

**SAN DIEGO COMMUNITY COLLEGE DISTRICT ADJUNCT OFFICE
HOURS FORM - Classroom Assignments Only**

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*** _____
(Last Name, First Name) *(10-digit PeopleSoft Employee ID #)*

CAMPUS CITY MESA MIRAMAR **TERM** FALL SPRING **YEAR** _____

DEAN _____ FULL SEMESTER LATE START

ASSIGNMENT/JOB EMPLOYEE RECORD NUMBER _____
(Located on Timesheet under Employee ID #)

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 FTEF (For the Discipline at this College): _____

The maximum number of paid office hours per semester from all classroom assignments combined shall be determined by the following formula: $\text{Total Assigned Classroom FTEF} \times 80 = \# \text{ of paid office hours for the semester.}$

Example: an assignment of 0.20 FTEF would receive a maximum of $0.20 \text{ FTEF} \times 80 = 16$ paid hours for the semester.

I agree to provide _____ office hours in accordance with the formula 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.

Adjunct Faculty Member's Signature **Date**

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

* Employee ID # can be located on your pay advice, by contacting your Campus Business Office, or by contacting the District Payroll Office at 619-388-6582.

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