



CAL POLY

Academic Senate

Academic Senate Meeting

Tuesday, January 13, 2026 | 3:10 p.m. – 5:00 p.m.

UU 220 and <https://calpoly.zoom.us/j/86920920170>

AGENDA

1. **Call to Order** | Greenwood
2. **Approval of Minutes** | Greenwood
 - 2.1. Academic Senate Meeting on November 18, 2025 pp. 2-5
3. **Communications and Announcements** | Greenwood
4. **Consent Agenda** | None
5. **Written Reports**
 - 5.1. **Academic Senate Chair** | Greenwood
 - 5.2. **President** | Haft pp. 6-7
 - 5.3. **Provost** | Liddicoat p. 8
 - 5.4. **CSU Statewide Senate** | Frame, Rein, & Stegner (SLO); Senk & Inoue (Solano) p. 9
 - 5.5. **CFA** | Kawamura (SLO) & Sinha (Solano) p. 10
 - 5.6. **ASI** | Cabeliza & Engel p. 11
 - 5.7. **Strategic Enrollment Management & Student Affairs** | Harris pp. 12-14
6. **Business Items**
 - 6.1. **Resolution on Credit/No Credit Grading Policy on Semesters** (Returning in first reading) | Kris Jankovitz, Instruction Committee Chair pp. 15-18
 - 6.2. **Resolution on UFPP 12.2 Office Hours** (Returning in first reading) | Kenneth Brown, Faculty Affairs Committee Chair pp. 19-39
 - 6.3. **Resolution on UFPP 13.1 Administrative Memos** (First reading) | Kenneth Brown, Faculty Affairs Committee Chair pp. 40-43
 - 6.4. **Resolution on UFPP Procedural Updates for Semester Conversion** (First reading) | Kenneth Brown, Faculty Affairs Committee Chair pp. 44-45
 - 6.5. **Resolution on Modifications to the Bylaws of the Academic Senate regarding the Distinguished Teaching Awards Committee** (First reading) | Soma Roy, Distinguished Teaching Awards Committee Chair pp. 46-47
7. **Discussion Items** | None
8. **Adjournment** | Greenwood



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Academic Senate

Academic Senate Meeting

Tuesday, November 18, 2025 | 3:10 p.m. – 5:00 p.m.

ATTENDEES

ACADEMIC SENATE MEMBERS

Aubrie Adams; Benjamin N.B Alexander OCOB Caucus Chair; Lisa Anderson; Helen Bailey; Darin Bennett; Bret Betnar; Angela Bracco; Charles Camp; Sabrina Canady; John Clements; Matthew Cole; Nikhil Deb; Dennis Derickson; Shunping Ding; Robert Easton; Alyson Engel ASI Board of Directors Chair; Samuel Frame Vice Chair & Statewide Senator; Scott Fraser; Lauren Garner; Christine Gray; Jerusha Greenwood Academic Senate Chair; Thomas Gutierrez Immediate Past Senate Chair; William Harrison; Brian Healy; Kara Hitchcock PCS Caucus Chair; Sean Hurley CAFES Caucus Chair; Dawn Janke; Eric Jones; Eric Kantorowski; Thomas Kommer; Tiffany Kwapnoski; Sarah Lester; Bo Liu; Ulric Lund; Addison Maerz; Bwalya Malama; Casey McDonald-Liu; James Mealy; Ryan Miller; Keir Moorhead; Allison Myers; José Navarro; Erin Pearse; Steffen Peuker CENG Caucus Chair; Majid Poshtan; Steve Rein CSU Statewide Senator; Rebecca Richards; Jeanine Scaramozzino; Andrew Schaffner BCSM Caucus Chair; Tanner Schinderle ASI Chief of Staff; Kelly Sebastian; Dustin Stegner; Taufik; Hiren Trada; William Tsai; Stamatis Vokos; Daniel Waldorf; Christina Wolfe-Chandler; Ava Wright CLA Caucus Chair; Hocheol Yang

GUESTS

Kenneth Brown; Susan Cheng; Bethany Conway; PJ Crocker; Rachel Fernflores; Daniel Grassian; Jennifer Haft; Terrance Harris; Lisa Kawamura; Michele Kekaha; Maneesh Kumar; Al Liddicoat; Cheryl May; Beth Merritt Miller; Andrew Morris; Daniel Parsons; Dinesh Pinisetty; Patricia Ponce; Teshia Roby; Aparna Sinha; Zora Sowinska; Shannon Sullivan-Danser; Cem Sunata; Jennifer Teramoto Pedrotti; Cari Vanderkar; Dean Wendt; Prema Windokun

Minutes

1. **Call to Order** Jerusha Greenwood, Academic Senate Chair, called the meeting to order at 3:10pm.
2. **Approval of Minutes**
 - 2.1. The [minutes](#) from the Academic Senate meeting on October 28, 2025, were approved.
3. **Communications and Announcements**
 - 3.1. Jerusha Greenwood, Academic Senate Chair, announced that the Distinguished Teaching Award and Distinguished Scholarship Award nomination window closed for the San Luis Obispo campus and will close on December 5th for the Solano campus.
4. **Consent Agenda**
 - 4.1. UFPP: Agreement on Cal Poly RTP Process and Timeline related to Integration: There being no objections, [all consent agenda items](#) have passed.
5. **Reports**
 - 5.1. **Academic Senate Chair:** Jerusha Greenwood, Academic Senate Chair, has been participating in the CAP 211 Task Force. The charges of the task force are to provide



recommendations for revising CAP 211. The task force recommended providing an updated CAP 211 with new criteria and processes, which will be reviewed for approval by the CAP Committee by December 2025 before reaching the President and Provost offices for final approval. The task force is conducting a SWOT analysis of the current process, which will instruct new criteria for future calendars. Other faculty members of the task force include Andrew Schaffner, Peter Livingston, Jim Burleson, and Britta Berg-Johansen. The Academic Senate is recruiting membership for an ad hoc committee focused on revising the Academic Senate constitution and bylaws. Charges of the committee will be sent by the Academic Senate office and posted on the website.

