**Work Week/Office Hours Policy**

It is essential that each student have sufficient opportunity to see faculty members.

Full-time faculty members are expected to allocate sufficient hours, Monday through Friday for teaching and office time. The University recognizes that faculty members will, on occasion, be absent from campus pursuing justifiable personal and professional activities. The Academic Dean should be informed when the faculty member will be away from the campus for a period of time.

Each faculty member should establish regular and adequate office hours distributed throughout the week as to be of maximum convenience to the students. A minimum of ten hours each week should be reserved for students. Established office hours and/or procedures for appointments should be posted on the faculty member’s door and a copy filed with the respective Academic Dean and the Registrar.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.04.7  
Policy Revised:*