

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Office Hours
RES 141535

FAC

RESOLVED: That the University Handbook be revised to incorporate the following changes regarding office hours:

303.1.3 Scheduling Office Hours

As members of the campus community, faculty members are expected to be regularly present on campus and available for interaction with students and colleagues. Full-time teaching faculty shall schedule their time **office hours** so that they are on campus **and available to their students and colleagues at least five hours per week, and for at least one hour per day** ~~no fewer than~~ **at least** three (3) days of each week **of the academic term, including finals week**. Deviations from this policy that would result in fewer days and/or hours per week require the formal written approval of the department chair and the appropriate school dean.

Full-time ~~teaching~~ **teaching** faculty shall schedule ~~at least five (5)~~ office hours each week at times convenient for students enrolled in their courses, and these shall be **included in course syllabi and** clearly posted **on or near the faculty member's office door**. **Faculty members shall also make reasonable efforts to meet with students and colleagues who are not available during scheduled office hours.**

Part-time teaching faculty shall schedule office hours **at the rate of at least one hour per week and with an additional 20 minutes per week for each WTU taught above 3** ~~office hours commensurate with their teaching assignment(s).~~ **These are minimum expectations, and department policies may specify expectations for additional office hours.**

Teaching on-line courses does not reduce the expectation for being present on campus.

~~Full-time teaching faculty shall schedule their time so that they are on campus no fewer than three (3) days of each week. Deviations from this policy that would result in fewer days and/or hours per week require the formal written approval of the department chair and the appropriate school dean.~~

~~Part-time teaching faculty shall schedule office hours commensurate with their teaching assignment(s).~~

Rationale: The resolution clarifies expectations, which has the potential to improve the sense of campus community. The resolution also clarifies expectations as the campus moves from the quarter system to the semester system and from seat-time-based pedagogy to mixed pedagogical approaches.

Approved by the Academic Senate on April 30, 2015
Sent to the President for approval on May 8, 2015
Approved by the President on June 8, 2015