



Origination 4/8/2003
Last Approved 3/5/2021
Effective 3/5/2021
Last Revised 3/5/2021
Next Review 3/4/2024

Owner Diane Ryan
Area 3.0 Academic Systems

Student Conference Hours for Faculty, 3.21

OPERATIONAL POLICY STATEMENT

Each full-time faculty member is required to maintain regular office conference hours at times convenient for students. A minimum of five on-campus conference hours are required each week in addition to standard communication support with students during the course of instruction.

PROCEDURE

Faculty members will submit proposed conference hours to the Dean for review and approval each semester. Scheduling is based on instructional needs, student convenience, and institutional initiatives. Each faculty member will post the approved conference hours at his/her office location, on the college web site, and in the course syllabus.

OPERATIONAL POLICY HISTORY

Adopted as 3.21: Student Conference Hours for Instructors, 4/8/2003
Revised & Renamed 3.21: Student Conference Hours for Faculty, 9/4/2012
Revised to "Operational" Policy and owner reassigned 3/5/2021
Transferred to PolicyStat 12/1/2021

Approval Signatures

Step Description	Approver	Date
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