

ART. 219. All members of the administrative staff shall record their time of service either by the use of the bundy clock, if one is provided, or by the daily time record. The use of the bundy clock is personal to the employee and cannot be delegated to another, and any violation of this requirement subjects the offender to administrative action.

ART. 220. The following are exempt from accomplishing service reports:

- a. The President
- b. The Vice-Presidents
- c. The Chancellors
- d. The Vice-Chancellors
- e. The Dean of Students
- f. The Dean of Admissions
- g. The Registrar
- h. Deans and directors of colleges and schools; and
- i. Heads of departments or offices and others of similar category. (828th B/R, Dec. 21, 1972; 790th B/R, Dec. 19, 1969).

Sec. 3. Consultation Hours

ART. 221. Each member of the faculty shall be available for consultation for at least ten hours a week during regular office hours. The Dean or Director in consultation with the faculty member shall determine these hours at the beginning of every semester or term and shall designate the particular students and their number who shall consult with the teacher at the designated hours and rooms. In place of consultation work, the President may give the faculty member a different assignment, other than class recitation work, should he consider such assignment necessary.

ART. 222. Whenever the class schedule of a student conflicts with his consultation schedule, a special time for consultation in his case shall be arranged by the faculty member with the approval of the Dean or Director.