

**CAL POLY HUMBOLDT**  
**University Senate**

**Resolution to Establish a University-wide Instructional Faculty Office Hours Policy**

XX-22/23-FAC — January 30, 2024 — Second Reading

**RESOLVED:** That the University Senate of Cal Poly Humboldt recommends to the President that the attached university-wide office hour policy be approved; and be it further,

**RESOLVED:** That the attached policy be implemented in the 2024-25 academic year.

**RATIONALE:** *There is currently no office hours policy for the entire campus. Establishing a policy helps to clarify what is expected of faculty as they progress through the RTP process and also establishes a campus norm for students to better understand how to find support.*

*The proposed policy language sets a minimum expectation and allows for additional specific requirements to be set by department or at the college level (such as with the current CNRS guidelines). This policy specifically refers to 'instructional load' in order to adjust the number of hours for faculty with assigned time and other full-time faculty positions with less than a full instructional load (such as first year tenure-track appointments), as well as part-time faculty.*

# Instructional Faculty Office Hours Policy

[Policy Number]

Office of the Provost

**Applies to: Instructional Faculty**

## Purpose of the Policy

This university-wide office hours policy establishes minimum requirements for instructional faculty and how instructional office hour schedules will be made available.

## Policy Details

As part of their instructional assignment, faculty shall hold office hours to provide students with regular opportunities to meet with faculty outside of lecture or lab to find support for coursework, engage in professional conversation, and to seek academic advising and career counseling. Office hours enrich the academic life of faculty, students and members of the community.

For a faculty member with a full instructional load (12 or more WTUs), the minimum expectation is that they will hold three (3) scheduled hours of office hours per week. For part time instructional faculty and/or faculty with a reduced instructional load, the number of hours shall be scaled commensurate to the instructional workload, with a minimum of 1 hour per week.

Further specifics, such as the acceptable methods of holding office hours, may be determined by department or college policy (for example, virtual office hours for online courses). Office hours shall be finalized no later than the sixth day of instruction and shall be stated in course syllabi and posted at the faculty member's office.

To the extent that face-to-face meetings are required by this policy, the University must provide a reasonably accessible location for those meetings.

## History

Issued: MM/DD/YYYY

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Edited: MM/DD/YYYY

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