

COLLEGE FACULTY ADJUNCT OFFICE HOUR PROGRAM

Adjunct faculty who provide either face-to-face office hours or on-line synchronous office hour time will be eligible for compensated office hours subject to the following requirements:

1. Each adjunct faculty member must submit a completed form (attached) to the appropriate school dean by no later than the last working day in October and the end of the first full week in April for the fall and spring semesters, respectively, or by the second week of the assignment, **whichever is earlier**. The faculty member must also include in the syllabus the number of office hours which he/she agrees to hold during the semester, including the days, times, and places where the office hours will be held.
2. A separate form must be submitted for each school/college where the faculty member has an assignment.
3. The program does not apply to contract overload or ERI faculty.
4. All payments will be made in the last pay period of the semester.
5. This program will not require the creation of additional office space.
6. Hours available per FTEF:

<u>SEMESTER FTEF</u>	<u>MAXIMUM NUMBER OF OFFICE HOURS</u>
(per semester from all GCCCD 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