



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs
Approved By: Academic Senate

Policy Number: SP 23-XX
Effective Date: Fall 2024
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Policy on Office Hours

DRAFTED BY: Faculty Affairs Committee

Accountability: All CSUCI Faculty

Effective Date: Fall 2024

Background and Purpose

In addition to teaching, one of the responsibilities of CSU faculty is “maintaining office hours and/or opportunities for student consultation” (CBA, Article 20). However, the CBA does not stipulate the number or type of office hours that faculty are required to maintain. This policy is designed to provide guidance for CSUCI faculty with regard to office hours and faculty availability to students outside of class.

Policy Text

1. Faculty members teaching a minimum of 12 WTU during a given semester are expected to hold a minimum of three (3) regularly scheduled office hours per week, to be offered in blocks of at least 30 minutes.
2. Faculty members teaching a minimum of nine (9) WTU during a given semester, are expected to hold a minimum of two (2) regularly scheduled office hours per week, to be offered in blocks of at least 30 minutes.
3. Faculty members teaching less than (9) WTU during a given semester, are expected to hold a minimum of one (1) regularly scheduled office hour per week, to be offered in blocks of at least 30 minutes.



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4. The modality in which faculty members hold their office hours (e.g., in-person, virtual, or hybrid) should generally be congruent with their current mode(s) of instruction; however, faculty have the discretion to choose the modality of office hours that best serve their students' needs.
5. In addition to regularly scheduled office hours, faculty are expected to meet with students by appointment (in-person or virtually) at mutually convenient times, to a reasonable extent.
6. When teaching during Summer Session or Winter Intersession, faculty members are encouraged to hold a minimum of one (1) regularly scheduled office hour per week, to be offered in blocks of at least 30 minutes.
7. Whenever possible, faculty members are expected to communicate to their students and program office if they need to cancel or reschedule their office hours.
8. To the extent that this policy requires meeting with students in person, the University shall provide a reasonably accessible and private location for such meetings.
9. Whenever possible, faculty members are encouraged to post their office hours outside their office (or their program/department office), in addition to including them in their syllabi.