

## ***General Policy - Office Hours***

### **Policy:**

Bismarck State College shall establish office hours for all employees in order to effectively serve its clientele.

### **Office Hours for Full-time Staff:**

1. Regular office hours shall be 8:00 a.m. until 5:00 p.m. Monday through Thursday.
2. Regular office hours shall be 8:00 a.m. until 4:00 p.m. on Fridays.

### **Office Hours for Full-time Faculty:**

1. The Deans and Department Chairs shall establish appropriate office hours for their individual faculty members.
2. In developing specific office hours for faculty, the Deans and Department Chairs shall endeavor to provide office hours which are convenient for students.

### **History of This Policy:**

First policy draft July 5, 1978.

Revisions - May 2, 1985; June 1, 1990; August 7, 1997; November 12, 1997.