



CALIFORNIA
STATE
UNIVERSITY,
FRESNO

February 17, 2011

To: Michael Caldwell, Chair
Executive Committee of the Academic Senate

From: Fred Schreiber, Chair *FS*
Academic Policy & Planning

RE: Policy on Office and Consultation Hours (APM 338) - Revised

Since the wording of our new document is greatly rearranged from the original, I have chosen to simply include copies of the original and new versions of the policy. AP&P committee members attempted to include wording that accomodated both distance and online delivery of course content. For lack of any better ideas, we chose office hours to represent in-office and synchronous fixed-time availability and consultation hours to represnt the asynchronous electronic communication such as email. We chose a 60/40 split for office/consultation hours because we were not comfortable with less than that three scheduled hours of availability for full-time faculty members. This creates uneven divisions for the other reduced office hours. We thought specificity and clarity for full time faculty members was the greater good.

attachment

FS/vb

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THE CALIFORNIA STATE UNIVERSITY

POLICY ON OFFICE HOURS

All full-time faculty shall schedule and maintain at least five office hours per week in their assigned offices. The five-hour requirement shall be a minimum amount of time, specifically posted, when students know that the professor is available for consultation without an appointment. The five-hour per week minimum requirement for office hours cannot be met, entirely or in part, by stipulating "by appointment only."

Office hours shall be on file in the department office and shall be posted clearly outside at the assigned office of each full-time faculty member. Department chairs are responsible for ensuring that the office hours are reasonably accommodating to the student needs within the context of the faculty member's schedule. Faculty shall notify the department when they are unable to keep established office hours.

Although there is no specific requirement for posted office hours for part-time faculty, they are expected to be reasonably available to students (enrolled in their classes) outside of actual class time. Full-time faculty with authorized reduced teaching assignments (e.g. assigned time, instructional administrative time, partial leave without pay) may reduce their office hours by the portion of their "released" time in accord with the following schedule:

Credit Units Taught	Office Hours Required
>9	5
7-9	4
4-6	3
<4	2

Approved by the Academic Senate April 1992
Approved by the President May 1992

POLICY ON OFFICE AND CONSULTATION HOURS

- I. **Full-Time Faculty** - All full-time faculty members, regardless of teaching modality, shall maintain an average of at least five office and consultation hours per week during which faculty members are available to either meet personally in their offices or communicate electronically with students. Full-time faculty members with reduced teaching assignments shall maintain office and consultation hours consistent with the table below.

- II. **Part-Time Faculty** - Although there is no specific requirement for office and consultation hours for part-time faculty members, they should be reasonably available to the students consistent with the table below.

- III. **Office Hours** – Approximately sixty percent of office and consultation hours shall be specifically posted to inform students when the professor is available for advising without an appointment. This portion of office hours may be either face-to-face or synchronous, using technology. These office hours cannot be met, entirely or in part, by stipulating “by appointment only.”

- IV. **Consultation hours** – Approximately forty percent of office and consultation hours shall be available for email or other electronic communication with students.

- V. **Student notification** - Posted office hours shall be on file in the department office and shall be clearly communicated to students in the course syllabus, by posting at the assigned office of each faculty member, and through electronic means. Department chairs are responsible for ensuring that the office hours are reasonably accommodating to student needs within the context of each faculty member's schedule. Faculty members shall notify the department when they are unable to keep established office hours.

Credit Units Taught	Minimum Office and Consultation Hours
>9	5
7-9	4
4-6	3
<4	2