

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT ADJUNCT OFFICE HOURS 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 _____
 CAMPUS _____
 DEAN _____

**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 (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

[Illegible text, possibly a signature or stamp]

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.