

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
ADJUNCT OFFICE HOURS FORM**

**Print Form**

**INSTRUCTIONS:**

- 1) Submit this completed form (with a copy of your syllabus attached) to your dean no later than the second week of the assignment.
- 2) It is recommended to retain a signed copy for your records.
- 3) 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.
- 4) A separate form must be submitted for each school/college discipline where you have an assignment.

**NAME** \_\_\_\_\_ **EMPLOYEE ID\*** \_\_\_\_\_  
*(Last, First)* *(10-digit PeopleSoft Employee ID #)*

**CAMPUS**  CITY  MESA  MIRAMAR **TERM**  FALL  SPRING **YEAR** \_\_\_\_\_

**DEAN** \_\_\_\_\_  FULL SEMESTER  LATE START

**ASSIGNMENT/JOB EMPLOYEE RECORD NUMBER** \_\_\_\_\_  
*(located on Timesheet under Employee ID #)*

**LIST THE OFFICE HOURS MEETING PLACE(S) AND DAYS/TIME(S) TO BE HELD**  
*(It is the responsibility of the faculty member to find a location to hold the office hours):* \_\_\_\_\_

**ENTER TOTAL SEMESTER FTEF (For the Discipline at this College):** \_\_\_\_\_

Semester 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

*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.*

\_\_\_\_\_ \_\_\_\_\_  
**Adjunct Faculty Member's Signature** **Date**

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

*\* Employee ID # can be located on your pay advice, by contacting your Campus Business Office, or by contacting the District Payroll Office at 619-388-6582.*

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