

A faculty member is expected to be available to students outside of class for consultations on course work, the student's progress in the course and to answer questions. Office hours should be posted online. Each faculty member should be available at a central location on campus (such as a departmental office or the library) during those posted times. Office hours occur during normal business hours (8 a.m. to 5 p.m., Monday– Friday). Your department will advise you on the minimum number of office hours that you should hold, as well as any other guidelines related to consultations with students outside of class.