

# Policy on Faculty Office Hours 2nd reading

Faculty Affairs Committee

# CBA Article 20: Workload

“Instructional Faculty: Professional Responsibilities”

20.1 b:

“Faculty members have additional professional responsibilities such as...maintaining office hours, and/or opportunities for student consultation connected to online teaching...”

- CI has no policy

# Required office hours per week

Campus	Full-time	Part-time
Fresno	<b>Five</b>	>9 WTU: five; 7-9: four; 4-6: 3; >4: 2
Bakersfield	<b>Five</b>	One + 20 min for each WTU above 3
Pomona	<b>Four</b>	One + 20 min for each WTU above 3
Long Beach	<b>Four</b>	One per 3 WTU
San Luis Obispo	<b>Four or three</b>	Commensurate to WTU
Dominguez	<b>Four or five</b>	One per 3 WTU
Chico	<b>Four</b>	One per 3 WTU

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Dominguez	<b>Four or five</b>	One per 3 WTU
Chico	<b>Four</b>	One per 3 WTU
Humboldt	<b>Three</b>	Commensurate to WTUs
Sacramento	<b>Three</b>	45 min / 3 WTU
Fullerton	<b>Three</b>	on a pro rata basis;
San Marcos	<b>Three</b>	1-4 WTU: one; 5-8 : two; 9+: three
Sonoma	<b>Three</b>	15 min / WTU

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Sonoma	<b>Three</b>	15 min / WTU
San Bernardino	<b>Three (to 3.75)</b>	15 min / WTU
San Marcos	<b>Two</b>	Commensurate to WTUs
Los Angeles	<b>Two</b>	One (1) per 3 WTU

# Required office hours per week

Campus	Full-time	Part-time
San José	<b>Two</b>	One per 3 WTU
Maritime	<b>Two</b>	3 WTU or less: one
East Bay	<b>Two</b>	Prorated: not less than one
Monterey Bay	<b>Two</b>	Less than 6 WTU: one



# Proposed requirements for CSUCI

- Teaching 12+ WTU: Three office hours / week
- 9-11 WTU: Two office hours / week
- 1- 8 WTU: One office hour / week



# Modality of Office Hours

- Generally congruent with teaching modality
- Instructor has discretion to chose what works best.

# Appointments

- If students can't make office hours
- Faculty expected to accommodate “to a reasonable extent”

# Communication

- Include in syllabi
- Post on office door or department office
- Notify of need to cancel (when possible)

# Changes since first reading

- Policy Title: “Faculty Office Hours”
- Clarified that policy applies to all types of classes
- Final exam week: office hours optional and can be by appt. only
- Maximum of three per week: colleges/depts. can't require more

# Changes since first reading

- Organized into two sections
  - A: Scheduling and number of office hours
  - B: Modality and Notification
- DASS: meet with students in ways that align with their accommodation
- Clarified that summer/winter office hours are expected, not encouraged
- Notify dept. by end of week 1