

## POLICY ON OFFICE SCHEDULES

The purpose of this memorandum is to clarify the Academic Affairs' policy on office schedules which has emerged as a result of recent discussions among the Deans. This policy applies to academic department offices and all other Academic Affairs offices whose central mission includes direct service to students.

It is expected that all such offices which are staffed at a level greater than or equal to 1.0 FTE will remain open a minimum of forty (40) hours per week. Any deviation from this practice will require a written explanation from the cognizant Dean or Unit Director. For offices staffed at a fraction of 1.0 FTE the equivalent policy requires they remain open a minimum of forty (40) hours times that