

Faculty Student Hours Request Form

Guidelines for requesting student hours:

- Part-time Faculty will inform their division dean or area manager no later than 11:59 PM the Thursday prior to the first scheduled class meeting.
- Student hours and location must be listed in the syllabus for each class for which student hours are provided.
- Student hours shall be held at times and in locations that best serve the needs of students.
- Student hours will be paid at \$50.00 per hour.
- Part-time Faculty who hold student hours will make every effort to schedule student hours with approval of the dean/area manager on a set schedule and schedule approximately the same amount of time every week for the duration of the session in which they are teaching. The minimum increment is 15 minutes.
- It is the Faculty member's responsibility to identify a specific, on-campus location for student hours, such as the CTX, and clearly communicate this to students.
- Part time Credit Classroom Faculty are encouraged to hold the following hours during the fall and spring semesters. Part time Faculty teaching:
 - Less than one unit are encouraged to hold up to 3 student hour per semester.
 - One to three units are encouraged to hold up to 9 hours pers semester
 - More than three and up to six units are encouraged to hold up to 12 hours per semester
 - More than six units and up to ten units are encouraged to hold up to 15 hours per semester
- Part time Non-Credit Classroom Faculty are encouraged to hold the following hours during the fall and spring semesters. Part time Faculty teaching:
 - Less than 18 hours are encouraged to hold up to 3 hours per semester
 - 18 to 54 hours are encouraged to hold up to 9 hours per semester
 - More than 54 hours and up to 108 hours are encouraged to hold up to 12 hours per semester
 - More than 108 hours and up to 180 hours are encouraged to hold up to 15 hours per semester
- Faculty teaching distance education classes may offer virtual student hours proportionate to their distance education load. These must be scheduled at specific times and posted in syllabi.
- Summer student hours: 1 hour per LHE (unit). All full-time Faculty will be paid at their overload rate and part-time Faculty will be paid their regular hourly rate.
- The dean/area manager will review to ensure compliance with these guidelines.

Instructions for completing the form:

- Complete Part 1 of the attached form.
- Submit the form to your division by 11:59pm the Thursday prior to the first scheduled class meeting for which student hours are to be held.
- Your division dean will notify you if your submission requires modification.

PART 1: COMPLETED BY INSTRUCTOR		
Name and ID number:	Division and Department:	Semester:
Number of Teaching Units/Non-Credit Hours Assigned:	Number of student hours to be held:	
<p>List classes and their meeting date and time:</p> <p>List student hour <u>day</u>, <u>dates</u>, and <u>times</u>:</p>		

Location (building and room where student hours will be provided):	
Signature	Date

PART 2: COMPLETED BY DIVISION	
Date and Time Received:	Verification of submitter's teaching units/non-credit hours:
<input type="checkbox"/> Apply as submitted <input type="checkbox"/> Apply as Modified:	
Dean's Signature	Date