



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1394**

POLICY ON FACULTY OFFICE HOURS

Faculty members are expected to be available to their students for instruction related support and advising. Faculty office hours shall be scheduled, synchronous and posted online and at the department office.

Tenured and tenure-track faculty shall maintain a minimum of four office hours per week. Two of the hours must be face to face and conducted over at least two days.

Full time temporary faculty shall maintain a minimum of four office hours per week over at least two days. The department faculty may develop its own policy on the mode (online vs. face to face) for temporary faculty office hours.

For part time faculty (tenured track/tenured or temporary), the number of hours will be adjusted in proportion to the time base of the appointment.