

**ACADEMIC SENATE  
Of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-1014-26**

**RESOLUTION ON UFPP 12.2 NUMBER OF OFFICE HOURS**

**Impact on Existing Policy:** Supersedes current policy in UFPP 12.2 established by AS-886-20 and AS-929-22.

- 1    WHEREAS,    Remote conferencing tools continue to be effective for scheduling  
2                   meetings with students; and  
3
- 4    WHEREAS,    Weekly faculty workload will change when Cal Poly implements its  
5                   semester calendar in ways that are hard to assess in advance of the  
6                   implementation of the semester calendar; and  
7
- 8    WHEREAS,    Most 4-unit quarter lecture classes will convert to 3-unit semester unit  
9                   classes; and  
10
- 11   WHEREAS,    The current office hour policy scaled office hours for less than full-time  
12                  workload in increments set by the standard unit count for most lecture  
13                  classes; and  
14
- 15   WHEREAS,    Feedback from ASI indicates overwhelming support for maintaining a full-  
16                  time minimum requirement of four office hours; and  
17
- 18   WHEREAS,    Colleges can best determine whether or not there is any need for faculty  
19                  with instructional assignments reduced to zero units to hold office hours;  
20                  and  
21
- 22   WHEREAS,    The utility of a general directory of faculty office hours (as recommended  
23                  in AS-886-20) remains; therefore be it  
24
- 25   RESOLVED:   That UFPP 12.2 be revised effective Fall 2026 according to the attached  
26                  documents; and be it further  
27
- 28   RESOLVED:   That colleges and departments update their office hours policies to  
29                  conform with the revisions to UFPP 12.2; and be it further  
30

Adopted: May 26, 2026

- 31 RESOLVED: That, when published on the Academic Programs and Planning website,  
32 the scaling of the office hours to instructional workload shall be  
33 translated into both minutes and credit hours; and be it further  
34  
35 RESOLVED: That Cal Poly prioritize the development of a directory of faculty office  
36 hours accessible within the portal.

Proposed by: Academic Senate Faculty Affairs Committee  
Date: May 16, 2026

**UFPP 12.2 Office Hours  
Proposed Revisions  
Spring 2026**

**EXECUTIVE SUMMARY:** The Academic Senate Faculty Affairs Committee (FAC) proposes revisions to the university office hour policy.

**BACKGROUND:** The Academic Senate Faculty Affairs Committee (FAC) is a standing Senate committee with representation from each college, the library and professional consultative services, the Solano campus, Academic Affairs, and a student representative. FAC employs a standard process for approval of updates to University Faculty Personnel Policies (UFPP) including consultation with faculty affected by proposed changes and clear identification of which policy documents have been superseded by a proposed change. This process uses Academic Senate resolutions to establish new policy, revise existing policy, or substantially reformulate existing policy. It also allows the Senate Executive Committee to place non-controversial updates to personnel policies or addition of administrative memos to the UFPP Appendix on the Senate consent agenda.

**Summary**

This proposed policy revises three areas of UFPP 12.2 Office Hours.

This proposed revision strengthens the distinction between ad hoc appointments with students and scheduled office hours to clarify that scheduled office hours cannot wholly or in part be met simply by a vague willingness to meet for appointments. Office hours are scheduled on definite and regular days and times, with an obligation to meet ad hoc with students remaining as an instructional duty distinct from scheduled office hours.

This proposed revision modifies the scaling of required office hours to instructional appointments. All faculty regardless of classification would use one common scale for scheduling of office hours. An office hour remains defined as a 50-minute credit hour. Faculty teaching from 1 to 3 WTU are required to schedule one office hour. Faculty teaching 4-6 WTU are required to schedule two office hours, faculty teaching 7-9 WTU are required to hold three office hours, and faculty teaching more than 9 WTU are required to schedule four office hours.

This proposed revision removes a requirement that tenure-line faculty with instructional assignments reduced to zero WTU hold a minimum of one office hour if they are also supervising students. Removing this university level policies leaves that matter to colleges or departments to sort out as they see fit.

Aspects of the office hour policy that remain unchanged include the allowance of faculty choice of online or in-person office hours, the requirement that colleges formulate their own office hour policies in compliance with requirements and limitations of the university office hour policy, and the allowance of colleges to formulate and implement exceptions to the office hour policy.

**UFPP 12.2 Office Hours  
Proposed Revisions  
Spring 2026**

**Impact on Existing Policy**

UFPP 12.2 contains the university office hour policy as a subchapter of UFPP 12: Workload. UFPP 12.2 was established by AS-886-20 and revised by AS-929-22. The attached policy text would revise portions of UFPP 12.2. Colleges (and any departments with their own office hour policies) would need to revise their office hour policies to conform with UFPP 12.2.

**Implementation**

FAC proposes implementation beginning Fall 2026 to correspond with the change to a semester calendar and to provide time for colleges (and any affected departments) to revise their policies to conform with these revisions.

**Consultation**

Consultation on this policy revision initially coincided with the policy moving through the Senate starting November 4, 2025. During that period colleges and departments, and ASI could direct their opinions about this proposal directly to the FAC chair, to their FAC representative, and/or to their Senate representatives, however they saw fit to do so, which is not unusual for policy revision. The resolution for these policy revisions went to the Senate on 11/18/26 and returned to the Senate on 1/13/26 without revision so senators would have at least two airings on the Senate floor before senators would decide to move the resolution to second reading for a vote. During this period senators, department heads/chairs from across the university, and the CLA College Council (i.e. dept chairs, dean, associate deans) engaged in a mix of email and direct in person consultation on the policy revisions. Nearly all opinions about the revisions already had been considered in FAC deliberations that led to the development of the policy revisions as FAC had offered to the Senate.

