



## Policy 02:210 – Faculty Office Hours

All full-time faculty members shall maintain a minimum of ten office hours a week in addition to their regular teaching loads and other responsibilities. Part-time faculty members shall be accessible to their students before and/or after each class period and shall make themselves available by appointment.

Each academic term, all faculty members shall establish, publicize, and maintain scheduled office hours during which they are available to students for conferences and individual instruction. Faculty office hours shall be posted in a prominent and appropriate place with a copy to the department chair or dean.

*Approved 2/99*