

APPENDIX H PART-TIME FACULTY OFFICE HOURS

Part-Time Faculty Voluntary Office Hours Verification

Semester (check one)

FALL

SPRING

Name: _____

Employee ID # _____

List Courses

Course # <i>(Example) Math 60</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>10:00 am – 10:30 am</i>	Number of Office Hour(s) <i>30 minutes</i>
*TOTAL OFFICE HOURS TO BE PAID:		

*See maximum number of hours per semester below

I certify that I have held office hours and met with students on 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://www2.palomar.edu/pages/hr/employees/personnel/ptfaculty/>

- 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

Faculty Contract 15.4.8 – Part-Time Faculty Office Hours

Commencing July 1, 2015 and for the academic year 2015-2016 only, Instructional part-time faculty members will be compensated for office hours earned in Fall and Spring semester only, according to the following criteria:

- a) Three (3) office hours per semester for faculty members teaching three (3) or fewer credit units.
- b) Six (6) office hours per semester for faculty members teaching four to six (4-6) credit units.
- c) Nine (9) 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.

Continuing for the academic year 2016-17 only, Instructional part-time faculty members will be compensated for office hours earned in Fall and Spring semesters only, according to the criteria outlined in 2015-16. In addition to that criteria, faculty members are encouraged to share their students' successes in a written report to the division dean and Vice President of Instruction by the date this form is due, according to posted deadlines.

For CalSTRS members: Office hours are subject to CalSTRS employee and employer contributions, service credit will only be applied for CalSTRS 2% at 60 members (CalSTRS members on or before December 31, 2012).

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