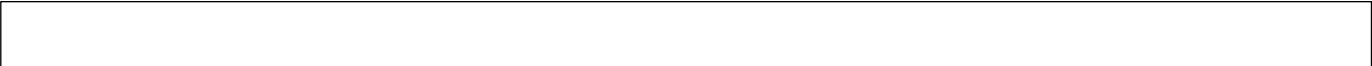


A.



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- C. Faculty employed to teach a mini-session course shall discuss with their Chair the departmental expectations regarding both the number of office hours and the location (i.e., on campus and/or virtual) during the mini session.
  
  - D. This policy does not apply to adjunct instructors. Adjunct instructors are expected to hold at least one (1) regularly scheduled office hour per week per course. The modality of adjunct instructors' office hours (i.e., on campus and/or virtual)
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H. All requests for exceptions to this policy must be submitted in writing to the faculty member's department Chair prior to the start of a semester. Requests for exceptions are subject to review by the faculty member's Chair and Dean.

Responsible Party: Academic Policy Advisory Council

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

\_\_\_\_\_  
Dr. Brett Welch 11/13/2024  
Interim Provost and Vice President for Academic Affairs Date

\_\_\_\_\_  
Dr. Jaime Taylor 11/13/2024  
Lamar University President Date

1	05/09/2024	Policy draft completed.
	07/17/2024	Reviews by constituency groups completed.
	09/30/2024	Review by campus community completed.
	11/13/2024	Policy approved by President.

