

College of Humanities  
California State University, Northridge

Policy Statement

Office Hours

1. Office hours are times when faculty are available in their offices to accommodate students on a walk-in basis. Office hours “by appointment” and hours spent with students for other activities are hours in addition to regular office hours.
2. In general, a faculty member, whether full-time or part-time, will schedule a minimum of one weekly office hour for three units of scheduled instruction. However, two exceptions may apply:
  - a. A faculty member may reduce the total of weekly in-person office hours by one hour if the faculty member meets the following two criteria:
    - (1) the faculty member teaches nine or twelve units and
    - (2) the faculty member spends one or more hours each week over and beyond in-person office hours to communicate with students enrolled in his or her classes by way of voice mail and/or email.
  - b. A faculty member using individualized modes of instruction such as on-line courses, fieldwork, supervision, activity classes, laboratory classes, or private lessons may schedule office hours in a mode of delivery that matches the mode of instruction as long as the faculty member schedules at least one face-to-face office hour per week.
3. It is recommended that during office hours, a faculty member be physically present in his or her office and devote the time exclusively to business with students when students are present.
4. To alleviate long lines and disappointed students during the one-week period preceding midterm examinations, final examinations, and other activities generating higher than usual student-faculty contact, it is recommended that a faculty member post a calendar of office hours on his or her personal bulletin board and require or request students to sign up for specific time slots.
5. Regular office hours should be stated in the course syllabus, be on file in the departmental office, and be posted outside each faculty member’s office. If a faculty member cannot keep a posted office hour, the faculty member should notify his or her departmental office and post a notice of cancellation on his or her office door.