- 5.2. **President:** Jennifer Haft, Chief of Staff, reported that ground was broken for the Student Success Center, set to open in 2027. The facility will include flexible spaces for classes, meetings, and events. Representatives of the Wonderful company, alumni, and Wonderful Scholars were in attendance. An invitation was sent out requesting attendance for the President's Annual Holiday Reception on Thursday, December 4th, at the Justin and J. Lohr Center for Wine and Viticulture. Donations for the Cal Poly Food Pantry will be accepted at the event.
- 5.3. **Provost:** Al Liddicoat, Provost, shared that successful discussions were held at the AI Convening, with a faculty panel and over fifty research posters. It was announced at the convening that the Noyce School of Applied Computing will be purchasing an NVIDIA Computing Cluster, allowing students to create and train LLMs with data sets. A gift from alum Adrian Ridner will support three faculty fellows to provide workshops and engage with faculty regarding the ethical uses of AI in higher education. The sessions were recorded and available on the provost's website. The search for the Dean of the Library continues, utilizing feedback from recent listening sessions. The Golden Bear training ship was moved to Mare Island to alleviate logistical issues for Solano faculty and staff, also providing more access to the ship for Maritime students. The US Maritime Administration (MARAD) covered related birthing and licensure assessment costs for the move.
- 5.4. **Statewide Senate:** Steve Rein, Statewide Senator, highlighted the request made by the ASCSU for the Governor to appoint the faculty trustee that was nominated. Should the Governor choose not to appoint the nomination, the current trustee will serve for an additional twelve months. More information may be found in an article published this week by EdSource. Dustin Stegner, Statewide Senator, shared that the Academic Affairs committee brought forward a resolution advocating for disciplinary deference in regard



to the different councils and how curricula is routed through them. He shares that San Diego State University has passed a resolution of no confidence of Chancellor Garcia in response to administrative salary bloat and the refusal of support for a PhD program in engineering, among other reported issues. Samuel Frame, Statewide Senator, provided a written report that may be viewed [here](#).

- 5.5. **CFA-SLO:** Aparna Sinha, CFA-Solano President, shared that the fourth proposal on MOU was presented at the last meeting. The proposal focuses on faculty rights protections, pay, workload, and evaluation stability. In light of the integration, it was proposed that all accruals and progress toward entitlements should be reserved, and no faculty salaries should be reduced. CFA requested that Cal Poly, San Luis Obispo complete an equity study to identify and address any salary compression or inversion caused by integration. They also requested that faculty not be assigned in-person work obligations not on their “home” campus and any required travel between campuses should be compensated, following CSU and IRS policies. The ask to keep the 12% sabbatical quota for each campus remains, despite pushback. A rebuttal from the CSU is expected in the first week of December. Lisa Kawamura, CFA-SLO President, shared that CFA is willing to provide consultation for the resolution on UFPP 12.2 Office Hours, and any other requests for input from CFA. Members received an email inviting them to join the bargaining caucus.
- 5.6. **ASI:** Tanner Schinderle, ASI Chief of Staff, shared that ASI will have a Finals Preparedness Booth, providing Scantrons and Blue Books for students. Among twenty-five winter initiatives, he highlighted a shuttle that will provide rides for students to grocery stores, a “buy local” day in partnership with Downtown SLO, a winter club fair, free headshot days, and an off-campus housing survey. Alyson Engel, ASI Chair of the Board of Directors, shared that the ASI recently approved the integration of both SLO and Solano student governments. ASI received a signed letter of intent from President Armstrong, indicating that Cal Poly ASI will likely manage certain facilities of the Solano campus in the future.
- 5.7. **Strategic Enrollment Management & Student Affairs:** Terrance Harris, Vice President of Strategic Enrollment Management & Student Affairs, provided a written report that may be viewed [here](#).

6. Business Items

- 6.1. **Resolution on UFPP 12.2 Office Hours** Kenneth Brown, Faculty Affairs Committee Chair, introduced in first reading a Resolution on UFPP 12.2 Office Hours. This



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Academic Senate

Academic Senate Executive Committee Meeting Minutes

resolution supersedes current policy in UFPP 12.2 established by AS-886-20 and AS-929-22. This resolution will return in first reading at the next Academic Senate meeting.

- 6.2. Resolution on Credit/No Credit Grading Policy on Semesters** Kris Jankovitz, Instruction Committee Chair, introduced in first reading a Resolution on Credit/No Credit Grading Policy on Semesters. This resolution amends provisions in AS-975-24 and rescinds AS-479-97. This resolution will return in first reading at the next Academic Senate meeting.

7. Discussion Items: None

- 8. Adjournment** Jerusha Greenwood, Academic Senate Chair, adjourned the meeting at 5:04pm.

Minutes submitted by

P.J. Crocker

2026.01.13 Academic Senate Update from the Office of the President

Welcome back! I hope you had a chance to relax and recharge over the break and spend time in ways that were most meaningful to you. We're excited to start the new term together and appreciate all you do for our students and campus community.

CSU Updates

Prior to the holiday break, Chancellor García shared highlights from 2025 in her CSU Connection email. Here are a few key points worth noting:

- The [CSU Forward](#) strategic plan calls on all CSU campuses to support the needs of an increasingly diverse student body as we strive to meet California's evolving workforce needs. This includes expanding programs for students of all ages and circumstances — such as Cal Poly's Academic Pathways 2+2 and Students with Dependents initiatives — building on the progress we've made over the past several years. Access the full report to understand more about the way forward and the collaboration across campuses.
- A new [Economic Power of the CSU Report](#) underscores CSU's significant contributions to California's economy. Cal Poly alone delivers nearly \$10 in economic return for every dollar invested by the state — a powerful testament to the value of our work.
- The [CSU Voices](#) advocacy platform is a new tool that empowers stakeholders to support key legislative priorities at the state and federal levels, including budget advocacy. While CSU and Cal Poly leaders meet directly with legislators, the collective voice of thousands of employees statewide is a critical force in advancing our mission.

If you haven't yet reviewed the CSU Connection email, I encourage you to review the materials linked above.

Congratulations Rose Parade Team

We're starting the year with exciting news: the Cal Poly Universities Rose Float earned the Sweepstakes Award, the highest honor at the Rose Parade. This prize is typically awarded to large, commercially built floats, making our student-built float an even greater achievement. It is our first Sweepstakes win in 77 years of participation.

Cal Poly and Cal Poly Pomona students embodied the parade theme, "The Magic of Teamwork," continuing a proud tradition of co-designing, engineering and decorating the 53-

foot float. They brought the theme to life with a vibrant story of rainforest animals restoring a 40-foot robot — a creative blend of nature and technology.

We're proud of the partnership between our universities and the dedication of students from diverse disciplines who came together to achieve this remarkable milestone.

Cal Poly Celebrates 125 Years of Learn by Doing

Last week we kicked off our 125th year of Learn by Doing with a Spirit Day on UU Plaza and Mayo Hall Patio. Founded on March 8, 1901, Cal Poly is the fifth-oldest university in the California State University system. We will engage in activities throughout the year to highlight our strong legacy and the bright future ahead for us all.

