

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

FA-002-212

Review of Policy 1394: Office Hours Policy

Faculty Affairs Committee

Date: 09/1/2021

Executive Committee
Received and Forwarded

Date: 10/06/2021

Academic Senate

Date: 10/20/2021
First Reading
11/10/2021
Second Reading

Referral

Review of Policy 1394: Review of Office Hours Policy

Background

Policy 1394 was recently updated and approved by all parties. However, a discrepancy was recently noticed regarding the number of office hours for part-time instructors and for office hours during summer/winter intersession. Currently, it is listed at 20 min per WTU. For 12 WTU, this is equivalent to 4 hrs a week however for part time faculty who teach more than 12 WTU, this comes out to more than 4 hrs a week. I recommend a change to the language of the policy regarding the amount of office hours our part-time faculty are required to teach to be comparable with that of the full-time faculty.

Resources (recommended)

AVP Faculty Affairs
Nicholas Von Glahn, CFA Chapter President
Gregory A Barding Jr, Chair of the Faculty Affairs Committee
Department Chairs
Deans

Because of the minor modification of the policy, it was decided not to consult the Deans and Chairs for the change to this policy since it has little to no practical impact on the current office hour practice policies in place.

Resources Consulted:

AVP Faculty Affairs
Nicholas Von Glahn, CFA Chapter President
Gregory A Barding Jr, Chair of the Faculty Affairs Committee

Discussion

The Faculty Affairs committee (FAC) discussed the oversight in the calculation and included the interim AVP of Faculty Affairs in the meeting. In agreement with the previous office hour policy having a maximum of 4 office hours a term, the FAC decided to add language to the policy stipulating a maximum of 4 office hours so as to not increase the office hour requirement of the temporary or part time faculty. Additionally, some minor corrections were made to spell out the words "minutes" and "hours" instead of using abbreviations.

Recommendation

The FAC recommends that the updated version of Policy 1394 be adopted. This updated policy adds the language to the end on paragraph four to read (new language underlined): For part time tenured, probationary, and temporary faculty as well as for instruction during the summer and winter intersession, the number of office hours shall be adjusted in proportion to the time base of the appointment, equivalent to 20 minutes for every 1 WTU for a minimum of 1 hour, or up to a maximum of 4 hours.

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 instruction-related support and advising.

Office hours information shall be listed on all course syllabi. 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.

During the regular academic year, full-time tenured, probationary, and temporary faculty shall maintain a minimum of four office hours per week and conducted over at least two days.

For part time tenured, probationary, and temporary faculty as well as for instruction during the summer and winter intersession, the number of office hours shall be adjusted in proportion to the time base of the appointment, equivalent to 20 minutes for every 1 WTU for a minimum of 1 hour, or up to a maximum of 4 hours. 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 hold at least half their office hours on campus unless:

- The department faculty (by majority agreement of tenured and probationary faculty of that department) develop its own policy that allows for their own proportion of on campus and virtual office hours with approval from the Dean/Director.
- Access to the campus is restricted by the University in response to extraordinary circumstances requiring a virtual mode for all office hours.
- 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>.