

POLICY STATEMENT APPROVEDOFFICE HOURS FOR PART-TIME FACULTY

It is the responsibility of each part-time faculty member to schedule the equivalent of one office hour a week for each three equated units of teaching load or major fraction thereof. Scheduling by appointment only shall not be construed as meeting the above mentioned minimum requirement. Exceptions to this policy must be approved by the appropriate School Dean. It is the responsibility of the Department Chairman to:

- (1) inform the part-time faculty member of this requirement, and
- (2) provide suitable space in which to meet this requirement.

Distributed to the Academic Senate 12/11/70 and 1/15/71.
Deemed Approved by the Academic Senate 2/12/71.

Approved by the President of the College 3/8/71.

*Revised by
02-10*