At the 11/4/25 Senate Executive Committee meeting that initiated the consultation on these revisions, the FAC chair directly addressed the two ASI representatives encouraging them in particular to take this consultation process seriously and to engage directly with FAC with their questions, concerns, and recommendations, as well as express their concerns in the Senate meetings when these revisions would be deliberated. The ASI representative to FAC also engaged with ASI seeking feedback for the committee. ASI leadership did not engage directly with FAC despite these urgings, though they did air their concerns on the Senate floor. Other senators expressed similar concerns.

At the 1/13/26 Senate meeting, after some senators and the ASI representatives expressed concerns, while other senators expressed support, and the FAC chair directly engaged with all this feedback, senators moved the proposal to second reading, implemented some amendments to the resolution that imposed some additional clarity on matters about the meaning and subsequent publication of the office hour policy. This effort to approve the resolution came so near to the end of the Senate meeting that the Senate needed to take action to extend the meeting length to accommodate for the voting

**UFPP 12.2 Office Hours  
Proposed Revisions  
Spring 2026**

procedure. None of this needed to happen at that Senate meeting since the resolution could have just remained at first reading until the next scheduled Senate meeting. Nevertheless, the Senate approved amendments and voted by a margin of approximately 3.5:1 in favor.

President Armstrong's response memo to the resolution that underwent the process described above is included in this report as an attachment. In his response to the resolution, Pres. Armstrong expressed that while he does "fully appreciate the faculty's revisions to the Office Hour Policy," the revisions to the policy needed to follow "a fuller consultation with the student body." And so, Pres. Armstrong did not approve the resolution, and his grounds were insufficient consultation. In particular, Pres. Armstrong encourages in his words "meaningful student engagement, including outreach beyond formal committee representation."

This revision therefore returned to the faculty and to ASI in the form in which the Senate voted to support it, but with that vote no longer as binding. Consultation renews from this condition, and this time ASI must take their role in direct consultation seriously and engage with FAC. Faculty also are encouraged to renew consultation with the standard open invitation from colleges, senators, faculty, department chairs/head, etc. to engage with FAC on this proposed revision to Cal Poly's office hour policy.

ASI leadership met with the FAC chair and the Senate chair to reestablish consultation. ASI leadership then attended one FAC meeting to hear from FAC members and to provide ASI's opinions and suggestions about the office hour policy. The ASI Board of Directors invited the FAC chair to attend a workshop where the FAC chair explained the background to the office hour policy, and board of directors' members asked questions and provided copious feedback on the policy. All this feedback informed revision to the proposed office hour policy as it returns to the Senate still in first reading.

**What follows are:**

- **the revised policy text for UFPP,**
- **a copy showing revisions from current policy,**
- **a copy of current policy on the SLO campus (which can be seen in the current version of UFPP posted to the Academic Personnel website),**
- **a copy of current office hour policy on the Solano campus,**
- **summaries of office hour policies for CSU campuses,**
- **AS-1000-26 Response to Resolution on UFPP 12.2 Office Hours**
- **Response to AS-886-20 - Resolution on University Faculty Personnel Policies Subchapter 12.2 - Office Hours**

## 12.2. Office Hours

- 12.2.1. Policy in 12.2 established by AS-886-20 and revised by AS-929-22 and AS-XXX-26. This policy supersedes the previous university policy on office hours originally in CAM 370.2.
- 12.2.2. Cal Poly's Educational Mission: "Cal Poly is committed to excellence in teaching and learning. In all disciplines, we seek to provide a student-centered, learner-focused education, facilitated by a low student-teacher ratio in classes conducted primarily by full-time, regular faculty. The cornerstone of our educational philosophy is our commitment to Learn by Doing whereby classroom instruction is complemented by practical, hands-on learning in the laboratory, the studio, and the field." (Cal Poly Catalog)
- 12.2.3. Each faculty member must schedule and conduct office hours each week for consultation with students. One-on-one, direct, personal engagement between students and their instructors and faculty advisors in regularly scheduled office hours is a vital means of contributing to the student-centered mission of Cal Poly.
- 12.2.4. Asynchronous communication (e.g. email) with students and ad hoc appointments to meet with students are expected normal instructional duties distinct from scheduled office hours. While scheduled office hours may be conducted by appointments, the normal instructional duty of holding ad hoc appointments with students and engaging in normal asynchronous communication with students is not a replacement for the duty of holding scheduled office hours.
- 12.2.5. An office hour is one credit hour (i.e. 50 minutes) of regularly scheduled time for faculty to be available to meet on regularly scheduled days and times.
- 12.2.6. Faculty with instructional assignments shall hold scheduled office hours scaled to their instructional assignments. Scheduled office hours should be held during the days and times when classes are normally scheduled, distributed across days and at times suited to the needs of students. During final exam week office hours may be rescheduled as necessary, and should be suited to the needs of the students served in the instructional assignment.
- 12.2.7. Colleges that assign duties warranting the holding of office hours shall include office hour policies in their personnel policies documents.

### 12.2.8. Scheduled instructional office hours

- 12.2.8.1. Minimum required weekly office hour scheduling shall be scaled to instructional assignments as follows:

Instructional WTU	Office Hours	Credit Hour Minutes
1 to 3 WTU	1	50
4 to 6 WTU	2	100
7 to 9 WTU	3	150
More than 9 WTU	4	200

- 12.2.8.2. Faculty receiving assigned time for teaching large format classes shall schedule office hours according to the total WTU for the instructional assignment and assigned time related to that course.
- 12.2.8.3. If colleges or departments have any further provisions about the scheduling of office hours, those provisions shall be defined in their personnel policy document.

