

Subject: Office Hours
Policy Number: O20
Date: April 25, 2003
Reviewed: December 15, 2008

POLICY:

Faculty shall have a minimum of four office hours weekly during the fall and spring semesters and during the summer session in which they teach.

PROCEDURE:

At the beginning of each term, faculty will determine a minimum of four office hours and will post the hours on their office doors and provide a listing to the administrative office. Faculty should also be available at other times by appointment.