

OFFICE HOURS

FULL TIME FACULTY

Please enter your office hours and return this form to the Division Office by **the first week of class or earlier if possible**. No office hour should be less than 30 minutes or more than two hours. You may list up to three different office-hour periods for any one day. Faculty carrying a full teaching load must maintain five (5) office hours per week. They must be posted and maintained in the faculty member's office in accordance with the needs and convenience of the students and community members. (Faculty teaching online courses can reduce their hours by the ratio of 1 hour per 3 LHE of online courses taught.)

A clean, easy to read form will greatly be appreciated. Thank You.

NAME: _____ Discipline: _____

Office Phone #: _____ Office Room #: _____

Term: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
TIME					