### **12.2.9. Scheduled advising office hours**

- 12.2.9.1. Assigned time for advising duties may have an amount of office hours defined as part of the advising function. Any advising office hours attached to assigned time shall be determined by the instructional unit that issues the assigned time and specified in the assignment. Office hours for advising duties earning assigned time contribute to the total office hour obligation of the faculty member.
- 12.2.9.2. Department chair and head responsibilities shall include the requirements for the scheduling of advising office hours required for their assignment. Colleges shall determine the minimum office hours required for department chairs and heads.

### **12.2.10. Mode of office hours**

- 12.2.10.1. The mode of scheduled office hours should meet the needs of students for the instructional or advising function that requires the scheduling of the office hours.
- 12.2.10.2. Acceptable modes of holding scheduled office hours include office hours held in-person or held synchronously online using technology readily available to the campus community and generally available to the students served by the office hours (e.g. Zoom).
- 12.2.10.3. Scheduled office hours held in-person should be in the faculty member's office or some other definite and regular location.
- 12.2.10.4. Colleges and departments shall specify in their office hour policies any general allowances or requirements for alternate locations or synchronous online modes of conducting office hours.

### **12.2.11. Notification**

- 12.2.11.1. Office hours shall be posted by the beginning of the second week of instruction in faculty listings on department websites. Colleges and instructional units can determine additional ways for posting office hours that conspicuously and conveniently inform the university community of when and where office hours shall be conducted, such as common boards at department offices, on placards near faculty offices, or other online directories.
- 12.2.11.2. If the university adopts a standard online directory generally accessible to the university community that is capable of presenting faculty schedules, then office hours should be posted in such an online directory.
- 12.2.11.3. Faculty should notify enrolled students and department administrators and administrative support staff of any need to cancel, reschedule, or relocate office hours in a timely manner appropriate to the needs of the students served by those office hours.

### **12.2.12. Exceptions**

- 12.2.12.1. Exceptions to the policies about the scheduling of instructional and advising office hours should coordinate the needs of the instructor and the students given the nature of the instructional or advising assignment.
- 12.2.12.2. Exceptions require department chair/head and college dean approval.
- 12.2.12.3. Exceptions should be temporary and specific.
- 12.2.12.4. Exceptions that extend beyond a specific instructor's temporary needs should be treated as a basis for revisiting the college or department office hour policies.

12.2.12.5. Colleges and departments with standing needs that deviate from university policy should treat those needs as a basis for asking the Academic Senate Faculty Affairs Committee to revisit university level office hour policies.

**12.2. Office Hours**

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- 12.2.3. Each faculty member must schedule and conduct office hours each week for consultation with students. One-on-one, direct, personal engagement between students and their instructors and faculty advisors in regularly scheduled office hours is a vital means of contributing to the student-centered mission of Cal Poly.
- 12.2.4. Asynchronous communication (e.g. email) with students and ad hoc appointments to meet with students are expected normal instructional duties distinct from scheduled office hours. While scheduled office hours may be conducted by appointments, the normal instructional duty of holding ad hoc appointments with students and engaging in normal asynchronous communication with students is not a replacement for the duty of holding scheduled office hours.
- 12.2.5. An office hour is one credit hour (i.e. 50 minutes) of regularly scheduled time for faculty to be available to meet on regularly scheduled days and times.
- 12.2.6. Faculty with instructional assignments shall hold scheduled office hours scaled to their instructional assignments. Scheduled office hours should be held during the days and times when classes are normally scheduled, distributed across days and at times suited to the needs of students. During final exam week office hours may be rescheduled as necessary, and should be suited to the needs of the students served in the instructional assignment.
- 12.2.7. Colleges that assign duties warranting the holding of office hours shall include office hour policies in their personnel policies documents.

**12.2.8. Scheduled instructional office hours**

12.2.8.1. Minimum required weekly office hour scheduling shall be scaled to instructional assignments as follows:

**12.2.8.1.**

<b>Instructional WTU</b>	<b>Office Hours</b>	<b>Credit Hour Minutes</b>
<b>1 to <del>5-3</del> WTU</b>	1	<u>50</u>
<b><del>6-4 to 10-6</del> WTU</b>	2	<u>100</u>
<b><del>7 to 9</del> WTU</b>	<u>3</u>	<u>150</u>
<b>More than <del>10-9</del> WTU</b>	<u>34</u>	<u>200</u>

12.2.8.2. Faculty receiving assigned time for teaching large format classes shall schedule office hours according to the total WTU for the instructional assignment and assigned time related to that course.

~~12.2.8.3. Tenure-line faculty whose instructional assignments have been reduced to zero WTU but who are involved in research or other projects involving supervision~~

~~of students shall hold a minimum of one regularly scheduled in-person office hour.~~

~~12.2.8.4-12.2.8.3.~~ If colleges or departments have any further provisions about the scheduling of office hours, those provisions shall be defined in their personnel policy document.

**12.2.9. Scheduled advising office hours**

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12.2.9.2. Department chair and head responsibilities shall include the requirements for the scheduling of advising office hours required for their assignment. Colleges shall determine the minimum office hours required for department chairs and heads.

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12.2.10.1. The mode of scheduled office hours should meet the needs of students for the instructional or advising function that requires the scheduling of the office hours.

12.2.10.2. Acceptable modes of holding scheduled office hours include office hours held in-person or held synchronously online using technology readily available to the campus community and generally available to the students served by the office hours (e.g. Zoom).

