

Subject: Office Hours

Policy Number: A1.45

Date: 4/18/86

Reviewed: 4/15/09

POLICY

Faculty shall have a minimum of four office hours 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 veranda by appointment.