

FACULTY OFFICE HOURS
Fogelman College of Business & Economics
Adopted 4.12.10

Faculty in the Fogelman College are expected to be available and responsive to their students on a regular basis. Although many questions and issues can be and are resolved through faculty-student communication via electronic means, faculty members should establish, publicize, and maintain scheduled office hours to meet with students. Faculty members should inform students at the start of each term about preferred methods of communication (telephone, email, etc.) and office hours. Full-time faculty members should schedule at least three hours per week for conferences or special instruction and be available for other scheduled appointments if necessary. Office hours are to be posted on office doors, course syllabi, and in the department office. In the event that office hours cannot be maintained, faculty members should notify their department offices and see that such notice is posted on their doors. Also, faculty members are expected to be available outside office hours when needed for student advising, committee meetings, faculty meetings, and to fulfill other obligations of University faculty. Exceptions to the office hours policy must be approved by the Department Chair who is responsible for implementing the policy in his/her unit.