

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Office Hour Policy During Mandated Remote Delivery

RES 202106

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RESOLVED: Faculty shall follow the current *University Handbook* policy for the scheduling of office hours (303.1.3). However, while campus is using primarily alternative delivery modes, and presence on campus is restricted, it is permitted for “on campus” office hours to be substituted with an alternative mode of synchronous availability during posted office hours.

RATIONALE: While access to campus is restricted, faculty may use alternative modes of office hour availability so that they may maintain their availability to students and other faculty while reducing the need for individuals to be present on campus. This helps to maintain a safe environment for all students and faculty. This resolution is only applicable during the period of mandated remote course delivery.

Attachments: Current Office Hour policy from the *University Handbook*

Approved by the Academic Senate September 17, 2020
Sent to the President September 25, 2020
Approved by the President October 1, 2020

Distribution List:

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General Faculty

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 office hours so 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 at least three (3) days 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.

Teaching faculty shall schedule office hours at times convenient for students, 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. These are minimum expectations, and department policies may specify expectations for additional office hours.
(Revised June 12, 2015)

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