

## College of Liberal Arts Office Hours Policy

As amended by the CLA Chairs Council 8-17-07

It is the policy of the College of Liberal Arts that full-time faculty members are required to hold a minimum of one office hour **per week for each class section taught**, including overload assignments. Part-time faculty members are required to hold a minimum of two office hours **per week**. Office hours must be held on a minimum of two days in the week.

In keeping with their need to be accessible to students and others for the programs they manage, it is expected that program directors, chairs and other administrators maintain a calendar, available to their administrative assistants, indicating times during which they may be reached in their offices. It is recommended that one hour each week for each hour of assigned time they receive in their position should be devoted to this purpose.