Thanks to Jerusha for representing the Academic Senate on the 125 Year Anniversary Committee and to each of you for your support.

Academic Affairs – Fall Quarter Progress

During fall quarter, Academic Affairs continued work in support of academic quality and student success, with progress advanced through faculty leadership, shared governance, and collaboration across colleges and campuses. Updates include:

- **Kennedy Library:** The university reopened the transformed Kennedy Library, representing a significant investment in student learning, faculty scholarship, and the academic community.
- **Bachelor's Pathways (2+2):** Bachelor's pathways programs with Cuesta College and Allan Hancock College continued to advance, supporting expanded access to Cal Poly degree programs for local students.
- **Faculty and Staff Engagement:** The fall AI Convening reflected faculty and staff interest and engagement with artificial intelligence.
- **Office of Research Assessment:** The research administration assessment incorporated extensive feedback that is informing near-term improvement efforts and longer-term structural planning.
- **Cal Maritime Integration:** Integration efforts continued through the first common student application cycle, with faculty collaboration focused on curriculum development and shared governance structures.
- **Semester Conversion:** The new semester catalog was released, marking nearly three years of sustained, faculty-led curriculum work. Student support efforts included a Semester Conversion Resource Carnival serving nearly 500 students.
- **Year-Round Operations (YRO):** Planning continued through college meetings, town halls, data analysis, and peer benchmarking, with ongoing attention to academic quality, faculty workload considerations, and shared governance.

Looking Ahead

In the coming year, Academic Affairs priorities include:

- Finalizing the new academic calendar.
- Preparing for full Cal Maritime integration and welcoming the first Cal Poly Maritime Academy student cohort.
- Continuing Year-Round Operations (YRO) planning with broad faculty and staff engagement.
- Implementing the Teacher-Scholar Model assigned-time program.

Teacher-Scholar Model Assigned-Time Program

Beginning in fall 2026, eligible tenure-line faculty will receive 3 WTUs per academic year for research, scholarship, and creative activity while maintaining a minimum instructional load of 6 WTUs. The assigned-time program was developed through consultation with deans, department heads, and faculty leadership and is intended to provide a clear and equitable framework. Deans, department heads, chairs, and staff will play a central role in implementation and instructional planning, supported by the recent announcement of approximately 130 faculty positions to strengthen instructional capacity. Additional information, including eligibility, program parameters, and a faculty-facing FAQ, is available on the new [Teacher-Scholar Model landing page](#).



Submitted by Samuel Frame

Report from APEP committee meeting, Friday 05 December 2025:

From the JEDI report to APEP, JEDI is concerned about requiring first- and second-year students to live on campus, which may add inequitable financial requirements for some students. Additionally, they are concerned that such a requirement does not address housing insecurity or older, returning students who may be classified as first-year students and also required to live on campus. They are troubled by the “1950s imagination of undergraduates” and would like more consultation on these matters at the campus level. The Cal-GETC standards committee has reconvened, and it was reported that they are again considering partial certification. This would allow students to transfer from a CCC to a CSU and complete up to six semester units of lower-division GE at the CSU after transfer. With a single lower-division GE template, all students will complete the same GE requirements. This proposal was not supported by CSU faculty on ICAS last year. Therasa Montano, Professor, and Alexandro Jose Gradilla, Associate Professor, both in Chicana and Chicano Studies at CSU Northridge and CSU Fullerton respectively, came to APEP to discuss AS 3760 and their frustrations with the Chancellor’s Office regarding the approval of CCC ethnic studies courses. They noted that some CCCs are no longer willing to submit their courses for evaluation. Dr. Gradilla indicates “long standing ES CCC programs are having a hard time getting their courses through.” They also indicated the need for more transparency in the review process, including who the reviewers are. Senator Rob Collins indicated that all reviewers are CSU ethnic studies faculty but reaffirmed that they will not disclose who the reviewers are. Senator Collins further indicated that he has been meeting with articulation officers and faculty, and that some denials are the result of the UC system rejecting courses rather than the CSU. The meeting concluded on a productive note, with a shared recognition of both the nature and the seriousness of the issue and tacit agreements to meet further.

Submitted by Dustin Stegner

The Academic Affairs Committee continues to work on its central project for the 2025-26AY, a report on the Future of the CSU. Primary themes in the report are likely to include the oncoming demographic cliff, significance of AI for education, and increasing legislative involvement in higher education. At its upcoming meeting, the committee will continue its work on resolutions on disciplinary councils, a resolution on policy consultation with the Chancellor’s Office, and potentially a resolution on three-year bachelor’s degrees.

**CFA-SLO CHAPTER PRESIDENT'S REPORT
TO THE ACADEMIC SENATE, CAL POLY SLO**

**Lisa Kawamura
January 13, 2026**

Bargaining

We had our second meeting with management where they pushed us several proposals. You can keep updated on Bargaining [here](#).

Teamsters Strike

We know that Teamsters have rejected the nominal, one-time “bonus” that the Chancellor’s Office has offered and are preparing to strike. I hope you will be able to show your solidarity with our sibling union and join them on their strike line when they plan to strike. An injustice to one is an injustice to all.

Join CFA

If you are not already a member (you need to actively join, if you were a fee payer before, you need to join to become a member), please join [here](#). Only members can vote in CFA elections, bargaining, resolutions, etc. We are only as strong as our union. Remember, Union, starts with U.

**Student Success Fee Allocation Advisory Committee (SSFAAC) and Cal Poly Opportunity Fee Committee (CPOF):**

The Student Success Fee Allocation Advisory Committee (SSFAAC) met in November to review and discuss the allocation of both base and one-time Student Success Fee funds. For this cycle, the committee was provided with \$1.748 million in available base funding and \$3.849 million in one-time funds. Additionally, the Cal Poly Opportunity Fee Committee convened in November to consider the allocation of Opportunity Fee resources, with \$1.046 million in available base funds and \$4.288 million in one-time funding. These discussions focused on aligning fee allocations with student needs, institutional priorities, and long-term sustainability.

Grocery Shuttle Outreach and Student Engagement:

To support the launch and ongoing use of the ASI Grocery Shuttle Program, outreach booths will be hosted over the next three weeks at the PAC, University Union, and Poly Canyon Village shuttle stops. These booths will provide students with information about the shuttle, answer questions, and encourage utilization of the service. This outreach effort is a key component of ASI's commitment to addressing basic needs and improving food access for students, and it relies on strong volunteer support and campus collaboration to ensure its success.

