



**ACADEMIC SENATE
Executive Committee
REFERRAL FORM**



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Date:	9/1/2021
To:	Faculty Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	FA-002-212
Title of Referral:	Update to Policy 1394: Office Hours Policy
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	<p>See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee:</p> <p>For the Committee's Report on this referral, please list in separate sections, the resources recommended and resources actually consulted. If a resource was not consulted, briefly state why.</p>
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	10/13/2021

Your Name: Gregory Barding

Your Email: gabarding@cpp.edu

Title of Referral: Update to Policy 1394: Office Hours Policy

Names and Titles of proponents: Gregory A Barding Jr
Nicholas Von Glahn

Keywords: policy 1394, Office hours, part-time

Is there a deadline by when this referral needs to be considered by the Academic Senate?: No

Deadline Date:

Justification for deadline:

Background: Policy 1394 was recently updated and approved by all parties. However, a discrepancy was recently noticed regarding the number of office hours for part-time instructors and for office hours during summer/winter intersession. Currently, it is listed at 20 min per WTU. For 12 WTU, this is equivalent to 4 hrs a week however for part time faculty who teach more than 12 WTU, this comes out to more than 4 hrs a week. I recommend a change to the language of the policy regarding the amount of office hours our part-time faculty are required to teach to be comparable with that of the full-time faculty.

Recommended Resources: AVP Faculty Affairs
Nicholas Von Glahn, CFA Chapter President
Gregory A Barding Jr, Chair of the Faculty Affairs Committee
Department Chairs
Deans

Attachment 1:

<https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/851765560/fa001201sen.pdf>