

The current policy in **UWG's Faculty Handbook** states:

209 Faculty Office Hours

*The faculty member should announce to his or her students and post on his or her door (or other appropriate place) a schedule of office hours and should be available consistently during those hours. The total scheduled hours should not be less than ten hours per week and should include morning and afternoon periods on most days.*

*Part-time faculty must be available prior to and after class for a period of one hour or available by appointment.*

*Conferences at other hours should be available by appointment for the mutual conveniences of students and the faculty member.*