

## **2.2 Department and Administrative Office Hours, Faculty, Office Hours, Communication Requirements and Staff Meetings**

---

### **Office Hours**

All Mines offices should, if at all possible, be staffed from 8:00 a.m. to 5:00 p.m., including the lunch hour. State Fiscal Rules require that state agencies be open from 8:30 a.m. to 5:00 p.m.; it is our policy to be open at 8:00 a.m. Tenure/Tenure Track and Teaching Faculty are expected to maintain multiple office hours per week.

### **Communication Requirements**

Phone and email communication contact data for all offices should be available and advertised through appropriate office websites and via the Mines Directory. If a staff member is unavailable to respond immediately to a request, appropriate messages should be made available so that communicators from both on and off-campus clearly understand which office/individual they have reached, know how to respond appropriately to the message and follow-up as they desire, and – if they so choose – can leave a message for the staff member.

### **Department Staff Meetings**

Department staff meetings should be held on a regular basis, and at least monthly. Minutes for departmental meetings should be recorded or transcribed and available for faculty review and, as necessary, accreditation activities.

Last Revision:

June 19, 2023