
Effective: September 2, 2005

**Local Agreement:
WINTER and SUMMER OFFICE HOURS**

**Approved: September 2, 2005
Revised: May 20, 2016
MU/APSCUF-MU Meet & Discuss**

Teaching faculty members have an important responsibility to make themselves available to meet with students outside of class time. The faculty recognize this interaction as a crucial part of the teaching/learning process. The CBA indicates that for the fall and spring semesters “teaching faculty members shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times as will accommodate the needs of the students.”

For terms of less than fifteen weeks, it is equally important that teaching faculty provide their students sufficient opportunity to meet. Therefore, recognizing the compressed nature of winter and summer sessions and the language in the CBA, faculty with teaching assignments during the winter and summer terms will set aside a minimum of three (3) hours per week, outside the instructional class time, to interact with students. At least two (2) of these hours will be posted office hours and held on at least two (2) different days. The overall goal is to ensure that our students have ample opportunity to have their questions answered and their intellectual curiosity satisfied to the best of our abilities.