



## **33.99.99.R0.01**

### **Office Hours**

Approved September 1, 1996  
Revised May 1, 1997  
Revised March 21, 2011  
Revised July 5, 2011  
Next Scheduled Review July 5, 2016

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## **Procedure Statement**

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In order to serve students and other constituents on a consistent basis, the university has established hours of operation for administrative and departmental offices to be open and personnel available to the public.

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## **Reason for Procedure**

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This procedure defines the minimum number of work hours for certain employees and establishes standardized work schedule parameters for all university faculty and staff. Furthermore, it identifies the minimum number of hours each week faculty members should be available for conferences with students.

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## **Procedures and Responsibilities**

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- 1 Operating hours for university administrative and departmental offices are 8 a.m. to 5 p.m., Monday through Friday, except for official holidays. All offices are to remain open and staffed during these hours. In order to provide high quality service to student needs, certain offices will need to add evening and weekend hours.
  2. To ensure that students know when their instructors are available for conference, a minimum of five office hours each week will be posted by teaching faculty.
    - 2.1 These hours are to be available in the instructors' syllabi.
    - 2.2 These times can be in real time or online (in proportion to modality of classes taught).
    - 2.3 Departments may require additional hours.
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## **Related Statutes, Policies, or Requirements**

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System Policy [33.06 Hours of Work for Full-time Salaried Employees](#)  
University Procedure [12.01.99.R0.05 Guidelines for Content and Distribution of Syllabi: Roles and Responsibilities of Faculty](#)

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## **Contact Office**

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