

**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

DISCIPLINE _____

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 FTE (For the Discipline at this College): _____

| | Maximum Number of Office Hours | |
|---------------|---|--|
| Semester FTE: | 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.