

PM 88-04

4/7/88

President John A. Brownell

Faculty Office Hours
[Supersedes PM 85-01]

Full-time faculty will hold office hours for four (4) hours per week. The minimum time period that can be counted as part of the required office hours per week is thirty (30) minutes. The periods must be held within the normal interval of instruction— from 7:30 AM to 10:00 PM.

Office hours for part-time faculty will be on a pro rata basis, in periods of no less than thirty (30) minutes.

Exceptions to holding office hours for periods of less than thirty minutes or at times outside the normal 7:30 to 10:00 may be made only by the instructional dean. Any exceptions must be made in advance and must be of benefit to students.