



EAS Policy: EAS-FAC-002

Subject: Office Hours

Effective Date: May 10, 2012

Supersession: January 29, 2002

Approved: R. Dandapani, Dean

Introduction:

An important part of the teaching process is to be available for students who have questions about the material presented or in reading assignments. To facilitate this part of the learning experience, each faculty member should schedule regular weekly open office hours.

Policy:

Scheduled office hours for each semester should be clearly posted outside the faculty office and a copy given to the department program assistant no later than the first meeting of the classes.

The number of posted office hours should be appropriately related to the number of classes taught and should be scheduled at a reasonable time from the student's perspective. A general guideline is two hours per week for a three credit course.