

FACULTY OFFICE HOUR POLICY

Paragraph 20.1.b of the MOU provides . . . advising students, participation in campus and systemwide committees, maintaining office hours, working collaboratively and productively with colleagues, and participation in traditional academic functions. Pursuant to this paragraph the minimum number of hours and days for office hours are given below:

FACULTY OFFICE HOURS

The faculty of the University must be available to students for consultation during regularly scheduled office hours which are at times other than scheduled classes. The times of the office hours are to be posted outside each faculty office and are also to be available in the faculty member's department office. The faculty member will inform the department of his/her office hours the first day of classes each quarter. Full-time faculty members will maintain a minimum of three office hours per week and will also make provision for meeting with students by appointment at a mutually convenient time beyond the stated office hours. The full-time faculty member's office hours shall be held over at least two days and at least in half-hour blocks. Part-time lecturers will maintain the equivalent of one office hour per week for each 4 unit class of their teaching load.

If, for any reason, a faculty member cannot meet the posted office hours, the faculty member will inform the Department Chair. If possible, the Department will note the absence on the faculty office door.

Normal office hours are to be maintained during the Final Examination period. If a final examination conflicts with a posted office hour, an alternative hour is to be posted for that week alone.