

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

DISCIPLINE: Please fill in the Discipline for this school/college.

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
.01 to .10	5
.11 to .20	10
.21 to .30	15
.31 to .40	20
.41 to .50	25
.51 to .60	30

*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.

I agree to provide _____ office hours by the Chart above and reflect the schedule of these hours in my syllabus during this semester. A copy of my syllabus is attached indicating the office hour information for my students.

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.