Academic Senate Meeting — SEM and Student Affairs Report

Meeting Date: Jan. 13, 2026

Leadership Transition Within the Office of Financial Aid & Scholarships

- Christie Ritchey has assumed the role of executive director of Financial Aid and Scholarships effective Jan. 2, 2026.
- She succeeds Gerrie Hatten, who has announced her retirement effective Jan. 31, 2026.

SLO Commencement Ceremony Schedule

- Commencement at the Cal Poly campus in San Luis Obispo will be held Saturday-Sunday, June 13-14, 2026, in Alex G. Spanos Stadium. Due to stadium capacity limits, the following modifications have been made to the ceremony schedule.
- The College of Engineering ceremony will be split into two ceremonies by major (order TBD).
- The College of Architecture and Environmental Design and the Philip and Christina Bailey College of Science and Mathematics will host one shared ceremony.
- The commencement schedules are as follows:
 - Saturday, June 13, 2026
 - 8:30 a.m. — College of Agriculture, Food and Environmental Sciences
 - 12:30 p.m. — College of Engineering (A)
 - 4:30 p.m. — College of Engineering (B)
 - Sunday, June 14, 2026
 - 8:30 a.m. — Orfalea College of Business
 - 12:30 p.m. — College of Architecture and Environmental Design/Philip and Christina Bailey College of Science and Mathematics
 - 4:30 p.m. — College of Liberal Arts
- Additional information and FAQs are available on the Commencement [website](#).

Campus Health and Wellbeing (CH&W) Updates

- **Medical Vending Machine Program Launch**
 - CH&W launched its medical vending machine program with the aim of increasing access to over-the-counter products for students and employees.

- Four medical vending machines are located on campus that offer a range of products including: allergy, cough and cold medicines; topical and gastrointestinal products; pain and fever relievers; personal hygiene items; sexual and reproductive health products; and more.
- The vending machines are located at the following locations:
 - Canyon Post Mailroom at Poly Canyon Village. Open weekdays noon to 8 p.m. and Saturday 2-6 p.m.
 - Pacheco Post Mailroom at yak?ityutyu; open weekdays noon to 8 p.m. and Saturday 2-6 p.m.
 - First floor of the Julian A. McPhee University Union (No. 65); offered in partnership with Associated Students, Inc. (ASI) Student Government's University Union Advisory Board. Open weekdays 6 a.m.-midnight, weekends 7 a.m.-midnight.
 - First floor study space of Robert E. Kennedy Library; open 24 hours.
- **On-Campus Physical Therapy Program Launch**
 - CH&W launched its on campus physical therapy program
 - Offered in partnership with Movement For Life, the program offers short-term physical therapy (one-three appointments) to students who have a referral from a CH&W provider for \$10 per visit.
 - Students receiving short-term physical therapy services will also receive access to the Everflex platform, which provides guided movements aligned with their personal physical therapy needs.
 - Find more information: <https://chw.calpoly.edu/health/physical-therapy>

New Free Grocery Shuttle Program Available for Students

- ASI Student Government, in partnership with Campus Health and Wellbeing's Basic Needs, has launched a free grocery shuttle to help ensure all students have access to affordable off-campus grocery options.
- The shuttle will offer three continuous routes to major grocery destinations in town. Students can ride for free with their PolyCard.
- The three routes include:
 - Route 1: Performing Arts Center/University Union ↔ Trader Joe's and Food 4 Less
 - Route 2: Performing Arts Center/University Union ↔ Target, Whole Foods and Costco
 - Route 3: Poly Canyon Village (Vista Caballo B) ↔ Trader Joe's and Food 4 Less

- The grocery shuttle will operate Fridays and Sundays, during weeks 1–8 of winter and spring quarters, from 10 a.m. to 4 p.m.

Cal Poly Rose Float Wins Sweepstakes Award

- Cal Poly universities' 77th Parade float, "Jungle Jumpstart," received the Sweepstakes Award in the Jan. 1 Rose Parade.
- The prestigious honor — a first in the schools' nearly eight decades in the parade — honors the most beautiful float overall.

Adopted:

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

AS-____-26

RESOLUTION ON CREDIT/NO CREDIT GRADING POLICY ON SEMESTERS

Impact on Existing Policy: Amends provisions in AS-975-24 and rescinds AS-479-97

- 1 WHEREAS, semester conversion offers the opportunity to review and revise
- 2 instructional policies for improvement, clarity, efficiency, successful
- 3 implementation of the semester curriculum, and support for student
- 4 success; and
- 5
- 6 WHEREAS, there is no CSU Executive Order that informs on credit/no credit grading
- 7 policies; and
- 8
- 9 WHEREAS, this resolution refers to courses that are normally graded, not to
- 10 credit/no-credit (CR/NC) only courses; and
- 11
- 12 WHEREAS, the policy on credit/no-credit grading currently in place was adopted in
- 13 1997 in AS-479-97 and subsequently modified in AS-528-99, AS-603-03,
- 14 AS-906-20, AS-917-21, and AS-975-24; and
- 15
- 16 WHEREAS, at the time AS-479-97 was adopted most bachelor's degree programs at
- 17 Cal Poly were 198 or more units with more free electives; and
- 18
- 19 WHEREAS, the current policy allows for up to 16 units, in most cases 4 courses, to be
- 20 taken CR/NC; and
- 21
- 22 WHEREAS, with the current policy many students may only be able to take one GE
- 23 course CR/NC as part of their degree requirements, particularly, if their
- 24 major department does not allow CR/NC grading in major courses and
- 25 they have few or no free elective units in their curriculum; and
- 26
- 27 WHEREAS, AS-479-97 restricts the number of quarter units that may be taken CR/NC
- 28 to 16, of which no more than 4 units or one course in GE are allowed, and
- 29 no more than 4 units or one course in Major/Support are allowed if
- 30 approved by the major department or equivalent unit; and
- 31

