

(The Senate and Senate Committees should use the following form for official recommendations to the Provost. Such committees would include: UCC, UPD, Senate along with any other committees which provide recommendations directly to the Provost.)

Copies mailed out on 6/20/11.

Senate Recommendation to the Provost

Originating Body: Academic Policies Committee

Originator: Theodore Gilkey, amended by Adam Wood

Date Submitted: April 13, 2011

Requested Effective Date: As soon as possible

Recommendation: Reword office hour section in handbook (Ch 9-2)

Date Approved by Senate: April 12, 2011

Dan O'Rick

President, Faculty Senate

4/12/2011

Date

Attach any supporting documentation. **Current section and proposed change**

Action Taken by Provost:

Date 06-20-11

☒ Recommendation Accepted ☐ Recommendation Not Accepted

☐ Recommendation returned to Originating Body for further review (see attached)

Disposition for Approved Recommendation:

☒ President
☒ Faculty Senate President
☐ Forum Chair
☐ Webmaster
☐ Catalogue Editor

☐ VP Student Affairs
☐ VP Finance
☒ School Deans
☐ Graduate Council
☐ Provost Council

Prane D. Allen

Provost

06-20-11

Date

Current Language:

Faculty Handbook: Ch. 9-2, Faculty Advising

1. All faculty are required to advise matriculated students and to be available to meet with them outside formal classes. It is suggested that a minimum of five (5) hours each week be set aside for scheduled office hours. These scheduled hours should provide access for students at various times and on various days of the week. The schedule of office hours is to be posted on the faculty member's office door, filed with the faculty member's department chair and dean, and with the Office of Academic Affairs. During program planning weeks, it may be necessary for faculty to schedule additional office hours in order to accommodate advisees.

Proposed Language

Faculty Handbook: Ch. 9-2, Faculty Advising

1. All faculty are required to advise matriculated students and to be available to meet with them outside formal classes. It is suggested all full-time faculty members be available for three to five hours of scheduled campus office hours each week. Part-time faculty members should be available for a number of hours in proportion to their teaching load. These scheduled hours should provide access for students at various times and on various days of the week. The schedule of office hours is to be posted on the faculty member's office door, filed with the faculty member's department chair and dean, and with the Office of Academic Affairs. During program planning weeks, it may be necessary for faculty to schedule additional office hours in order to accommodate advisees.