

PART-TIME FACULTY OFFICE HOURS PROGRAM

1. Part-time faculty are eligible to participate each semester in the part-time faculty office hour program.
2. Payment is based on the following criteria:

Teaching .2 to .399	one-half hour paid per week
Teaching .4 to .599	one hour paid per week
Teaching .6 and above	one and one-half hour paid per week
3. Faculty must apply in writing to the Dean to qualify. The Dean will assist the faculty member in setting up a part-time office hour schedule and office space. Part-time faculty members must have and use a District email address to designate an office hour (or half hour) as on-line. The hour must be a regularly scheduled hour, posted along with on-campus office hours, during which the faculty member is available on-line to consult with and respond to students.
4. The Dean will forward time cards to to the college payroll office for each eligible part-time faculty member. The time card should reflect the total semester office hours to be paid.
5. Payment for the weekly part-time office hours will appear on the 10th of the month payroll following submittal.
6. Office hours are paid at the non-instructional salary rate.
7. If a faculty member's office hour falls on a holiday, the instructor is to be paid for that day.

United Faculty Agreement, Article 7
Education Code Section 87881