

Memo

To: _____ ← Enter the **name of your dean**

From: _____ ← Enter the **name of your department**

CC: DTU

Date: _____ ← Enter the **date**

Re: Proposal for the 173-hour agreement

Our department would like to submit the following proposal for the 173-hour agreement:

For the next academic year, every teacher with a full-time teaching load will offer 138 hours of office hours as part of their 32.5 hours of weekly availability; part-time teachers will do the same, prorated to their teaching load and within their availability.