

**Policy Number/Title:** 2.2.16 Faculty Office Hours  
**Effective Since:** 04/19/2021  
**Last Revision Approved:** 04/19/2021  
**Responsible Office:** Academic Affairs

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**1. Scope:**

All faculty.

**2. Definitions:**

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**3. Policy:**

Faculty members are required to maintain office hours and to post the hours in the syllabus. Office hours shall be reported to the department chair and to the dean. While the number of office hours required is not fixed, it is assumed that each faculty member will maintain office hours each day which will be convenient and adequate for the students to arrange conferences pertaining to their work.

**4. Procedures:**

This section was intentionally left blank.

**5. Resources:**

This section was intentionally left blank.

**6. History of Revisions:**

04/19/2021	Minor Revisions
09/01/2018	Minor Revisions
01/01/2007	Policy first established