

**Interest Form for  
Adjunct Faculty Office Hours Program**

Fall and Spring Semester

Submission Deadline: End of the first week of scheduled classes for the fall and spring semesters.  
Submission Location: This form must be submitted to your Area Dean at each college where office hours are held.

Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Semester:  Fall  Spring

Check all anticipated college location(s) and your anticipated FTE loads for each college.

College:  ARC and anticipated FTE load \_\_\_\_\_  
 CRC and anticipated FTE load \_\_\_\_\_  
 FLC and anticipated FTE load \_\_\_\_\_  
 SCC and anticipated FTE load \_\_\_\_\_

Department: \_\_\_\_\_

Planned Office Location: \_\_\_\_\_

Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

If **Total** semester FTE between .200 and .399 (mark an "X" in one box to select amount):

<input type="checkbox"/>	9 Semester Office hours
<input type="checkbox"/>	18 Semester Office hours

If **Total** semester FTE is equal to or above .400 (mark an "X" in one box to select amount):

<input type="checkbox"/>	9 Semester Office hours
<input type="checkbox"/>	18 Semester Office hours
<input type="checkbox"/>	27 Semester Office hours
<input type="checkbox"/>	36 Semester Office hours

Note: Selection above indicates the total office hours to be worked during the semester as well as the hours for which compensation will be provided.

I have read and understand the requirements of the Adjunct Faculty Office Hours Program as outlined on the reverse side of this form and in Article 4.10.11 of the 2023-2026 LRCFT collective bargaining agreement. In the event the meeting time and place designated above and on my course syllabus change, I will inform my Area Dean in writing.

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

# Interest Form for Adjunct Faculty Office Hours Program

Fall and Spring Semester

## Adjunct Faculty Office Hours Program

The Adjunct Faculty Office Hours Program is a voluntary program. This program is established in compliance with the provisions of Education Code §87880 to 87855 (AB 301, Chapter 933, Statutes of 1977) and other terms as further defined in article 4.10.11. Adjunct faculty maintaining a minimum of 0.2 FTE up to .399 FTE assignment will be provided compensation for a semester total of nine (9) or eighteen (18) hours. Adjunct faculty maintaining a minimum of 0.4 FTE assignment will be provided compensation for a semester total of nine (9), eighteen (18), twenty-seven (27), or thirty-six (36) hours.

## Eligibility

1. Adjunct faculty must submit the completed office hour program form(s) to their Area Dean(s) for each college by the end of the first week of scheduled classes.

**If the form is not submitted by the above date(s), the member is not eligible to participate.**

2. Confirmation of the faculty member's FTE assignment will occur at the end of the first week of the full-term or short-term class.
3. If the faculty member's FTE assignment falls below the minimum 20% load during the scheduled work period, the individual will not be eligible for the respective office hour compensation for that week.

## Office Hour Program

1. On-ground office hours must be scheduled on the campus where the class is conducted and the course syllabus must include the time / place of the office hours, except as referenced in Section 4.10.11.3 in regards to online office hours. The faculty member is responsible for working with his / her Area Dean to locate an appropriate meeting place on campus to hold on-ground office hours.
2. Adjunct faculty may hold their office hours online if they choose, including those who teach on-ground only. Online office hours shall include the opportunity to meet synchronously using a video conferencing system (e.g., Zoom). Faculty can opt to offer audio communication technology (e.g., telephone), or real-time text-based messaging system (e.g., Canvas messaging; Discord) to meet student needs. Online office hour format, time and day, email address, how to access the online office hours, expectations as to response time, etc., shall be included in the course syllabus. Quality assurance will be through the faculty performance review process (Article 8).

## Compensation

1. Office hour payment is based upon the per hour rate established for each faculty member at their regular Class and Step on Salary Schedule B-2. Payment is typically scheduled on the tenth of the month following the completion of the classes.
2. Missed office hours may be rescheduled during the assigned instructional period. The faculty member may not use accrued sick leave or other paid leaves for office hours that were not conducted.
3. Office hours are not counted as part of any FTE calculation, nor are they subject to retroactive payment provisions. Office hour compensation is subject to STRS/PERS, as appropriate.