TO: The Academic Senate  
FROM: Faculty Affairs Committee (FAC)  
SUBJECT: Faculty Office Hour Policy Revision  
PURPOSE: For Action by the Academic Senate  

ACTION REQUESTED: Approval of the proposed revisions to the Faculty Office Hour Policy; effective upon the signature of the President  

BACKGROUND INFORMATION: On February 18, 2009, the Chair of the Academic Senate charged FAC with reviewing the campus Faculty Office Hour Policy to include consideration of office hours for online instruction. FAC put this charge aside in AY 2008-09 because of other pressing items on the agenda. The Committee returned to it this year.  

At its meetings on October 21 and November 4, FAC considered several changes to the policy, and on November 4 unanimously agreed to the revisions on the attached document, in keeping with CBA section 20.1.b. The changes confirm that office hours are related not just to instruction but to availability on campus in general; nevertheless, that a reasonable measure for the numbers of hours required is numbers of units taught; and that online instructors may make special arrangements for office hours through department chairs but must be available by telephone to their online students for at least one hour per week.  

The College Deans have each received a copy of this revision by email and have not made objections.
Paragraph 20.1.b of the MOU-CBA provides that faculty members’ professional responsibilities include: “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 at the faculty member’s department, on the department website, and on the faculty’s member’s course syllabi. 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-faculty will maintain the equivalent of one office hour per week for each 4-unit class/course of their teaching load.

Faculty teaching online must also hold office hours and may make alternative arrangements with the Department Chair to be available online or by telephone. Online faculty’s office hours must include at least one hour of availability by telephone per week.

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.