

4. Office Hours

- a. Faculty members are expected to keep regular office hours. The commitment of the University to be of service to its students is nowhere more clearly exemplified than in the area of faculty-student interaction. Much of this takes place outside the formal teaching setting.
- b. Each full-time faculty member will have a minimum of ten (10) office hours per week. These hours will be scheduled during the normal working day. The hours are to be listed in the faculty member's course syllabi and posted in the Academic Unit.
- c. The University places high priority upon teaching and the teaching function. It is expected that full-time faculty members are normally on campus daily. Any exception should be carefully worked out in advance with the Academic Unit Leader or Dean.