12.2.10.3. Scheduled office hours held in-person should be in the faculty member's office or some other definite and regular location.

12.2.10.4. Colleges and departments shall specify in their office hour policies any general allowances or requirements for alternate locations or synchronous online modes of conducting office hours.

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12.2.11.2. If the university adopts a standard online directory generally accessible to the university community that is capable of presenting faculty schedules, then office hours should be posted in such an online directory.

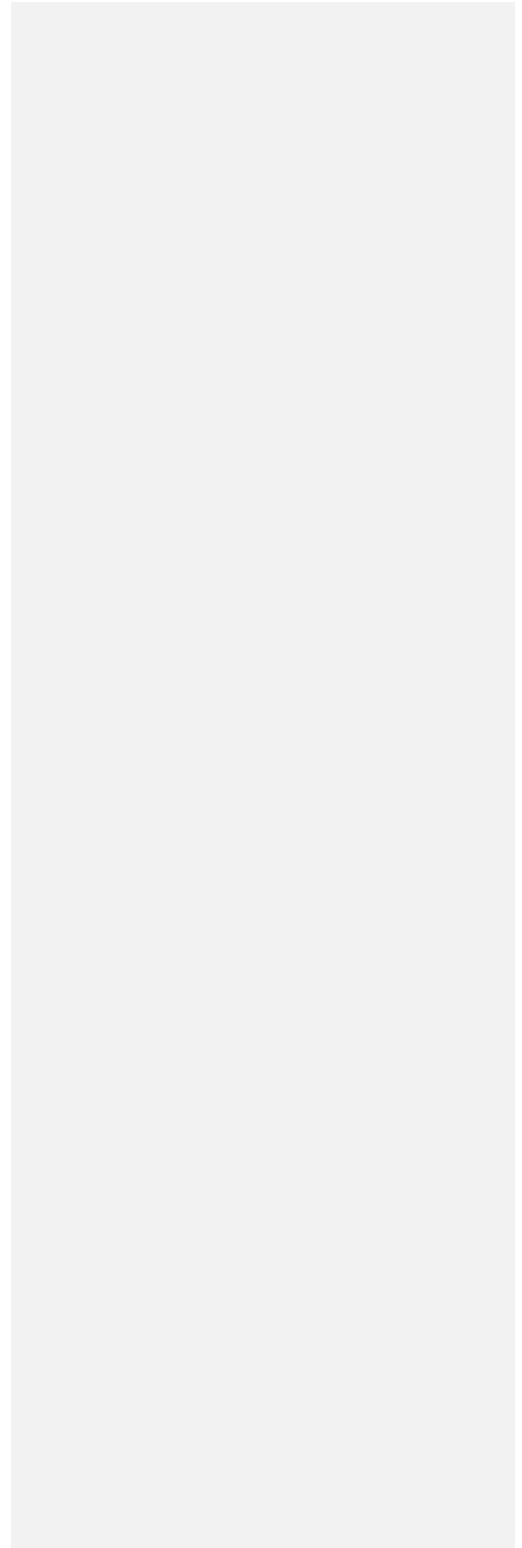
12.2.11.3. Faculty should notify enrolled students and department administrators and administrative support staff of any need to cancel, reschedule, or relocate office hours in a timely manner appropriate to the needs of the students served by those office hours.

**12.2.12. Exceptions**

12.2.12.1. Exceptions to the policies about the scheduling of instructional and advising office hours should coordinate the needs of the instructor and the students given the nature of the instructional or advising assignment.

12.2.12.2. Exceptions require department chair/head and college dean approval.

- 12.2.12.3. Exceptions should be temporary and specific.
- 12.2.12.4. Exceptions that extend beyond a specific instructor's temporary needs should be treated as a basis for revisiting the college or department office hour policies.
- 12.2.12.5. Colleges and departments with standing needs that deviate from university policy should treat those needs as a basis for asking the Academic Senate Faculty Affairs Committee to revisit university level office hour policies.



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- 12.2.6. Faculty with instructional assignments shall hold scheduled office hours scaled to their instructional assignments. Scheduled office hours should be held during the days and times when classes are normally scheduled, distributed across days and at times suited to the needs of students. During final exam week office hours may be rescheduled as necessary, and should be suited to the needs of the students served in the instructional assignment.
- 12.2.7. Colleges that assign duties warranting the holding of office hours shall include office hour policies in their personnel policies documents.

### 12.2.8. Scheduled instructional office hours

- 12.2.8.1. Minimum weekly office hour scheduling shall be scaled to instructional assignments as follows:

<i>Instructional WTU</i>	<b>Lecturer</b>	<b>Tenure-Line</b>
<i>&gt; 0 up to and including 4</i>	1 office hour	2 office hours
<i>&gt; 4 up to and including 8</i>	2 office hours	3 office hours
<i>&gt; 8 up to and including 12</i>	3 office hours	4 office hours
<i>&gt; 12</i>	4 office hours	

- 12.2.8.2. Faculty receiving assigned time for teaching large format classes shall schedule office hours according to the total WTU for the instructional assignment and assigned time related to that course.
- 12.2.8.3. Tenure-line faculty whose instructional assignments have been reduced to zero WTU but who are involved in research or other projects involving supervision of students shall hold a minimum of one regularly scheduled in-person office hour.
- 12.2.8.4. If colleges or departments have any further provisions about the scheduling of office hours, those provisions shall be defined in their personnel policy document.

### 12.2.9. Scheduled advising office hours

12.2.9.1. Assigned time for advising duties may have an amount of office hours defined as part of the advising function. Any advising office hours attached to assigned time shall be determined by the instructional unit that issues the assigned time and specified in the assignment. Office hours for advising duties earning assigned time contribute to the total office hour obligation of the faculty member.

