



CALIFORNIA UNIVERSITY

O F P E N N S Y L V A N I A

POLICY: ONLINE OFFICE HOURS – TWO-YEAR PILOT PROJECT

For all items listed below, faculty are expected to notify their dean and department chair before the start of the semester. Faculty must continue to post their office hours in a location that is readily accessible by students. Online office hours are expected to be conducted in such a way that faculty are available online at a specified day and time.

Full-time and part-time faculty members who teach in a 100% online program and have a 100% online schedule:

- All office hours may be 100% online. Faculty members must still follow the office hour standards designated in the CBA (3 days/week, 5 hours/week).
- This has no effect on other on-campus obligations required by the department, college or university.

If you are NOT teaching in a 100% online program, and you are a **full-time faculty** (undergraduate or graduate, regular or temporary), then

- your office hours must be a total 5 hours (300 minutes), and
- your online office hours may be prorated as long as you have office hours on campus for 2 days a week for a total of 2 hours (120 minutes).

If you are NOT teaching in a 100% online program, and you are a **part-time faculty** (undergraduate or graduate, regular or temporary), then

- your office hours must be 25 minutes for each 1 credit of teaching, as per the CBA, and
- your online office hours may be prorated, based on the actual percentage of credits of online teaching that you are assigned.