

PSYCHOLOGY GUIDELINES FOR OFFICE HOURS

Accepted as Department policy effective May 16, 2012

Vote: Yes (16), No (2), Abstain (0)

Background:

Senate Policy S12n 1, Policy Recommendation, Faculty Office Hours (in part):

<https://www.sjsu.edu/senate/docs/S12-1.pdf>

I. Scheduled Office Hours

B. Full-time faculty members who are teaching are expected to hold a minimum of two (2) regularly scheduled office hours per week. The way in which office hours are held should be congruent with the mode(s) of instruction. For example, faculty teaching online courses may hold office hours online. In addition to regularly scheduled office hours, faculty are expected to meet with students by appointment (in-person or electronically) at mutually convenient times to a reasonable extent. For faculty member who are teaching less than a full load, the minimum number of scheduled office hours may be prorated, but the number of scheduled hours may not be less than one hour per week unless the faculty member is not teaching.

C. Individual departments may develop guidelines on office hours that differ from this policy (e.g., additional office hours may be required for faculty who receive assigned time for advising). Departmental guidelines should be developed collaboratively and approved by a faculty vote in compliance with F02-4. The guidelines must include a rationale explaining the reason for divergence from the University policy and must be approved by the appropriate dean.

II. Professional Expectations

It is important that established office hours be kept and responses to student communications be timely. Faculty members are responsible for these obligations as a part of their instructional assignment.

Department of Psychology Guidelines on Office Hours:

These guidelines serve to define how the “number of office hours may be prorated” for faculty teaching less than full time.

- I. Faculty teaching full time (i.e., 12 WTUs for Permanent Faculty and 15 WTUs for Temporary Faculty) need to schedule a minimum of two (2) regularly scheduled office hours per week.
- II. Faculty teaching less than full time should schedule 30 minutes of office hours per course, but no less than one (1) hour per week.
 - a. For example, a faculty member teaching three courses should schedule 1.5 hours per week (30 minutes per course). However, a faculty member teaching a single course would still need to schedule 1 hour per week.
- III. Faculty are also expected to meet with students by appointment (in-person or electronically) at mutually convenient times to a reasonable extent “or by appointment”

Dissemination:

Posted as policy on the department webpage. It is in the best interests of students and faculty that the policy be occasionally reviewed to make sure that it is effective and workable, particularly in the context of changing educational technologies.