

**SAN DIEGO COMMUNITY COLLEGE DISTRICT ADJUNCT OFFICE
HOURS FORM - Classroom Assignments Only**

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 Name, First Name) (10-digit PeopleSoft Employee ID #)

CAMPUS ☐ CITY ☐ MESA ☐ MIRAMAR **TERM** ☐ FALL ☐ SPRING **YEAR** _____

DEAN _____ ☐ FULL SEMESTER ☐ SHORT-TERM

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):* _____

The maximum number of paid office hours per semester from all classroom assignments combined shall be determined by the following formula: Total Assigned Classroom FTEF X 80 = # of paid office hours for the semester.

Example: an assignment of 0.20 FTEF would receive a maximum of $0.20 \text{ FTEF} \times 80 = 16$ paid hours for the semester.

I agree to provide _____ office hours in accordance with the formula 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.