

# SAN DIEGO COMMUNITY COLLEGE DISTRICT ADJUNCT OFFICE HOURS FORM

**INSTRUCTIONS:**

- ~ Submit this completed form (with a copy of your syllabus attached) to your dean no later than the second week of the assignment.
- ~ It is recommended to retain a copy for your records which documents receipt by your dean's office.
- ~ Your syllabus must include the number of office hours which you agree to hold during the semester, including the days, times, and places where the office hours will be held.
- ~ A separate form must be submitted for each school/college discipline where you have an assignment.

NAME

EMPLOYEE ID\*

CAMPUS

DEAN

### Assignment Empl Record

LIST THE OFFICE HOURS MEETING  
PLACE(S) AND DAYS/TIME(S) TO BE HELD:

It is the responsibility of the faculty member to  
find his/her own location to hold the office hours.

ENTER TOTAL SEMESTER FTEF: For this Discipline at this College:

CHART For hours available per FTEF:

FTEF	Maximum Number of Office Hours (per semester from all assignments combined)
.01 to .10	5
.11 to .20	10
.21 to .30	15
.31 to .40	20
.41 to .50	25
.51 to .60	30
.61 to .67	33.5

\*EMPLOYEE ID CAN BE LOCATED ON YOUR PAY STUB, BY CONTACTING YOUR CAMPUS BUSINESS OFFICE OR BY CONTACTING THE DISTRICT OFFICE PAYROLL OFFICE 619-388-6582.

*[Illegible signature and text]*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Please Print Name**

Please return this form to your school Dean by the dates specified above.

**Questions? Contact the AFT Office at 619-640-1155.**