



Date: September 9, 2022

To: Kristine Bezdecny Chair, Academic Senate

From: Mauricio Castillo, Chair Educational Policy Committee

Copies: H. Riggio, M. Garcia, M. Hawley, C. Pugh, K. Fisher, R. Roquemore

Subject: EPC Memo 22-01: Proposed Modification – Office Hours Policy- Chapter VI of the Faculty Handbook

The Educational Policy Committee (EPC) received questions from faculty regarding the policy for holding office hours. According to the university website, <https://www.calstatela.edu/return-campus/faculty-guidance>, faculty can offer office hours in any mode they desire; however, our Faculty Handbook policy on office hours requires office hours to be held in the same instruction mode as the course. Upon discussing the current policy, the EPC agreed that there are benefits to offering office hours in modalities (i.e., online) not consistent with the course delivery, but also agreed that it is important to offer at least some portion of office hours in a mode consistent with the course, to ensure student access. During our discussion, we also concluded that, given the multiple ways that office hours (i.e., outside a physical office) can be deployed, a more neutral and student-centered title would be appropriate, hence our use of 'student hours' throughout.

The Educational Policy Committee (EPC) reviewed and recommended the following changes for the office hours policy found under Instructional Policies in the Faculty Handbook (attached). EPC made editorial changes in alignment with the current mode of instruction e.g., face-to-face, online, hybrid, or field-based modes.

Office hours

- Line 1: Removed Office and changed to Student
- Line 3: Removed Office and changed to Student
- Line 4: Removed the classroom and changed to class meeting times
- Line 5 and 6: Removed Office and changed to Student
- Lines 6-10: We modified language mandating that all office hours be delivered in the same mode as the course to allow some flexibility in how instructors provide their office hours. To ensure that students enrolled in the course still have the option of attending office hours in the same modality as the course they signed up for, we included the stipulation that some portion of the office hours must still be offered in the same modality as the course.

1 **Office STUDENT Hours**

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

3 The purpose of office STUDENT hours is to provide reasonable opportunities and access for SYNCHRONOUS
4 student-faculty interaction outside the classroom CLASS MEETING TIME. Faculty members who teach six
5 units or fewer will schedule a minimum of one office STUDENT hour per week. Faculty members who teach
6 more than six units will schedule a minimum of two office STUDENT hours per week. Faculty members shall
7 schedule office hours consistent with the mode of instruction e.g., face-to-face, online, hybrid, or field-based
8 modes FACULTY SHOULD SCHEDULE STUDENT HOURS IN MODES THAT MAXIMIZE STUDENT
9 ACCESSIBILITY AND PARTICIPATION, AND SHALL MAKE A PORTION OF STUDENT HOURS
10 AVAILABLE IN A MODE CONSISTENT WITH COURSE DELIVERY.