

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1394
FACULTY OFFICE HOURS POLICY

Office hours are an opportunity for students, campus staff, faculty, administration, and individuals external to campus to interact with instructors. Instructors should be available during their scheduled office hours on a weekly basis and prioritize 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. Office hours must be easily accessible for students, staff, students, and faculty. Online information shall be listed on all course syllabi, as well as posted. The faculty member shall forward their office hours to the department office so that can be posted by the end of the first week of classes each term using an online platform that is easily accessible for staff, students, and faculty. On-campus office hours shall consist of faculty physically meeting with students on campus in a defined space. Virtual office hours shall consist of faculty meeting with students synchronously using a University approved platform that allows for real-time communication. For all office hours, access shall also be posted online by the department and updated as needed throughout the term.

During the regular academic year, full-time tenured, probationary and tenure-track faculty, and temporary faculty and full-time temporary faculty shall maintain a minimum of four office hours per week and shall be. Two of the hours must be face-to-face (virtual or in-person) and conducted over at least two days. For faculty teaching online courses, office hours shall also be virtual (in proportion with the number of online units the instructor is teaching). Otherwise, 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 virtual vs. face to face in person) for temporary faculty office hours.

For part time faculty tenured, probationary, and temporary faculty (tenured track/tenured or temporary) as well as and for instruction during the summer and winter intersession, the number of hours will be adjusted in proportion to the time base of the appointment. the number of office hours shall be adjusted in proportion to the time base of the appointment, equivalent to 20 min for every 1 WTU for a minimum of 1 hr.

Faculty members teaching online courses or hybrid courses shall offer virtual office hours (it is recommended to be in proportion with the number of online units the instructor is teaching).

Faculty teaching exclusively on campus shall are recommended suggested to shall hold at least half their office hours on campus unless may as virtual office hours face to face

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- The department faculty (by majority agreement of tenured and probationary faculty of that department) develop its own policy that allows for more than 50% of virtual office hours for those teaching on-campus classes—their own proportion of on campus and virtual office hours with approval from the Dean/Director.

It is deemed unsafe for a faculty member (or faculty members) to hold on-campus office hours, in which case all office hours shall be virtual.. If it is deemed unsafe to hold office hours in-person, all office hours shall be held virtually.

- Access to the campus is restricted by the University in response to extraordinary circumstances requiring triggering a virtual mode for all office hours.

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- Faculty have a medical reason for not holding on-campus office hours. Faculty seeking a modification for holding required on-campus office hours due to medical concerns should contact the ADA Coordinator (ADACoordinator@cpp.edu), to request a medical accommodation pursuant to the information found at <https://www.cpp.edu/eoda/employee-labor//access-accommodations/accommodation-access-policy.shtml>. Faculty seeking a modification for holding required on-campus office hours due to medical concerns should contact the ADA Coordinator to request a medical accommodation pursuant to the information found at

<https://www.cpp.edu/eoda/employee-labor/access-accommodations/documents/employee-guide-interactive-process-2020.pdf>

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