

Policy Number: 220	Effective Date: 06/23/86
Policy Title: Faculty Office Hours	Revised: 12/02/97, 05/01/06, 12/22/16
Approval Date: 06/23/86	President's Signature: On File

Faculty Office Hours

- I. Full time faculty office hours during the fall and spring semesters will be:
 - A. A minimum of five (5) hours scheduled during a class week at times in which students may reasonably assume faculty will be in the office.
 - B. A minimum of five (5) hours scheduled by appointment during a class week when students may reasonably meet with faculty.
 - C. A minimum scheduled, total of ten (10), office hours per class week.
 - D. Faculty members teaching distance education courses shall comply fully with the requirements of the Distance Education Policy No. 250.

- II. Adjunct faculty office hours during the fall and spring semesters should at a minimum be scheduled at times immediately before or after the scheduled class meeting(s) throughout the term(s) so that students may reasonably assume faculty will be in an office setting.

- III. Faculty office hours, either full time or adjunct, during non-traditional or summer session terms should at a minimum be scheduled at times immediately before or after the scheduled class meeting(s) throughout the term(s) so that students may reasonably assume faculty will be in an office setting.