

S68-6 FACULTY OFFICE HOURS

Legislative History:

Document dated March 14, 1968.

At its meeting of March 11, 1968, the Academic Council adopted the following "Revision of Paragraph 69, Staff Reference Book -- Office Hours", which was presented by the Faculty and Staff Affairs Committee.

ACTION BY COLLEGE PRESIDENT:

"Approved." Signed: Robert D. Clark, March 28, 1968.

REVISION OF PARAGRAPH 69, STAFF REFERENCE BOOK--OFFICE HOURS

S 68-6

69. Faculty are expected to schedule regular office hours during which they will be available to their students for consultation. In scheduling office hours, the principal considerations should be the individual's teaching schedule and the needs of his students.

As a general rule for most full time faculty, five hours per week is adequate for office hours; faculty contemplating a more limited schedule of office hours should consult their department chairmen. State-wide administrative regulations contemplate that approximately nine hours of the faculty work-week will be used for a variety of non-classroom activities, including office hours and also including college service, committee work, administrative duties extra-curricular responsibilities etc. In view of these regulations, a more limited schedule of office hours would be justified by acceptance of substantial department, school or College committee or other out-of-classroom responsibilities.

Failure to schedule adequate office hours or repeated and unjustified failure to keep office hours as scheduled is a breach of instructional obligation.