GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
ADJUNCT OFFICE HOURS FORM

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** _____

CAMPUS ☐ GROSSMONT ☐ CUYAMACA **TERM** ☐ FALL ☐ SPRING YEAR _____

DEAN _____ ☐ FULL SEMESTER ☐ LATE START

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 LED (*For the Discipline at this College)*: _____

Semester LED:	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

I agree to provide _____ office hours by the chart 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.

_____ _____
Faculty's Signature **Date**

Please return this form to your school Dean by the dates specified above.

_____ _____
Dean's Signature **Date**

Note: A separate form must be submitted for each college and each discipline in which you have an assignment.

Questions? Contact the AFT Office at 619-640-1155.

Updated July 2019