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02-10
June 11, 2002

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POLICY ON OFFICE HOURS

7 This new policy was recommended by the Academic Senate on May 2, 2002 and
8 approved by the President on June 4, 2002.

9 The purpose of office hours is to provide opportunities for student-faculty interaction
10 outside the classroom, so it is important for the office hours of a faculty member to
11 be predictable. Each instructional faculty member is expected to hold one office hour
12 for every class taught, up to a maximum of four hours. Faculty who are expected to
13 hold 4 office hours a week may account for up to one hour of this expectation
14 through alternative forms of access such as availability by appointment or through e-
15 mail. Faculty members are responsible for notifying their department office of their
16 scheduled office hours during the first week of instruction each semester.

17 The office hours should be spread over the week and at times students might
18 reasonably expect to find the faculty member. The faculty member's office hours,
19 phone number, and email contact must be posted by the door and announced in the
20 syllabus. Exceptions to this policy statement must be approved by the Dean of the
21 College in question.

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EFFECTIVE: Fall 2002