

## Part-Time Faculty Voluntary Office Hours Verification

Semester (check one)

Name: \_\_\_\_\_

Employee ID # \_\_\_\_\_

FALL

Check Box 1

SPRING

Check Box 1

List Courses

Course # <i>(Example) Math60</i>	Class # <i>71050</i>	Units <i>4</i>

Identify Office Hours per Semester

Date of Office Hour(s) <i>MM/DD/YYYY</i>	Time of Office Hour(s) <i>10:00am - 10:30am</i>	Number of Office Hour(s) <i>30 minutes</i>
<b>*TOTAL OFFICE HOURS TO BE PAID:</b>		

*\* Maximum: one office hour per semester for each 3 units taught; maximum of 3 office hours per semester*

I certify that I have held office hours and met with students at the dates and times listed above.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Chair/Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Submitting Guidelines / Deadlines**

*(Deadlines Strictly Adhered To)*

The Following Deadlines posted at:

<http://www.palomar.edu/HR/Personnel/ptfaculty.htm>

- 1) Submit to Department Office for Verification of Hours by: **(Fall) and (Spring)**
- 2) Department Office submit to Division Office for Dean's Signature by: **(Fall) and (Spring)**
- 3) Division Office submit to Payroll by: **(Fall) and (Spring)**
- 4) Contact Department or Division Office with Questions

*Instructors teaching at Education Centers can mail completed form to their department office on the San Marcos Campus via campus mail.*

**Faculty Contract 15.4.8 - Part-Time Faculty Office Hours**

Instructional part-time faculty members will be compensated for office hours earned in Fall and Spring semesters only, according to the following criteria:

- a) One (1) office hour per semester for faculty members teaching three (3) or fewer credit units.
- b) Two (2) office hours per semester for faculty members teaching four to six (4-6) credit units.
- c) Three (3) office hours per semester for faculty members teaching seven to nine (7-9) credit units.
- d) Office hours shall be compensated at forty-five dollars (\$45.00) per hour.
- e) Participating part-time faculty shall provide written certification of office hours served on the appropriate District form.
- f) Part-time faculty participation is voluntary.

Office hours shall be paid in the last paycheck for the semester in which the hours were earned.