

FACULTY SENATE ISSUE FORM
Date Submitted: 2/18/2024
Title of Issue (a short descriptive title by which the issue may be referenced):
Graduate Catalog Edit: Faculty Office Hours
Description of Issue:
]The Graduate Administrators' Council approved updated language to the Faculty Office Hours in the Faculty Handbook.
Rational for Submission:
That language resulted from updating policies related to the integration.
Name: Bryan E. Porter
Department. Graduate School / Graduate Administrators Council
Date: 2/18/2024
Signature: <i>BRYAN E. PORTER</i>
For Faculty Senate Use Only
Assigned to Committee:
Date Assigned:

Faculty Office Hours

Faculty members are responsible for setting aside [defined](#) office hours so that students and other faculty members may confer with them. These hours should be communicated on the course syllabus and in other appropriate ways to students and departmental office personnel. [Under certain circumstances and with the approval of the department chair or designee, flexible appointment times may be substituted for defined office hours.](#) Deans and department chairs are authorized to require faculty to designate a minimum number of office hours per week in the context of the faculty member's teaching responsibilities.

Deleted: definite

-Approved by the provost and vice president for
academic affairs
September 5, 2003
Revised March 25, 2004
Revised May 5, 2005



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