- 32 WHEREAS, undergraduate students must earn at least a C minus to earn credit for a
33 course (AS-528-99); and
34
- 35 WHEREAS, graduate and post-baccalaureate students must earn at least a B minus
36 to receive credit for a course; and
37
- 38 WHEREAS, for graduate students, no courses on the formal study plan or required
39 for the graduate degree can be taken CR/NC; and
40
- 41 WHEREAS, for post-baccalaureate teaching credential students, no courses that are
42 required for the teaching credential can be taken CR/NC; and
43
- 44 WHEREAS, some post-baccalaureate and graduate programs penalize students for a
45 grade of CR, therefore students are advised to carefully consider
46 the implications of selecting CR/NC grading; and
47
- 48 WHEREAS, the current software technology does not support automation of the
49 CR/NC grading policy in the Student Center on the Cal Poly Portal nor
50 during the registration process; and
51
- 52 WHEREAS, CR/NC grading policy provisions that vary from program to program must
53 be monitored and corrected for each student in a timely manner to avoid
54 unnecessary barriers to student success or degree completion; and
55
- 56 WHEREAS, the ability to take courses CR/NC can broaden a student's academic
57 experience, which should be encouraged; and
58
- 59 WHEREAS, students should have the option of taking a limited number of courses
60 CR/NC to explore unfamiliar or challenging subject areas without undue
61 risk to their GPA; and
62
- 63 WHEREAS, the option to take a limited number of courses CR/NC may offer a path to
64 support students who enroll in a higher course load during certain
65 semesters due to terms typically offered class scheduling; unable to
66 enroll in the course the previous semester, to stay on track with
67 sequenced courses, or to make progress toward degree in a more timely
68 manner; and
69
- 70 WHEREAS, the option to take a limited number of courses CR/NC may offer a path to
71 support students to complete coursework for a minor; and
72
- 73 WHEREAS, the option to take a limited number of courses CR/NC may offer a path to
74 support students managing unforeseen challenging circumstances

75 affecting their academic performance and continue making progress
76 toward degree; and
77
78 WHEREAS, the provision in AS-975-24 that set the deadline for a student to select
79 the CR/NC option at 80% of instruction, had unintended consequences;
80 and
81
82 WHEREAS, students have such a limited number of units they can take CR/NC, the
83 option to select CR/NC grading should have a timeline that allows
84 students to make an informed decision and adequate time to verify they
85 are eligible to take the course CR/NC; therefore, be it
86
87 RESOLVED: that the Academic Senate of California Polytechnic State University, San
88 Luis Obispo supports the adoption of the attached Credit/No Credit
89 Grading Policy on Semesters; and be it further
90
91 RESOLVED: This policy will be effective Fall 2026; and be it further
92
93 RESOLVED: The Academic Senate recommends that the proposed Resolution on
94 Credit/No Credit Grading on Semesters, be reviewed prior to the 28-29
95 catalog cycle to determine and assure compliance for the Cal Poly
96 Maritime Academy curriculum and licensing requirements.

Proposed by: Academic Senate Instruction Committee
Date: November 4, 2025

Attachment: Credit/No Credit Grading Policy on Semesters

Students are permitted to take a maximum of 12 semester units with Credit/No Credit (CR/NC) grading with the following specifications:

For Undergraduate Students: A C minus or better is needed to earn a grade of Credit, and:

If approved by the student's major program, department or equivalent unit, no more than one course in the Major may be taken for CR/NC grading. Major courses include major core, advisor approved electives, concentration, support and technical elective courses.

If a course double counts or double-fulfills a major/support/concentration requirement as well as a GE requirement, the units would apply as major/support/concentration CR/NC units.

No more than one course in GE may be taken for CR/NC grading. One course may include a 3-, 4-, or 5-unit GE course. One unit lab courses, not embedded with a lecture course, taken to satisfy the 5C GE requirement may be taken CR/NC without counting against the one course limit for a GE course taken CR/NC, and:

For Graduate Students: no courses on the formal study plan may be taken for CR/NC. A B minus or better is needed to earn a grade of Credit.

For Post-Baccalaureate Teaching Credential Students: no courses that are pre-requisites for admission to the post-baccalaureate Multiple Subject Teaching Credential Program may be taken for CR/NC. No courses that are required for post-baccalaureate Teaching Credential Programs may be taken for CR/NC. A B minus or better is needed to earn a grade of Credit.

The deadline for students to choose the CR/NC grading option for eligible courses will be 50% of instruction for the term, or the Friday following that date, whichever is later.

This policy will be effective Fall 2026

Note: Students are advised to carefully consider the implications of selecting CR/NC grading. This policy refers to courses that are normally graded, not to credit/no credit only courses.

Adopted:

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

AS-____-26

RESOLUTION ON UFPP 12.2 Office Hours

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

- | | | |
|----|-----------|--|
| 1 | WHEREAS, | The ability to coordinate faculty/student meetings using video |
| 2 | | conferencing software such as Zoom has continued to improve; and |
| 3 | | |
| 4 | WHEREAS, | Course units used to scale office hour requirements to faculty teaching |
| 5 | | assignments will change when Cal Poly implements its semester calendar; |
| 6 | | and |
| 7 | | |
| 8 | WHEREAS, | Colleges can best determine whether or not there is any need for faculty |
| 9 | | with instructional assignments reduced to zero units to hold office hours; |
| 10 | | and |
| 11 | | |
| 12 | WHEREAS, | The utility of a general directory of faculty office hours (as recommended |
| 13 | | in AS-886-20) remains; therefore be it |
| 14 | | |
| 15 | RESOLVED: | That UFPP 12.2 be revised effective Fall 2026 according to the attached |
| 16 | | documents; and be it further |
| 17 | | |
| 18 | RESOLVED: | That colleges and departments update their office hours policies to |
| 19 | | conform with the revisions to UFPP 12.2, especially to clarify that the |
| 20 | | standard instructional obligation to meet with students ad hoc by |
| 21 | | appointment is not a form of scheduled office hours; and be it further |
| 22 | | |
| 23 | RESOLVED: | That Cal Poly prioritize the development of a directory of faculty office |
| 24 | | hours accessible within the portal. |

Proposed by: Academic Senate Faculty Affairs Committee
Date: November 4, 2025

**UFPP 12.2 Office Hours
Proposed Revisions
Fall 2025**

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 5 WTU are required to schedule one office hour. Faculty teaching 6 to 10 WTU are required to schedule two office hours, and faculty teaching more than 10 WTU are required to schedule three 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.

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.

**UFPP 12.2 Office Hours
Proposed Revisions
Fall 2025**

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 will coincide with the policy moving through the Senate. During that period colleges and departments can direct their opinions about this proposal directly to the FAC chair, to their FAC representative, and/or to their Senate representatives.

What follows are the revised policy text for UFPP and a copy showing revisions from current policy (which can be seen in the current version of UFPP posted to the Academic Personnel website).

