



DATE: December 5, 2023
FROM: Andre Avramchuk, Chair, Academic Senate
TO: Leroy Morishita, President
CC:
SUBJECT: **Proposed Policy Modification: Office Hours, Faculty Handbook, Chapter VI**

The attached recommendation was approved by the Academic Senate at its meeting of December 5, 2023 and is being (re)forwarded for your approval.

aa/rr

Attachment

ACTION: _____

EFFECTIVE: _____
Semester Year

SIGNED: _____
President

I am returning the above titled proposal unsigned.

I recommend making the following changes:

Remove new text on lines 6-11

Edit original text on lines 11-12 to add clause stating; "however, faculty offering face-to face may offer up to half of their office hours online."

LMH
12/19/23

Office Hours

(Senate: 2/28/89, 5/13/08, 2/27/18; President: 8/31/89, 6/12/08, 4/20/18; Editorial Amendment: 8/01)

The purpose of office hours is to provide reasonable opportunities and access for SYNCHRONOUS student-faculty interaction outside the classroom CLASS MEETING TIME. Faculty members who teach six units or fewer will schedule a minimum of one office hour per week. Faculty members who teach more than six units will schedule a minimum of two office hours per week. FACULTY SHOULD SCHEDULE OFFICE HOURS IN MODES THAT MAXIMIZE STUDENT ACCESSIBILITY AND PARTICIPATION. FACULTY OFFERING ONLINE COURSES MUST OFFER ONLINE OFFICE HOURS. FACULTY OFFERING HYBRID COURSES MAY OFFER OFFICE HOURS ONLINE OR IN-PERSON. FACULTY OFFERING FACE-TO-FACE COURSES MAY OFFER PRIMARILY ONLINE OR FACE-TO-FACE OFFICE HOURS, PROVIDING THAT AT LEAST SOME OF THEIR OFFICE HOURS ARE IN PERSON. Faculty members shall schedule office hours consistent with the mode of instruction e.g., face-to-face, online, hybrid, or field-based modes.