**Faculty procedures for meetings with students outside of contact hours**

**Staff availability advertising**

* The following applies during teaching, directed study and examination weeks only.
* Full-time staff should advertise a minimum of four hours per week for ad hoc meetings with students. This does not include scheduled tutorials that are part of a module’s provision and listed on ModCat.
* Part-time staff should advertise minimum weekly time slots equivalent to 1 hour per working day.
* The minimum hours of availability can cover any time within Mon-Fri, 9am-5pm, and available time slots must be precisely identified.
* An A4 clip frame has been installed on/next to each member of staff’s office door. Please contact Estates on x5533 quoting job number 63933 if you require a frame.
* All staff are expected to advertise their availability on a poster within the clip frame as either:
	+ a list of time slots bookable by signing-in on the poster,
	+ a ‘read-only’ availability calendar or schedule showing available time slots,
	+ instructions as to how student may make appointments online e.g. by presenting a URL to an appointment booking website, by sharing their Outlook calendar with all students on their programme.
* The poster should indicate the tutor’s preferred means of arranging appointments: signing a booking sheet, emailing, ‘phone, using an online booking system etc.
* Ideally, the poster should be entitled, ‘Advice and Academic Support’.
* You are welcome to use this calendar template if you wish: [clipframe poster](http://www.staff.ljmu.ac.uk/phcpdent/FacultyLTA/clipframe%20poster.xlsx).
* An MS Office program that automatically generates an online read-only availability schedule based on specified availability in MS Outlook is available [here](http://www.staff.ljmu.ac.uk/phcpdent/FacultyLTA/msoffice/msoffice.htm). This program can be configured to activate a printing prompt every Monday.
* The Faculty continues to search for an online booking system that synchronises back and forth with MS Outlook and this functionality has been requested from the University.

**FMT September 2014**

**UG Programme Leader meetings with students**

UG Programme leaders should offer opportunities for regular informal and brief meetings with students to discuss issues of topical concern, ideally once a week and at least once per fortnight.

**FMT 2014**