12.2. Office Hours

- 12.2.1. Policy in 12.2 established by AS-886-20 and revised by AS-929-22. 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:

<i>Instructional WTU</i>	Office Hours
<i>1 to 5 WTU</i>	1
<i>6 to 10 WTU</i>	2
<i>More than 10 WTU</i>	3

- 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

- 12.2.1. Policy in 12.2 established by AS-886-20 and revised by AS-~~829929~~-22. 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:

<u>Instructional WTU</u>	<u>Lecturer</u>	<u>Tenure-Line</u>
<u>> 0 up to and including 4</u>	<u>1 office hour</u>	<u>2 office hours</u>
<u>> 4 up to and including 8</u>	<u>2 office hours</u>	<u>3 office hours</u>
<u>> 8 up to and including 12</u>	<u>3 office hours</u>	<u>4 office hours</u>
<u>> 12</u>	<u>4 office hours</u>	

~~12.2.8.1.~~

<u>Instructional WTU</u>	<u>Office Hours</u>
<u>1 to 5 WTU</u>	<u>1</u>
<u>6 to 10 WTU</u>	<u>2</u>
<u>More than 10 WTU</u>	<u>3</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

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.



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

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. ⁱ

- 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

ⁱ (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.

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.2: Office Hours**

The Academic Senate Faculty Affairs Committee (FAC) is a standing Senate committee with representation from each college, the library and professional consultative services, Academic Affairs, and a student representative. FAC employs a streamlined process for Academic Senate approval of personnel policies which specifies the nature of consultation with faculty affected by proposed changes and provides a clear accounting of which policy documents have been superseded by the proposed change. FAC has used this process to construct a new University Faculty Personnel Policies (UFPP) document and is now employing the same process to revise or create new personnel policies and place them in UFPP on an as-needed basis.

In Spring 2016 FAC recommended to the Academic Senate Executive Committee that a task force be formed to draft a new university office hour policy. In Spring 2018 the office hour task force concluded its work by proposing to the Academic Senate a resolution on office hour policies. The Academic Senate voted against that resolution. FAC agreed to take on the task of drafting a new office hour policy during AY 2018-19 for inclusion in UFPP. This proposed new office hour policy underwent extensive consultative review in Spring and Fall 2019, including meetings with the following groups:

- ASI Board of Directors
- Associate Deans Council
- Provost's Leadership Council

College deans distributed draft policy text to their department chairs and heads and to interested faculty. FAC received a great deal of feedback from all these affected parties and significantly revised the policy into the form now proposed for Senate consideration.

The rest of this document addresses all the aspects of a personnel policy revision that the FAC requires of itself when it proposes such changes to the Senate:

- Summary of the proposed policy
- Account of impact on existing policy, including the existing policy text
- How the policy would be implemented
- The text of the new policy

Summary of subchapter 12.2: Office Hours

The proposed office hour policy comprises a subchapter of UFPP Chapter 12: Workload.

The proposed office hour policy includes a statement of the contribution office hours make to the educational mission of Cal Poly. It defines what an office hour is, specifies minimum office hours for instructional faculty, and scales office hours to instructional assignments. It requires colleges to define their own more specific office hour policies and to publish them in their personnel policy documents. The policy allows for additional required scheduled office hours to be connected to various advising functions, provides guidance about how to coordinate the mode of office hours with the mode of instruction, and covers the notification of the scheduling of office hours and of changes or cancellation

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.2: Office Hours**

of office hours. The policy also provides provisions for granting ad hoc exceptions and for considering the role of exceptions in shaping further revisions to office hour policies.

Impact on Existing Policy

Subchapter 12.2 supersedes any and all other existing university, college, and department office hour policies that are *inconsistent* with the proposed university policy. *Any subordinate policy consistent with the minimal provisions of the new office hour policy may remain in effect until that faculty unit decides to revise it.*

The Collective Bargaining Agreement includes among the professional responsibilities of faculty “maintaining office hours, and/or opportunities for student consultation connected to online teaching” (CBA 20.1b). Further policy about office hours exists at the campus level.

The current university office hour policy at Cal Poly superseded a prior and rather simple office hour policy that “...each faculty member must schedule and conduct at least one office hour each day (Monday through Friday) for consultation with students...” Campus Administrative Manual (CAM) section 370.2. In 1980 the Academic Senate revised CAM 370.2 into the current office hour policy:

“In addition to scheduled classes, each full-time faculty member must schedule and conduct at least five (5) office hours each week (not more than two hours each day) for consultation with students. The faculty members will post their office hours outside their office doors. This section does not preclude pre-arranged appointments with students. Part-time faculty and full-time faculty with reduced teaching loads will have office hours proportional to their assignments.”

CAM is no longer the governing policy document at Cal Poly. Much of CAM has been revised into provisions of Campus Administrative Policies (CAP) or distributed to a variety of other repositories of policy around campus. The provisions on faculty workload are not in CAP but instead are on the Academic Personnel website, which summarizes the office hour policy on its Working Conditions webpage as follows:

“Full-time faculty members conduct at least five office hours each week for student consultation. Part-time and full-time faculty with reduced teaching loads schedule office hours in proportion to their assignments.”

This statement is located here:

<https://academic-personnel.calpoly.edu/content/handbook/workingconditions>

Some colleges and departments include the university office hour policy in their policy documents. For instance, The Architecture Department includes the following in its list of faculty responsibilities: “[m]aintain a minimum of 5 scheduled office hours per week in a designated faculty office.”

This statement about office hours is located here:

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.2: Office Hours**

<https://architecture.calpoly.edu/faculty/administration/workload>

The current university office hour policy predates the proliferation of online communication by many years. Online communication has relieved some of the need for in-person contact in office hours. The Academic Senate offers this interpretation of office hours in its remarks on the university office hour policy on its FAQ webpage after quoting the original CAM office hour policy:

“Can office hours be held online? Many faculty will spend time responding to students email outside of office hours. The University required office hours must be scheduled so students will have access to faculty at specific scheduled times either at a scheduled location or to be held virtually at the scheduled time.”

This Academic Senate statement about office hours is located here:

<https://academicsenate.calpoly.edu/content/faq-office-hours>

The CLA policy on office hours, distributed annually to its faculty by email, explicitly includes online communication as a basis for reducing the total number of scheduled office hours:

“OFFICE HOURS: Pursuant to university policy (CAM 370.2), all Cal Poly faculty are expected to conduct at least five office hours each week for student consultation. For faculty with reduced teaching schedules and part time faculty, the five hours are reduced in proportion thereof with no less than one face-to-face office hour per week. Faculty have the option of offering 4 hours per week of face-to-face office hours plus 1 hour per week of alternative, but demonstrable, contact with students, such as email or other on-line communication. No prior approval is required, but the format of the alternative hour should be stated in the faculty information about office hours that is given to students, and the contact method must be demonstrable should it ever be necessary to do so. Faculty still have the option of holding 5 hours per week of face-to-face office hours. For full-time faculty, the 4-5 hours of face-to-face office hours must be spread over at least three days. In accordance with this policy, faculty do have a responsibility to respond to student emails, even if it is to let students know about regularly scheduled office hours and ways to schedule an alternate appointment.” (CLA Faculty Information Memo 9/13/2018)

Implementation

The new office hour policy would go into effect no sooner than the term following its enactment by the Academic Senate and ratification by the President. The Academic Senate may propose a later date for enactment, but that should not be later than the following Fall term after ratification by the President.

