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Developed Sep 1997
Last N/A
Approved
Effective Upon Approval
Next Review 3 years after approval

Owner Francis Arpan:
Interim President
Policy Area Division of
Academics

Faculty Office Hours

Purpose

Haskell requires that faculty and adjuncts are available to students outside the classroom.

Policy

Each faculty and adjunct member are required to establish regular office hours, during which he/she will ordinarily be available to students, and to make these hours known to students. Office hours are to be posted on all faculty and adjunct offices, and submitted in writing each semester to the appropriate Dean.

Scope and Definitions

Applies to full-time faculty, adjunct faculty, deans.

Procedure

Unless teaching remotely, office hours are to be held in-person.

Appeals and Deadlines

N/A

Recordkeeping Authority and Designation Vetting Process and Final Approval

- A. Academic Standards Committee
- B. Vice-President for Academics
- C. President

Approval Signatures

| Step Description | Approver | Date |
|--|----------------------------------|---------|
| VPA initiates new or revises existing policy in polycystat | Francis Arpan: Interim President | Pending |

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