

Faculty Office Hours Policy for the 2022-23 Academic Year

Background

The APSCUF Collective Bargaining Agreement requires teaching faculty to “maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times and locations as will accommodate the needs of the students.” In the 2021-22 Academic Year, due to having had success with online office hours during the pandemic, WCU APSCUF and WCU Management signed an office hours agreement that allowed faculty to meet with students via remote technology, with Zoom, email, or other online formats serving as the “location” where faculty met with students. A survey of students to determine their “needs,” at the conclusion of the 2021-22 Academic Year, revealed that many, but not all, preferred online office hours. Of 1,900 graduate students who responded to a survey, 85% said they preferred online office hours. Of 7,262 undergraduates who responded to the same survey, 66% said they preferred online office hours. The conclusion reached by APSCUF and Management is that in order to “accommodate the needs” of all students, office hours should be available in both face-to-face and online formats for students whose courses meet face-to-face. Thus, West Chester University will continue its past practice, prior to 2021-22, in which faculty, with the exception of those with 100% online classes, are available on their assigned campus for face-to-face office hours three days per week. At the same time, the flexibility of online options from 2021-22 will be continued.

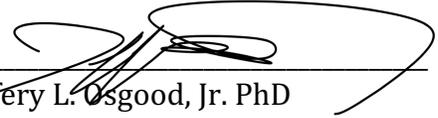
1. All faculty members are required to hold office hours on three different days, as per CBA Article 21.A.1.c. Per past practice, faculty members must be available on their assigned campus on three different days.
2. “Online” is defined as meeting synchronously using Zoom or other online conferencing software. Online is also defined as responding asynchronously to emails during office hours.
3. Office hour times and locations must be published in the syllabus, as required by CAPC.
4. Faculty members who teach less than 100% CAPC-approved DE courses must conduct at least three of the five required office hours on three separate days in their office or at a convenient location on their assigned campus, with face-to-face meetings provided to those students who want them. These faculty may deliver up to two required office hours online from any location, on campus or off campus.
5. Faculty members who teach 100% CAPC-approved DE courses may conduct all of their office hours online, on campus or off campus. However, these faculty are still expected to be on campus at least two days per week during the fall and spring semesters.
6. A faculty member must accommodate any student wishing to meet online during any of their office hours. If they are providing in-person office hours only, they must provide an online session for students requesting one.

7. Faculty members meeting face-to-face may, at their discretion, request that students attending their office hours wear a mask, in order to protect faculty and students during the ongoing COVID-19 pandemic. Masks will be supplied by the University.

There is no presumption by APSCUF or Management that this agreement will become a permanent feature of the WCU campus.



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President, West Chester University APSCUF



Jeffery L. Osgood, Jr. PhD
VP for Academic Operations &
Deputy Provost

July 14, 2022

Date

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