

Part-Time Faculty: Are You Holding Office Hours?

For classroom faculty, office hours are an integral part of college teaching and the quality of education we aspire to give our students. Students who have part-time instructors should expect, and receive, the same educational services they would receive from full-time instructors; meeting with an instructor outside of class is a right, not a privilege.

Office hours are thus a legitimate component of part-time equity: compensation equivalent to that of full-time faculty for the performance of comparable duties.

At Foothill-De Anza, part-time faculty are eligible for one paid office hour per week on a voluntary basis regardless of the number of teaching assignments. A faculty member must be teaching the equivalent of one assignment in order to be eligible for the office hour program. (An assignment is defined as one course or the equivalent of four lecture hours, whichever is greater.) If for any reason an assignment is cancelled, the faculty member may become ineligible for the program.

Part-time faculty must adhere to the following procedures to participate in the Paid Office Hour Program. When you receive your “Notification and Acceptance of Teaching Assignment” for the new quarter, you will also receive an “Intent to Participate” form (see box at right). **Every attempt should be made to fill-out and return the “Intent” form to your Division Dean by the first day of the quarter**, so that it can be processed and submitted to the campus personnel office by Friday of the first week. Further, early submission ensures the ability for you and the dean to agree on any necessary changes by the end of the first week of the quarter.

Do not return the office hour form with your teaching assignment acceptance form as this could delay processing and possibly result in disqualification from the program.

While “physical presence” office hours are encouraged, other arrangements can be made in consultation with, and upon approval of, your dean—another important reason for submitting your signed “Intent to Participate” as soon as possible.

Finally, be sure to include your office hour information on your course description (greensheet).

Office hours are compensated according to the appropriate step and column of Appendix G, the Part-time Hourly Salary Schedule, and do not count toward your maximum 60% annual load. The Paid Office Hours program is limited to the regular academic year; i.e., it is not applicable to assignments made for summer session. For more detailed information, see Article 7.15 of the Faculty Agreement.

If you have any questions regarding the program, please contact Mary Ellen Goodwin at the FA Office at (650) 949-7746 or email her at goodwinmaryellen@fhda.edu.

APPENDIX S2 PAID OFFICE HOURS PROGRAM (Article 7 – Part-time Faculty) Foothill-De Anza Community College District			
INTENT TO PARTICIPATE			
Please read in full the description of the Paid Office Hours program on the reverse of this sheet. If you are interested in participating in this voluntary program, follow the enrollment procedure described below. This form is the official document that sets forth the timelines/documentation necessary for the enrollment in the program. Please note the respective due dates. See reverse for instructions.			
Name (please print)	Social Security Number	Quarter	Division/Department
Step 1: Intention to Participate & Enrollment in the Program			
I hereby certify that I understand the terms and conditions of the Paid Office Hours Program as described in Article 7.15 of the Agreement between the District and the Faculty Association and elect to participate.			
<input type="checkbox"/> Faculty with on-campus assignments: I will maintain office hours at the time/place specified below. Office Hour Location _____ Day (s) _____ Time _____			
<input type="checkbox"/> Distance learning/online faculty: I will provide student consultation through the method(s) specified below. <input type="checkbox"/> Physical presence office hours _____ Office Hour Location _____ Day(s) _____ Time _____ <input type="checkbox"/> Online synchronous office hour(s) _____ Day(s) _____ Time _____ <input type="checkbox"/> Instant messaging or equivalent means _____ <input type="checkbox"/> Instructor-student communication forums (bulletins, chat rooms, etc.) built into course shell _____ <input type="checkbox"/> Telephone contact _____			
Other assignments this quarter: Foothill <input type="checkbox"/> Division/Dept. _____ De Anza <input type="checkbox"/> Division/Dept. _____			
Procedures and Timelines:			
1. Complete and return this form to the Division Dean by the first day of the quarter to ensure mutual agreement by the end of the first week of the quarter.			
2. Make a copy of the completed form for your records.			
3. If necessary, the Dean will contact you to discuss your office hour/student consultation plan.			
4. Note that if your class cancels, you may not be eligible for the program.			
Employee's Signature	Date		
Step 2: Verification of Eligibility and Authorization for Payment			
I hereby certify that the above part-time instructor qualifies for the Paid Office Hours Program and authorize payment.			
Dean's Signature	Date		
Comments: Deans will complete this section and forward to the campus personnel office for processing. If the employee does not qualify for the program, the Dean will notify the employee.			
Processing Payment			
14. _____ -1445	Column:	Earnings Code: 023	Entered by:
Budget Code	Step: _____	Hours: 12	Date: _____
Revised 3/05	200		

Return this form to your Division Dean