by the first day of each semester. Faculty will make every attempt to respond to students by phone or email within 24 hours on weekdays and within 48 hours Friday through Sunday.