

Guidelines on the Availability of Academic Staff

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Date	Supersedes	Description of Change
1 June 2013.	This is a new document.	

Document Owner	Approved By	Date Approved	Review Frequency
Quality Assurance and Validation Unit.	Senate Regulations and Special Cases Committee.	21 May 2013.	

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

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Background

1. This document provides guidelines on the availability of staff for individual consultations, meetings and discussions with students. The guidelines are presented as examples of good practice and are not regulations or contractual requirements.
2. The guidelines address the expectations of students regarding the availability of staff, particularly in teaching weeks. The guidelines also recognise that staff should be allowed reasonable, but approved, absences to pursue research interests. This will include Study Leave granted under the University's Study Leave procedures.

Guidelines

3. Academic staff members with teaching or supervisory duties are normally expected , during each semester, to:
 - Identify and make known the times at which they may be contactable. As a minimum, they should specify two hours during the week when students may 'drop in' for informal discussion without making an appointment (staff availability for 'drop in' sessions shall be communicated to students, where possible, through Microsoft 365).
 - Provide information for students on how they might be contacted, for example to arrange an appointment, outside the 'drop in' hours, e.g. by email, telephone etc.
4. When students consult staff by email, they should expect a response from the staff member within two working days.
5. When academic staff are away from Bangor, they should amend their consultation hours accordingly. It is a requirement of the University that absences are agreed by the Head of School and that explicit reasons for the absence are given.