

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.

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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.