

Part-time Faculty Office Hours Request Form

Guidelines for requesting office hours:

- Part-time faculty will inform their division dean, or appropriate administrator, prior to the first week of classes, of the number of hours they wish to hold that semester.
- Office hours and location must be listed in the syllabus for each class for which office hours are provided.
- Part-time faculty teaching one (1) to six (6) units are encouraged to hold up to eight (8) hours per semester, and up to twelve (12) hours per semester for part-time faculty teaching more than six (6) units.
- Office hours will be paid at \$50.00 per hour.
- It is the faculty member's responsibility to identify a specific, on-campus location for office hours, such as the CTX, and clearly communicate this to students.
- Office hours shall be held at times and in locations that best serve the needs of students.
- Faculty teaching distance education classes may offer virtual office hours proportionate to their distance education load. These must be scheduled at specific times and posted in syllabi.
- Each office hour meeting must be at least 30 minutes long, but no longer than two hours.
- Office hours may not be scheduled during passing periods, including those before your class.
- Office hours must be held on days you teach on this campus.
- The dean 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 the Friday before the semester in which office 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 Assigned:		Number of office hours to be held:
List classes and their meeting date and time:		
List office hour <u>day</u> , <u>dates</u> , and <u>times</u> :		
Location (building and room where office hours will be provided):		
Signature		Date

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