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12.2.10.2. Acceptable modes of holding scheduled office hours include office hours held in-person or held synchronously online using technology readily available to the campus community and generally available to the students served by the office hours (e.g. Zoom).

12.2.10.3. Scheduled office hours held in-person should be in the faculty member's office or some other definite and regular location.

12.2.10.4. Colleges and departments shall specify in their office hour policies any general allowances or requirements for alternate locations or synchronous online modes of conducting office hours.

#### **12.2.11. Notification**

12.2.11.1. Office hours shall be posted by the beginning of the second week of instruction in faculty listings on department websites. Colleges and instructional units can determine additional ways for posting office hours that conspicuously and conveniently inform the university community of when and where office hours shall be conducted, such as common boards at department offices, on placards near faculty offices, or other online directories.

12.2.11.2. If the university adopts a standard online directory generally accessible to the university community that is capable of presenting faculty schedules, then office hours should be posted in such an online directory.

12.2.11.3. Faculty should notify enrolled students and department administrators and administrative support staff of any need to cancel, reschedule, or relocate office hours in a timely manner appropriate to the needs of the students served by those office hours.

#### **12.2.12. Exceptions**

12.2.12.1. Exceptions to the policies about the scheduling of instructional and advising office hours should coordinate the needs of the instructor and the students given the nature of the instructional or advising assignment.

12.2.12.2. Exceptions require department chair/head and college dean approval.

12.2.12.3. Exceptions should be temporary and specific.

12.2.12.4. Exceptions that extend beyond a specific instructor's temporary needs should be treated as a basis for revisiting the college or department office hour policies.

12.2.12.5. Colleges and departments with standing needs that deviate from university policy should treat those needs as a basis for asking the Academic Senate Faculty Affairs Committee to revisit university level office hour policies.



### Faculty Office Hours Policy

<b>Policy Number:</b>	AA-01-003
<b>Policy Administrator:</b>	Provost
<b>Policy Initiator:</b>	Provost
<b>Authority:</b>	Office of Provost
<b>Effective Date:</b>	07/01/2023
<b>Revised Date:</b>	
<b>Approved, Provost:</b>	Provost, Lori Schroeder
<b>Approval Signature Provost and VP of AA:</b>	/s/
<b>Approved:</b>	President Cropper
<b>Approval Signature:</b>	/s/

# Faculty Office Hours Policy

This policy applies to all instructional faculty teaching credit bearing courses including those on the faculty early retirement program (FERP) during the semester/s of active employment.

## **Purpose:**

The purpose of regularly scheduled faculty office hours is to provide an opportunity for appropriate and necessary cadet-faculty interactions outside the classroom as part of faculty's instructional assignment, in accordance with CBA Article 20.1b.

## **Number of Office Hours:**

Each instructional faculty shall schedule and be available for at least two regularly scheduled office hours each week to a maximum of four hours. Faculty teaching fewer than 3 WTUs shall hold at least one regularly scheduled office hour. The requirement of the office hour cannot be met just by stipulating "by appointment only." No office hours are required during the final exams' week. For classes (such as boat classes, machine shop and welding, ship plant operations) that meet in multiple sections (at least 3 sections per week) and longer hours in a day (at least 3 hours per day), office hours are at the discretion of the instructor.

In addition, to maximize convenient and timely opportunities for cadet-faculty interactions, faculty are encouraged to provide reasonable opportunities for such interaction by appointment (either in-person or online) at mutually convenient times.

## **Modality:**

Faculty members shall schedule at least one hour of their total number of office hours consistent with the mode/s of instruction e.g., in-person, online, hybrid. The in-person office hours shall be conducted in the faculty member's designated office or in a classroom on campus (or other appropriate location, such as the library and outdoor spaces) that is convenient to students. Any additional office hours can be in any modality as per the convenience of the faculty.

## **Communication:**

Office hours, including schedule, location, and contact information, shall be listed on the syllabus for each course. The faculty member's office hours must also be submitted to the school dean's office and posted, along with faculty email address, near the faculty member's office by the end of the second week of instruction. In the case of library faculty, office hours must be submitted to the library dean.

## **Cancellation:**

Faculty shall notify their students, and school admin analyst either in person or by email or phone in the event they are unable to meet scheduled office hours. A notice shall be posted on the faculty member's office door when office hours are canceled or moved to an online modality. Repeated failure to adhere to this policy is a breach of professional responsibility.

**Exceptions:**

Any exceptions to this policy shall be subjected to the approval of the appropriate school dean in consultation with department chair and the instructor. In case of unforeseen situations (such as pandemic, catastrophe, or any crisis), campus wide measures and union MOUs will override this policy.