Colleges need to formulate office hour policies. Any college with formulated and published office hour policies must consider whether their office hour policies are inconsistent with the new university policy. Any inconsistency with university policy must be resolved in their new office hour policy. College level office hour policies would be in Chapter 12 of the college personnel policy documents,

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.2: Office Hours**

and would be subject to approval the same way that any personnel policy is approved as per UFPP 1.5.5 and 1.5.6.

Current subordinate office hour policies that are roughly in line with the long-standing university policy from CAM 370.2 (such as those in ARCH and CLA) may remain consistent with the new office hour policy. For instance, the subordinate policy from ARCH quoted above requiring five office hours for all faculty would be consistent with a university policy requiring a minimum of less than five because the university policy does not specify a maximum. The subordinate policy from CLA quoted above would also be consistent with the new university policy in its allowance of online modes of office hours even in cases where one's entire instructional assignment is in normal classroom settings, since it also requires at least as many in-person office hours as the university requires.

What follows is the proposed text of subchapter 12.2...

12.2. Office Hours

- 12.2.1. [CITATION OF FOUNDATIONAL SENATE ACTION] 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.
- 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 in a regularly scheduled location.
- 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>	<i>Lecturer</i>	<i>Tenure-Line</i>
<i>> 0 up to and including 4</i>	<i>1 office hour</i>	<i>2 office hours</i>
<i>> 4 up to and including 8</i>	<i>2 office hours</i>	<i>3 office hours</i>
<i>> 8 up to and including 12</i>	<i>3 office hours</i>	<i>4 office hours</i>
<i>> 12</i>	<i>4 office hours</i>	

- 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.

- 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. Scheduled office hours should be congruent with the mode of engagement with students for the instructional or advising function that requires the scheduling of the office hours.
- 12.2.10.2. For normal classroom instruction, scheduled office hours should be held in-person in the faculty member's office. Faculty with more than one scheduled office hour may hold up to one office hour conducted in a synchronous online mode suited to the nature of the engagement with the affected students.
- 12.2.10.3. For online courses, scheduled office hours should be conducted in a synchronous online mode suited to the nature of the engagement with the enrolled students.
- 12.2.10.4. Hybrid courses may warrant an appropriate combination of in-person and synchronous online office hours.
- 12.2.10.5. 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 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.



CAL MARITIME

ACADEMY POLICY & PROCEDURE MANUAL

Faculty Office Hours Policy

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

Adopted:

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

AS-____-26

RESOLUTION ON UFPP 13.1 ADMINISTRATIVE MEMOS

Impact on Existing Policy: Revises UFPP 13.1 changing procedure for adding administrative memos to UFPP Appendix, effective upon approval of this resolution.

- | | | |
|----|-----------|--|
| 1 | WHEREAS, | University Faculty Personnel Policies (UFPP) Appendix of administrative |
| 2 | | memos is a convenience to the university community by providing ready |
| 3 | | access to administrative memos relevant to faculty personnel policies; |
| 4 | | and |
| 5 | | |
| 6 | WHEREAS, | Publishing memos in UFPP Appendix is a wholly editorial act in relation to |
| 7 | | memos already in effect when they were distributed by administration; |
| 8 | | and |
| 9 | | |
| 10 | WHEREAS, | The current process of approving the addition of administrative memos |
| 11 | | to UFPP Appendix by the Academic Senate Personnel Policies Consent |
| 12 | | Agenda delays their publication, sometime by a few months; and |
| 13 | | |
| 14 | WHEREAS, | UFPP Appendix functions as a document separate from UFPP without the |
| 15 | | normal constraints on UFPP of an annual edition fixed in its content for |
| 16 | | the upcoming faculty evaluation cycles for the academic year; therefore |
| 17 | | be it |
| 18 | | |
| 19 | RESOLVED: | That UFPP 13.1 be revised according to the attached documents; and be |
| 20 | | it further |
| 21 | | |
| 22 | RESOLVED: | That the procedure in the revisions to UFPP 13.1 be implemented |
| 23 | | immediately upon presidential approval of this resolution. |

Proposed by: Academic Senate Faculty Affairs Committee
Date:

**UFPP 13.1 Administrative Memos
Proposed Revisions
Winter 2026**

EXECUTIVE SUMMARY: The Academic Senate Faculty Affairs Committee (FAC) proposes a revision to the process of adding administrative memos to the UFPP Appendix allowing additions as needed with notification to the Senate of any changes.

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

Adding administrative memos to UFPP Appendix would no longer require Academic Senate consent, but instead would occur as needed with FAC providing a written report to the Senate whenever an administrative memo is added to the UFPP Appendix.

Impact on Existing Policy

Supersedes the procedure in UFPP. 13.1.4–5.

Implementation

Effective upon the President's approval of the Academic Senate's resolution on this procedural change.

Consultation

Consultation will consist of Academic Senate deliberation on this resolution.

What follows are the revised policy text for UFPP and a copy showing revisions from current policy (which can be seen in the current version of UFPP posted to the Academic Personnel website).

13.1. Administrative Memos

- 13.1.1. UFPP includes an appendix containing copies of various administrative memos relevant to policies in UFPP or subordinate policy documents. Administrative memos state or create policy by administrative action. Gathering them into an appendix provides a convenience of a single location for policy memos cited in UFPP or in subordinate college, library, or department policy documents.
- 13.1.2. UFPP Appendix: Administrative Memos shall be contained in a document separate from UFPP, and accessible on the Academic Personnel website along with UFPP.
- 13.1.3. Administrative memos are sorted by date and assigned descriptive names typically drawn from their subject lines. To standardize citation of administrative memos, each is assigned a reference number in the following format: AM-YYYYMMDD. Any citation of administrative memos in UFPP or subordinate policy documents should use that reference standard.
- 13.1.4. FAC and Academic Personnel shall determine when an administrative memo be placed in the UFPP Appendix and do so as needed.
- 13.1.5. Adding administrative memos to UFPP shall be regarded as wholly editorial in relation to memos that are already in effect as they are issued by administration. To keep the university up to date on administrative memos, FAC shall provide a written report to the Academic Senate when any memos are added to the UFPP Appendix.

