

POLICY ON OFFICE HOURS

All full-time faculty shall schedule and maintain at least five office hours per week in their assigned offices. The five-hour requirement shall be a minimum amount of time, specifically posted, when students know that the professor is available for consultation without an appointment. The five-hour per week minimum requirement for office hours cannot be met, entirely or in part, by stipulating "by appointment only."

Office hours shall be on file in the department office and shall be posted clearly outside at the assigned office of each full-time faculty member. Department chairs are responsible for ensuring that the office hours are reasonably accommodating to the student needs within the context of the faculty member's schedule. Faculty shall notify the department when they are unable to keep established office hours.

Although there is no specific requirement for posted office hours for part-time faculty, they are expected to be reasonably available to students (enrolled in their classes) outside of actual class time. Full-time faculty with authorized reduced teaching assignments (e.g. assigned time, instructional administrative time, partial leave without pay) may reduce their office hours by the portion of their "released" time in accord with the following schedule:

<u>Credit Units Taught</u>	<u>Office Hours Required</u>
>9	5
7-9	4
4-6	3
<4	2

Approved by the Academic Senate April 1992
 Approved by the President May 1992