Campus	Full time Minimum Scheduled Office Hours	Office Hour Policy Summary
Long Beach	1	1 hour per 3 WTU. Minimum 1 in-person hour, scaled, with alternatives beyond 1 scheduled office hour including responding to email.
San Jose	2	FT: 2 office hours; scaled by workload to min of 1
Los Angeles	2	2 office hours >6 units; 1 office hour ≤6 units
East Bay	2	FT : 2 office hours, scaled to minimum of 1
Monterey Bay	2	FT : 2 office hours, scaled per 6 WTU
Fullerton	3	FT: 3 office hours, minimum 1 with teaching assignment; expectation of appointments beyond office hours
Northridge	3	1 office hour per 3 units of instruction; Max 4; reduced to 3 if instructional load is 9 or 12 units, and faculty spends at least an hour on email.
Fresno	3	5 office hours, scaled for PT/AT; min 2 office hours <4 units taught; 60% scheduled, 40% email (etc), so FT min 3 office hours scheduled
Humboldt	3	FT: 3 office hours; scaled by instructional assignment
San Marcos	3	FT: 3 office hours, scaled "one hour per class"
Channel Islands	3	FT (12 or more WTU): 3 office hours; 9-12 WTU: 2 office hours; <9 WTU 1 office hour
San Francisco	3	FT: 3 office hours; scaled 20 min per WTU
Sonoma	3	FT: 3 office hours; scaled 15 min per WTU
<b>Cal Poly (SLO &amp; Solano) New</b>	<b>3.33 (200 min)</b>	FT: 4 office hours; defined by 50 minute credit hour; scaled per 3 WTU up to 12 or more WTU
<b>Cal Poly Current</b>	<b>3.33 (200 min)</b>	FT: 4 office hours; defined by 50 minute credit hour; Lec scaled 1-4 office hours in 4 WTU increments, TT scaled 2-4 office hours in 4 WTU increments
San Bernardino	3.75 (225 min)	15 min per WTU up to 225 minutes of office hour time
<b>Maritime Current</b>	<b>4</b>	FT: 4 office hours. PT 2-4, scaled. Exception for faculty teaching <3WTU to hold 1 office hour
Pomona	4	FT: 4 office hours over two days. PT 20min per 1WTU up to 4 hours. Virtual proportional to class modality
Chico	4	20 min per WTU up to 240 minutes of office hours
Bakersfield	5	FT: 5 office hours; scaled for PT
Dominguez Hills	5	FT: 5 office hours; scaled per 3 units of instruction
Stanislaus	Unknown	No policy found; Survey of English Dept. faculty roster shows many faculty holding 2 office hours, and some holding more than 2.
San Diego	Unspecified	Required, but no minimum specified



OFFICE OF THE PRESIDENT

**MEMORANDUM**

**To:** Jerusha Greenwood  
Chair, Academic Senate

**Date:** February 25, 2026

**From:** Jeffrey D. Armstrong  
President

**Copies:** Al Liddicoat  
Jennifer Haft  
Simone Aloisio  
Ken Brown  
Office of the Provost  
University Personnel  
Academic Personnel  
Academic Programs and Planning  
Academic Deans

**Subject:** Response to AS-1000-26 Resolution on UFPP 12.2 Office Hours

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By way of this memo, I acknowledge the above-entitled Academic Senate resolution and thank the Academic Senate and Faculty Affairs Committee for their attention to this matter.

I fully appreciate the faculty's revisions to the Office Hours Policy, but I cannot approve or accept the above resolution or proposed revisions to the University Faculty Personal Policies (UFPP).

As a university, we share values of consultation as an aspect of shared governance when possible and appropriate. The development of our university policies that may impact the success of our students and their progress to degree therefore should include a fuller consultation with the student body. As well, feedback I have received from student leadership following the passage of this resolution indicates that a more robust consultation with students was not performed as part of the development of these proposed changes.

In the interest of reinforcing shared governance and ensuring that policies affecting student access and success are informed by those most directly impacted, I encourage the Faculty Affairs Committee and the Academic Senate to reconsider the process used for this revision and to re-engage the matter through fuller consultation and meaningful student engagement, including outreach beyond formal committee representation. I remain committed to working collaboratively with the Senate, FAC, and ASI Board of Directors to develop an approach that reflects our shared values and results in a policy process that is both broadly inclusive and well-grounded.



OFFICE OF THE PRESIDENT

MEMORANDUM

**To:** Dustin Stegner  
Chair, Academic Senate

**Date:** February 20, 2020

**From:** Jeffery D. Armstrong  
President

**Copies:** Mary Pedersen  
Al Liddicoat  
Amy Fleischer  
Andy Thulin  
Christine Theodoropoulos  
Dean Wendt  
Philip Williams  
Kathryn Rummell  
Ken Brown  
Patrick O'Sullivan

**Subject:** Response to AS-886-20 Resolution on University Faculty Personnel Policies  
Subchapter 12.2: Office Hours

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I am pleased to endorse the above-entitled Academic Senate resolution with the caveat that efforts to identify a mechanism to schedule and display office hours for all faculty on campus need to transpire. This yet to be identified mechanism may require a third party software solution or support for the development of a custom solution which would require additional time and funding to implement.

Colleges as well as the library are encouraged to revise their personnel policy documents to align with Subchapter 12.2 of the University Faculty Personnel Policies (UFPP) as outlined in this resolution and supporting documentation.

Please express my appreciation to the Academic Senate members and the Academic Senate Faculty Affairs Committee for their attention to this important curricular matter.

Adopted: February 11, 2020

**ACADEMIC SENATE  
Of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-886-20**

**RESOLUTION ON UNIVERSITY FACULTY PERSONNEL POLICIES  
SUBCHAPTER 12.2: OFFICE HOURS**

**Impact on Existing Policy: The policy enacted by this resolution supersedes CAM 370.2, established by AS-91-80. Further details about its impact on existing policy is described in the attached report.<sup>i</sup>**

