

# Faculty Office Hours

## AA\_AO\_FC\_23

Responsible Officer  
Sandeep Gopalan  
Responsible Office  
Academic Affairs  
Approving Body  
Board of Trustees  
Approval Date  
2019-09  
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2021

### Policy Statement

As stated in the contract, full-time faculty members are expected to remain on Campus a minimum of 15 hours per week in addition to his/her teaching hours. Any other arrangements are to be made only with the approval of the Provost/EVPAA in charge.

### Policy Procedures

Advisement activities are required as previously stated. Additional office hours may need to be scheduled during crucial times as mid-term grade advisement and pre-registration. The adjunct Faculty Member is expected to remain on Campus a minimum of three hours per week in addition to his/her class contact hours. Any other arrangements are to be made only with the approval of the Provost/EVPAA.

Within one week of the beginning of each semester, every faculty member should post office hours on his/her office door. A form will be provided for each faculty member. An announcement of office hours should be made to the students on the first day of each class and included in the class syllabus.