

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