- 1 WHEREAS, Cal Poly’s office hour policy was last updated in 1980; and  
2
- 3 WHEREAS, Office hours in the form of regularly scheduled, direct, and immediate  
4 interaction with students remains integral to Cal Poly’s instructional  
5 mission; and  
6
- 7 WHEREAS, Improvements in online communication with students has reduced  
8 some of the need for office hours; and  
9
- 10 WHEREAS, Online and hybrid forms of course delivery especially warrant the use  
11 of synchronous online modes of office hours; and  
12
- 13 WHEREAS, Online directories of office hours and teaching schedules facilitate the  
14 communication of office hour availability to students and the rest of  
15 the university community; and  
16
- 17 WHEREAS, Office hour policies should be flexible to accommodate for varying  
18 needs of instructors and differences in the ways faculty interact with  
19 students in various instructional settings across the university;  
20 therefore be it  
21
- 22 RESOLVED: The office hour policy contained in the attached report “Proposed  
23 Subchapter of University Faculty Personnel Policies Document:  
24 SUBCHAPTER 12.2: Office Hours” be established as Subchapter 12.2:  
25 Office Hours of UFPP, and be it further  
26

- 27 RESOLVED: Colleges revise chapter 12 of their personnel policy documents by Fall  
28 2020 to include office hours suited to the needs of their faculty and  
29 the students they serve, and be it further  
30
- 31 RESOLVED: Colleges and departments seek guidance from the Center for Teaching  
32 and Learning (CTLT) about best practices for the holding of online  
33 office hours, and be it further  
34
- 35 RESOLVED: Cal Poly establish a readily accessible online directory allowing the  
36 university community to access faculty teaching and office hour  
37 schedules.

Proposed by: Academic Senate Faculty Affairs Committee  
Date: November 5, 2019

- 
- <sup>i</sup> (1) Describe how this resolution impacts existing policy on educational matters that affect the faculty. Examples include curricula, academic personnel policies, and academic standards.  
(2) Indicate if this resolution supersedes or rescinds current resolutions.  
(3) If there is no impact on existing policy, please indicate NONE.**



## MEMORANDUM

**TO:** **Jeffrey D. Armstrong**  
University President  
**Jerusha Greenwood**  
Chair, Academic Senate  
**Kenneth Brown**  
Chair, Cal Poly Academic Senate Faculty Affairs Committee  
**FAC Members**  
Cal Poly Academic Senate Faculty Affairs Committee  
**Elizabeth "Betsy" Boyd**  
Chair, CSU Statewide Academic Senate  
**Mildred Garcia**  
Chancellor, California State University

**DATE:** May 19, 2026

**FROM:** **Alyson Engel**  
Chair, ASI Board of Directors 2025-26

**COPIES:** C. Ogden  
T. Watson  
M. Crawford  
M. Allison-Bullock

**SUBJECT: ASI Board of Directors Resolution #26-06: Resolution in Opposition to Proposed Revisions to UFPP 12.2 Office Hours Policy**

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At the May 13, 2026, meeting of the ASI Board of Directors, the Board voted to approve Resolution #26-06: Resolution in Opposition to Proposed Revisions to UFPP 12.2 Office Hours Policy. This resolution emphasizes the importance of in-person student access to faculty throughout the semester switch and directly responds to the proposed changes to UFPP 12.2 as authored by the Faculty Affairs Committee.

Please review the resolution at your earliest convenience. Feel free to reach out with any questions for the authors or me.

*Attachment: Resolution #26-06: Resolution in Opposition to Proposed Revisions to UFPP 12.2 Office Hours Policy.*

Associated Students, Inc.  
California Polytechnic State University  
San Luis Obispo

Resolution #26-06

RESOLUTION IN OPPOSITION TO PROPOSED REVISIONS TO UFPP 12.2  
OFFICE HOURS POLICY

- WHEREAS: The ASI Board of Directors serves as the official voice of students at California Polytechnic State University (Cal Poly), San Luis Obispo, and
- WHEREAS: Regularly scheduled office hours support Cal Poly's Learn by Doing philosophy, which the Academic Senate defines as 'a deliberate process whereby students acquire knowledge and skills through active engagement and self-reflection inside the classroom and beyond it,' by providing the individualized faculty engagement through which that active learning is realized<sup>1</sup>; and
- WHEREAS: The Academic Senate's proposed semester-system revisions to University Faculty Personnel Policies 12.2<sup>2</sup> modify the scale of required office hours such that faculty teaching more than 5 WTUs are required to hold only two scheduled office hours per week, compared to the currently required three scheduled office hours per week for full-time; and
- WHEREAS: The proposed revisions to UFPP 12.2 reduce required office hours for a full-time faculty member from 120 annual hours to 90 annual hours, representing a 25% reduction in designated office hour availability<sup>2</sup>; and
- WHEREAS: By reducing the annual terms from three to two<sup>3</sup>, the semester system increases the share of a faculty member's yearly student load within each term, making a cut to minimum office hours directly harmful to student access; and
- WHEREAS: Concerns regarding low student utilization of office hours point to issues of accessibility, scheduling, and awareness, rather than justifying a reduction in available office hours<sup>4</sup>; and
- WHEREAS: While the proposed revisions to UFPP 12.2 acknowledge the increasing use of online communication tools such as Zoom and email, asynchronous or informal communication doesn't fulfill the need for consistent, scheduled, and predictable in-person access to faculty<sup>5</sup>; and
- WHEREAS: The California State University System and Cal Poly strive for student success, equity, and accessibility, all of which depend on

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1 Cal Poly Learning by Doing Philosophy: <https://academicprograms.calpoly.edu/content/academicpolicies/learn-by-doing>

2 Academic Senate Meeting Agenda: [https://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/documents/2025-2026/Academic-Senate\\_Meeting-Agenda\\_2026.01.13.pdf](https://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/documents/2025-2026/Academic-Senate_Meeting-Agenda_2026.01.13.pdf)

3 Cal Poly Semester Conversion FAQ's: <https://semesters.calpoly.edu/frequently-asked-questions>

4 University of Wisconsin Effective-Inclusive Office Hours: <https://idc.ls.wisc.edu/ls-design-for-learning-series/effective-inclusive-office-hours/>

