

PN 2.005

FACULTY OFFICE HOURS

All faculty are expected to schedule office hours and to keep them as scheduled.

Office hours are to be scheduled for a minimum of five hours a week over at least four days of each week, at reasonable times of the day, during the regular semesters. Justifiable exceptions, as in the case of intern supervisors, and special situations, such as part-time and summer-school teaching, are to be worked out with the department chairperson and approved by the appropriate school dean.

Faculty members are expected to be available, on a reasonable basis, for appointments outside their regularly announced office hours. Individual departments may require additional posted office hours.

(Internal)