California State University, Long Beach Policy Statement

*XX-XX*

FACULTY OFFICE HOURS

(This policy supersedes PS 02-10.)

This policy was recommended by the Academic Senate on \_\_\_\_\_ and

approved by the president on \_\_\_\_\_.

**1.0 INTRODUCTION**

Faculty members shall provide an opportunity for communication with students and others as part of their instructional assignment through regularly scheduled office hours. These office hours can take the form of face-to-face meetings and electronic communication. To the extent that face-to-face meetings are required by this policy, the University must provide a reasonably accessible location for those meetings.

**2.0 NUMBER OF OFFICE HOURS**

Each instructional faculty member is required to hold one regularly scheduled office hour per week for every 3 Weighted Teaching Units (WTUs) taught to a maximum of four hours.

2.1 Minimum Office Hour. Faculty teaching fewer than 3 WTUs shall hold at least one regularly scheduled office hour.

2.2 Individual Instruction. WTUs for individual office hours with students (*e.g.*, independent study) shall not be included within the requirement of Section 2.0.

**3.0 MODE OF OFFICE HOURS**

3.1 Face-To-Face Office Hours. Except as provided in Sections 3.3 and 3.4, at least half of a faculty member’s office hours must consist of availability for face-to-face meetings.

3.1.1 Face-to-face office hours cannot be met, entirely or in part, by stipulating “by appointment only.”

3.1.2 Typically, face-to-face office hours are held in the faculty member’s office at a time likely to be accessible to the students.

3.1.3 No office hours are required during the final examination period.

3.2

Synchronous Electronic Office Hours. Up to half of a faculty member’s office hours may be accomplished via regularly scheduled, synchronic electronic communication with students (e.g., online chat room, instant-messaging, or video conferencing) These office hours do not include responding to e-mails, which is covered by Section 3.3.

3.3 Office Hours By Appointment and email. Faculty members should also attempt to accommodate students who are unable to meet the instructor during scheduled face-to-face office hours on a “by appointment” basis. Faculty required to hold three or more contact hours a week may account for up to one hour of this requirement through alternative forms of access such as availability by appointment or through asynchronic electronic communication such as e-mail. For these faculty, Section 3.2 above applies to the remaining three office hours.

3.4 Consistency With Mode of Instruction. The way in which office hours are held should be consistent with the mode(s) of instruction. Therefore,

3.4.1 A faculty member teaching online courses shall hold half synchronous and half asynchronous office hours online for the online courses. A faculty member teaching online courses may also advertise their face-to-face office hours as a possible convenience to online students but shall not substitute such for the online office hours in each online course. For faculty members with a mixed online and non-online load, Section 3.2 above applies to the remaining non-online (e.g., classroom or field) courses.

3.4.2 A faculty member teaching fully online and required to offer four contact hours a week should also attempt to accommodate students by other ways of meeting. A faculty member may substitute face-to-face or telephonic office hours for up to one hour per week.

3.4.3 A faculty member teaching hybrid courses ~~should~~ shall schedule an appropriate mix of face-to-face and synchronous or asynchronous online office hours determined in consultation with the department chair.

**4.0 COMMUNICATION OF OFFICE HOURS**

4.1 Notification to Department. Faculty members shall notify their department office of their scheduled office hours no later than the end of the first week of instruction.

4.2 Posting. The faculty member's office hours and e-mail address must be posted by the faculty member’s office door, on the department webpage, and available in the department office.

4.3 Syllabus. Office hours, including schedule, location, and contact information, shall be listed on the syllabus for each course.

**5.0 CANCELLATION OF OFFICE HOURS**

Faculty shall notify their department office and students in the event that they are unable to meet scheduled office hours. A notice shall be posted on the faculty member’s door when office hours are cancelled.

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| EFFECTIVE: \_\_\_\_\_\_\_\_\_\_\_\_ |