1.1. Administrative Memos

- 1.1.1. UFPP includes an appendix containing copies of various administrative memos relevant to policies in UFPP or subordinate policy documents. Administrative memos state or create policy by administrative action. Gathering them into an appendix provides a convenience of a single location for policy memos cited in UFPP or in subordinate college, library, or department policy documents.
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- 1.1.1. Administrative memos are sorted by date and assigned descriptive names typically drawn from their subject lines. To standardize citation of administrative memos, each is assigned a reference number in the following format: AM-YYYYMMDD. Any citation of administrative memos in UFPP or subordinate policy documents should use that reference standard.
- 1.1.1. ~~FAC and Academic Personnel shall determine when an administrative memo be placed in the UFPP Appendix and do so as needed. Administrative memos shall be placed in this appendix by Academic Senate Consent or Academic Senate Resolution cited in a list of the memos in UFPP.~~
- 1.1.1. Adding citations of administrative memos to UFPP shall be regarded as wholly editorial in relation to memos that are already in effect as they are issued by administration. and therefore needs no further Academic Senate action. To keep the university up to date on administrative memos, FAC shall provide a written report to the Academic Senate when any memos are added to the UFPP Appendix.

Adopted:

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

AS-____-26

RESOLUTION ON UFPP PROCEDURAL UPDATES FOR SEMESTER CONVERSION

Impact on Existing Policy: Ad hoc exception to normal Academic Senate procedure for approving omnibus procedural revisions to UFPP specifically for AY 2026-27.

- | | | |
|----|-----------|---|
| 1 | WHEREAS, | Procedures described in University Faculty Personnel Policies (UFPP) that |
| 2 | | have been developed for a quarter calendar will be out of date when Cal |
| 3 | | Poly converts to a semester calendar; and |
| 4 | | |
| 5 | WHEREAS, | UFPP contains some other descriptions of procedures that have become |
| 6 | | out of date with current administrative processes; and |
| 7 | | |
| 8 | WHEREAS, | Implementation of year-round operation may require further changes to |
| 9 | | descriptions of procedures making references to academic calendars that |
| 10 | | would be prudent to anticipate; and |
| 11 | | |
| 12 | WHEREAS, | Editing of UFPP to address quarter-specific language and various other |
| 13 | | discrete processes that would be outdated is easier to implement once all |
| 14 | | substantial policy revisions are established by the Academic Senate; and |
| 15 | | |
| 16 | WHEREAS, | Substantial policy revisions to UFPP will be occupying time in Academic |
| 17 | | Senate meetings through the end of AY 2025-26; therefore be it |
| 18 | | |
| 19 | RESOLVED: | That after all Academic Senate action on UFPP policy revisions is |
| 20 | | completed in AY 2025-26, the Academic Senate Faculty Affairs |
| 21 | | Committee implement a final update to UFPP for AY 2026-27 specifically |
| 22 | | to change references to a quarter calendar into semester or term-neutral |
| 23 | | procedures, and any other procedural matters that no longer align with |
| 24 | | current administrative processes; and be it further |
| 25 | | |
| 26 | RESOLVED: | That FAC provide a written report to the Academic Senate Executive |
| 27 | | Committee providing an account of all such procedural revisions |

28 implemented after the conclusion of the Academic Senate's meeting
29 schedule for AY 2025-26; and be it further
30
31 RESOLVED: After summer 2026 any further updates to procedures described in UFPP
32 continue to use existing consent agenda or business item (i.e. resolution)
33 based changes to UFPP.
34

Proposed by: Academic Senate Faculty Affairs Committee
Date:

Adopted:

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

AS-____-26

**RESOLUTION ON MODIFICATIONS TO THE BYLAWS OF THE ACADEMIC SENATE REGARDING
THE DISTINGUISHED TEACHING AWARDS COMMITTEE**

- | | | |
|----|-----------|--|
| 1 | WHEREAS, | Each Cal Poly campus (San Luis Obispo and Solano) has unique academic |
| 2 | | program structures; and |
| 3 | | |
| 4 | WHEREAS, | The selection process for the awardees of the Distinguished Teaching Awards |
| 5 | | requires that the Distinguished Teaching Award committee members conduct |
| 6 | | class visits of the finalists; therefore be it |
| 7 | | |
| 8 | RESOLVED: | That the Cal Poly Academic Senate establishes Distinguished Teaching Awards |
| 9 | | committees at each Cal Poly campus, and each committee will prepare |
| 10 | | procedures and guidelines for the award selection as fits the unique needs of the |
| 11 | | campus; and be it further |
| 12 | | |
| 13 | RESOLVED: | That the <i>Bylaws</i> of the Academic Senate be modified as shown on the attached |
| 14 | | revision. |

Proposed by: Distinguished Teaching Awards Committee
Date: December 15, 2025

Distinguished Teaching Awards Committee

(a) Membership, San Luis Obispo campus

General Faculty representatives should be former recipients of the Distinguished Teaching Award, from the San Luis Obispo campus. If no prior Distinguished Teaching Award recipients from a particular college are available and willing to serve, the Executive Committee, in consultation with the San Luis Obispo Distinguished Teaching Awards Committee chair, may appoint a faculty member from that college who has a clear and compelling record of sustained, outstanding instructional performance. Ex officio members shall be two ASI representatives from the San Luis Obispo campus. These students will have at least junior standing and will have completed at least three consecutive terms~~quarters~~ and 24 semester~~36 quarter~~ units at Cal Poly with at least a 3.0 grade point average.

(b) Membership, Solano campus

General Faculty representatives should be 3 – 4 former recipients of the Distinguished Teaching Award, from the Solano campus. If no prior Distinguished Teaching Award recipients are available and willing to serve, the Executive Committee, in consultation with the Solano campus Distinguished Teaching Awards Committee chair, may appoint a faculty member(s) who has(ve) a clear and compelling record of sustained, outstanding instructional performance. Ex officio members shall be one ASI representative, from the Solano campus. This student will have at least junior standing and will have completed at least three consecutive terms and 24 semester units at Cal Poly with at least a 3.0 grade point average.

(c) Responsibilities

The Distinguished Teaching Awards Committees at the two campuses shall conduct the selection process and judge potential candidates for the Distinguished Teaching Award in accordance with the special rules and procedures developed by the Distinguished Teaching Awards Committees at the two campuses and approved by the Executive Committee. Final recommendations regarding the Distinguished Teaching Award recipients will be submitted to the President through the Academic Senate Chair.