

CALIFORNIA STATE UNIVERSITY, EAST BAY

Designation Code: **2011-12 FAC 3**

Date Submitted: February 3, 2012

TO: The Executive Committee of the Academic Senate

FROM: Faculty Affairs Committee (FAC)

SUBJECT: Revisions of the Faculty Office Hour Policy

PURPOSE: For Action by the Academic Senate

ACTION

REQUESTED: Approval of the attached policy revisions by the Academic Senate

BACKGROUND

INFORMATION: In fall quarter, the Faculty Affairs Committee (FAC) was charged with resolving a problem with the University's Faculty Office Hour Policy and its impact on the workload for part-time faculty. The current policy reads that "Part-time faculty will maintain the equivalent of one office hour per week for each course of their teaching load." By referring to courses rather than WTUs, the policy creates problems for faculty in departments such as Kinesiology and General Studies who might be teaching eight sections of 1.3 unit courses. The policy would require that such faculty hold eight office hours per week. Regular faculty members, who have advising and other duties often carried out during office hours, have an office hour load of three hours per week.

FAC referred this item to the Lecturers' Subcommittee. At the January 11 meeting, the subcommittee unanimously recommended these changes to the document:

"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 faculty will maintain the equivalent of one office hour per week for ~~each course~~ every four (4) units of their teaching load."

FAC considered the subcommittee's recommendation at our meeting on January 18. Our members noted that while this language resolves the problem, it fails to establish a minimum expectation for office hours to be held by part-time faculty. Discussions at both FAC on January 18th and at the Lecturers' subcommittee on January 25th tried to resolve both the minimum and the maximum number of office hours, and to cover the range of possible WTUs that faculty might be assigned. Both committees concluded that it would be best to leave some discretion to the departments for situations in which a faculty member might be teaching, for example, 4.6 WTUs. After receiving feedback from the January 25th Lecturers' Subcommittee meeting, on February 1st, FAC voted unanimously to recommend the following changes, placed in a separate paragraph, to the Faculty Office Hour Policy:

"In consultation with their department chair(s), part-time faculty will maintain the equivalent of one office hour per week for ~~each course~~ every four (4) WTUs of their teaching load with a minimum of one hour and a maximum of three hours per week."