5 ASCB-LSE Online and In Person Office Hours: <https://www.lifescied.org/doi/10.1187/cbe.22-03-0048>

consistent opportunities for students to have direct engagement with faculty<sup>6</sup>; and

WHEREAS: Cal Poly's own Strategic Plan identifies as Strategic Priority 1<sup>7</sup> the maintenance and enhancement of the "Learn by Doing" pedagogy alongside eliminating achievement gaps for underrepresented students, goals that are in direct tension with a policy that reduces guaranteed in-person faculty access, the very setting in which hands-on, individualized mentorship occurs; and

WHEREAS: President Armstrong did not approve the previously passed Academic Senate Resolution supporting the revisions to UFPP 12.2, citing insufficient consultation and the need for meaningful student engagement in the policymaking process<sup>8</sup>; and

WHEREAS: The reintroduction of substantially similar policy revisions without clearly addressing previously voiced student concerns or demonstrating meaningful edits to the revisions undermines shared governance and the integrity of the consultation process<sup>9,10</sup>

THEREFORE  
BE IT

RESOLVED: That the ASI Board of Directors formally opposes the proposed revisions to UFPP 12.2 Office Hours policy on the grounds that it reduces guaranteed student access to faculty and does not adequately address concerns raised during prior student consultation; and

FURTHERMORE  
BE IT

RESOLVED: That the ASI Board of Directors calls upon the Academic Senate and Faculty Affairs Committee to reconsider the proposed policy and prioritize revisions that improve accessibility, flexibility, and effectiveness of office hours rather than reducing baseline availability; and

FURTHERMORE  
BE IT

RESOLVED: That the ASI Board of Directors urges Academic Senate leadership and committee chairs to practice shared governance into the future and prioritize timely communication and collaborative consultation with students and other campus groups; and

FURTHERMORE  
BE IT

RESOLVED That this resolution be sent to Dr. Jeffrey Armstrong, University President; Dr. Jerusha Greenwood, Chair, Academic Senate; Dr.

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6 CSU Strategic Plan: <https://www.calstate.edu/Strategic-Planning-for-the-CSU/Documents/csu-strategic-plan-2025.pdf>

7 Cal Poly Strategic Plan: <https://www.calpoly.edu/strategic-plan>

8 Cal Poly Academic Senate Agenda: [https://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/documents/2025-2026/Academic-Senate\\_Agenda\\_2026.04.14.pdf](https://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/documents/2025-2026/Academic-Senate_Agenda_2026.04.14.pdf)

9 ASI Resolution 25-03: [https://www.asi.calpoly.edu/wp-content/uploads/2025/04/Resolution25-03\\_Reaffirm-Shared-Governance.pdf](https://www.asi.calpoly.edu/wp-content/uploads/2025/04/Resolution25-03_Reaffirm-Shared-Governance.pdf)

10 Cal Poly Academic Senate Agenda: [https://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/documents/2025-2026/Academic-Senate\\_Meeting-Agenda\\_2026.01.13.pdf](https://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/documents/2025-2026/Academic-Senate_Meeting-Agenda_2026.01.13.pdf)

Kenneth Brown, Chair, and Members, Cal Poly Academic Senate Faculty Affairs Committee; Dr. Elizabeth “Betsy” Boyd, Chair, CSU Academic Senate; and Dr. Mildred Garcia, Chancellor, California State University.

Certified as the true and correct copy, in witness thereof, I have set my hand and Seal of the San Luis Obispo Cal Poly Associated Students, Inc. this 20 day of May, 2026.

ADOPTED at the regular meeting of the Board of Directors at San Luis Obispo Cal Poly Associated Students, Inc. this 13 day of May 2026.


Attest: *Alexander Levine*

ASI Secretary

  
Alyson Engel (May 20, 2026 09:16:11 PDT)

Signed:

ASI Chair of the Board

  
Marc Fredy Cabeliza (May 20, 2026 10:25:23 PDT)

Signed:

ASI President

Authored By:

Andrew Angulo, ASI Board of Directors, College of Agriculture, Food and Environmental Sciences

Marc Cabeliza, ASI President, College of Agriculture, Food and Environmental Sciences



## MEMORANDUM

May 20, 2026

**TO:** ASI Leadership  
California Polytechnic State University, San Luis Obispo | Solano

**FROM:** Dr. Jerusha B. Greenwood  
Chair, Cal Poly Academic Senate

**CC:** Jeffrey D. Armstrong, President  
Ken Brown, Associate Professor and Chair of Faculty Affairs Committee  
Academic Senate Faculty Affairs Committee

**SUBJECT:** Academic Senate Response to ASI Board of Directors Resolution #26-06: Resolution in Opposition to Proposed Revisions to UFPP 12.2 Office Hours Policy

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Dear ASI Leadership,

Thank you. I acknowledge receipt of this resolution in opposition to Resolution in Opposition to Proposed Revisions to UFPP 12.2 Office Hours Policy.

Please keep in mind that the most recent version of the policy that came before the senate on May 12, 2026, was in first reading and the Faculty Affairs Committee had yet to meet and discuss the feedback they'd received from campus constituents. In first reading, the resolution still belongs to the committee, and that body can make modifications to both the proposed policy and resolution.

The resolution will be returning in first reading on May 26th, 2026, and the revised version of the policy indicates the Faculty Affairs Committee took feedback into consideration and revisions have been made. I anticipate the agenda, which includes the revised policy and resolution, will be disseminated to campus before EOD on Thursday, May 21st.

Please let me know if you have any questions.