**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

ADJUNCT OFFICE HOURS PROGRAM

*This will be a pilot program which, absent written agreement between the parties, shall sunset on the expiration date of this Agreement.*

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 (Appendix J) 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. The location of the office hours must be convenient to the students being served, and are subject to approval of the appropriate manager.
2. A separate form must be submitted for each division/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 at the rate of $30/hour.
5. This program will not require the creation of additional office space.
6. Hours available per LED:

MAXIMUM NUMBER OF

SEMESTER LED 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 |