



**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>