

**SAN JOSÉ STATE
UNIVERSITY
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SAN JOSÉ, CA 95192**

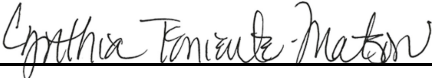
**Amendment A to S12-1, University Policy,
Faculty Office Hours**

Legislative History:

On December 9, 2024, the Academic Senate approved Amendment A to University Policy S12-1, Faculty Office Hours, presented by Senator Sullivan-Green for the Instruction and Student Affairs Committee.

Action by University President:

Date: December 18, 2024

Signed and approved by: 
**Cynthia Teniente-Matson, President,
San José State University**

University Policy

**Amendment A to University Policy S12-1, Faculty Office
Hours**

- Whereas, Faculty office hours are a critical method to support our students; and
- Whereas, In an older version of this policy, SJSU required five scheduled office hours per week, and
- Whereas, The influence of technology on the mode of faculty office hours has continued to evolve over time and provided flexibility of options to support students; and
- Whereas, S12-1: Faculty Office Hours requires that the policy be reviewed every five years; and
- Whereas, Those reviews have not been conducted regularly; be it therefore

Resolved, That S12-1 be amended as follows.

Approved: November 18, 2024

Vote: 9-0-1

Present: Gambarin, Giampaolo, Kelly (non-voting), Leisenring (non-voting), Masegian, Mathur, Meniketti, Plazola, Sadawarti, Sen, Sullivan-Green, Vogel

Absent: Han, Rollerson, Tucker

Financial Impact: Updates for this policy do not have any direct financial impact.

Workload Impact: The change in identifying scheduled office hours as distinct between instructional and non-instructional assignments could impact the number of office hours expected of a faculty member. Additionally, such changes could prompt departments to review their guidelines for office hours.

San Jose State University

Faculty Office Hours Policy

I. Office Hours for Instructional Assignments

- a. Faculty members are expected to be available to their students for instruction-related support. To achieve this availability faculty members are expected to schedule instructional office hours during which they will be available to their students for consultation.
- b. Faculty members who are teaching a full load are expected to hold a minimum of two (2) regularly scheduled office hours per week. The mode in which scheduled office hours are held should provide maximum opportunity for students to engage with the faculty member. For example, faculty teaching online courses may hold all scheduled office hours online, while faculty teaching in person may hold all scheduled office hours split between online and in person.
- c. In addition to regularly scheduled office hours, faculty are expected to meet with students by appointment (in-person or online) at mutually convenient times and within reason. This time is not only restricted to one on one meetings, but can include group forums as well as other modes of interaction and messaging in which student questions are addressed as is reasonable to address trends and student/faculty availability.
- d. For faculty members who are teaching less than a full load, the minimum number of scheduled office hours may be prorated, but the number of scheduled hours will not be less than one hour per week unless the faculty member is not teaching.
- e. Individual departments may develop guidelines on scheduled instructional office hours that differ from this policy. Departmental guidelines should be developed collaboratively and must be approved by a faculty vote in compliance with S17-6: Departmental Voting Rights. The guidelines must include a rationale explaining the reason for divergence from the University policy and must be approved by the appropriate dean.

II. Office Hours for Non-Instructional Assignments

- a. Faculty may be required to have office hours for non-instructional assignments, such as advising, research-related, or service activities. The time(s), mode(s), and number of these office hours may be dictated by

departmental, college, or university guidelines or an expectation of faculty assigned time. The details (times/modes/numbers) of these non-instructional office hours should be made available to students as widely as possible.

- b. If the office hours are based on departmental guidelines, they must be developed collaboratively and must be approved by a faculty vote in compliance with S17-6: Departmental Voting Rights. The approved guidelines must include a rationale explaining the reason for the policy and must be approved by the appropriate dean.

III. 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 academic assignments. Faculty may make changes to scheduled office hours as long as they give maximum possible notice to students, depending on the reason for the change, and reschedule office hours in a timely manner. It should be noted that faculty do a considerable amount of advising and consultation through email and other electronic and analog media.

IV. Revision of the University Faculty Office Hours Policy

It is in the best interests of students and faculty that the policy be reviewed to make sure that it is effective and workable, particularly in the context of changing educational technologies. Review of this policy should take place no less than every five years by an appropriate Academic Senate committee.