



Baku State University

Policy on Academic Consultation Hours

SUSTAINABLE DEVELOPMENT GOALS





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INTRODUCTION

At Baku State University, fostering meaningful engagement between faculty and students is central to our academic mission. Academic consultation hours, often referred to as "office hours," are a vital component of the educational experience, providing students with opportunities to seek personalized guidance, clarify course materials, and address individual academic or professional concerns. This policy establishes a structured framework for academic consultation hours, ensuring that faculty members dedicate a proportionate amount of time outside the classroom to supporting students. By aligning consultation hours with teaching responsibilities, the policy seeks to enhance accessibility, promote student success, and uphold the university's commitment to a student-centered learning environment. Recognizing the diversity of student needs and schedules, the policy also encourages flexibility in how consultation hours are delivered, whether in person, online, or through hybrid approaches. By formalizing these practices, the policy reinforces our collective responsibility to create an inclusive and supportive academic community.

PURPOSE

The purpose of this policy is to establish guidelines for academic consultation hours, ensuring that faculty members are accessible to students to support their academic and personal development. This policy aligns with our commitment to fostering an inclusive, student-centered learning environment.





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DEFINITIONS

Definitions

- **Academic Consultation Hours (Office Hours):** The scheduled time during which faculty members are available to students for discussions, guidance, and support regarding their academic progress, assignments, career goals, or other concerns.
- **Teaching Hours:** The total hours faculty members spend delivering lectures, seminars, and other instructional activities in a classroom or online format.



SCOPE

This policy applies to all academic faculty at Baku State University across all departments, programs, and levels of study.





POLICY STATEMENT



Consultation Hours Requirement:

Academic consultation hours must represent **one-third of the teaching hours** assigned to a faculty member during an academic term.

Scheduling:

- Faculty members must allocate and publicize their consultation hours at the beginning of each semester.
- Consultation hours must be spread across the week to accommodate diverse student schedules.
- A minimum of [e.g., 2 hours/week] must be allocated for consultation regardless of teaching load.

ACCESSIBILITY

- Faculty members must provide consultation hours in person, online, or both, based on departmental practices and student needs.
- Details of consultation hours, including time, location, and virtual meeting links (if applicable), must be communicated through the university's official platforms.





DOCUMENTATION AND MONITORING



- Faculty members must maintain a record of student consultations. This record may include student names, topics discussed, and duration.
- Departments are required to submit an annual report summarizing consultation hours to the Academic Affairs Office for review.

INSTITUTIONAL POLICY REPORTING:

- The institution will track the consultation hours for each faculty member to ensure compliance and alignment with teaching responsibilities.
- Departments may submit faculty data or policy details to institutional bodies upon request for audit or external evaluation purposes.





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RESPONSIBILITIES

- **Faculty Members:**

- Schedule and honor consultation hours.
- Provide timely responses to students outside consultation hours when required.

- **Department Chairs:**

- Ensure compliance with this policy within their department.
- Provide support to faculty members to manage consultation hours effectively.

- **Academic Affairs Office:**

- Monitor and review compliance at the institutional level.
- Provide guidance and training as needed.



COMPLIANCE AND ACCOUNTABILITY

Non-compliance with the consultation hours policy may result in departmental review and corrective action in accordance with university regulations.

REVIEW AND AMENDMENTS

This policy will be reviewed annually by the Academic Affairs Office. Amendments may be made based on feedback, institutional priorities, or changes in educational practices.