

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

FA-001-201

Review of Policy 1394: Faculty Office Hours

Faculty Affairs Committee

Date: 11/18/2020

Executive Committee
Received and Forwarded

Date: 04/07/2021

Academic Senate

Date: 04/14/2021
First Reading
05/05/2021
Second Reading

Referral

Review of Policy 1394: Faculty Office Hours Policy

Background

The nature of office hours has dramatically changed as all faculty have moved to online teaching. Thus, clarification is needed regarding the definition of "office hours" given faculty have to hold office hours online and often not from an "office."

Further, the current policy says that office hours shall be synchronous and that at least two hours must be "face to face." However, faculty are not able to meet in the same room as students and, thus, "face-to-face" meetings have come to [include](#) synchronous meetings with a video component. These definitions need to be reviewed and changed, as needed, to be in alignment with current and future working conditions.

In addition, the policy says, "that department faculty may develop its own policy on the mode (online vs face to face) for temporary faculty hours." Given the changes in our working conditions, this should potentially be considered for all faculty including tenure-track faculty, lecturer (temporary) faculty, and FERP faculty.

Resources

Faculty

Students

Martin Sancho-Madriz, Associate Vice President for Faculty Affairs

Discussion

The Faculty Affairs committee (FAC) surveyed several groups of students. The results showed that the majority of students enjoyed, and planned to continue to use, virtual office hours even as classes returned to campus. There was a minority of students that did not value virtual office hours. As a result, the FAC concluded that going forward that faculty should likely continue some mix of virtual and on-campus office hours. The FAC used other campus office hours policies to briefly describe the purpose of office hours as well as define on-campus and virtual office hours.

Recommendation

The FAC recommends that this updated version of Policy 1394 be adopted. This updated policy requires that faculty teaching virtual classes offer some virtual office hours and provides a recommendation that faculty teaching virtually should offer virtual office hours in proportion with the number of online units the instructor is teaching.

In addition, it is suggested that faculty teaching on-campus classes should offer at least half of their office hours on-campus unless the department develops its own policy (that is approved by the Dean or Director) or it is deemed unsafe for that faculty member (or faculty members) to hold on-campus office hours.