# APPENDIX H

## PART-TIME FACULTY OFFICE HOURS

### Part-Time Faculty Voluntary Office Hours Verification

| Name: _________________________________ | Employee ID #: ________________________ |

- **List Courses**
  - **Course #** (Example) Math 60
  - **Class #** 71050
  - **Units** 4

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class #</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Identify Office Hours per Semester**

<table>
<thead>
<tr>
<th>Date of Office Hour(s)</th>
<th>Time of Office Hour(s)</th>
<th>Number of Office Hour(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YYYY</td>
<td>10:00 am – 10:30 am</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

- **TOTAL OFFICE HOURS TO BE PAID:**

*See maximum number of hours per semester below*

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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/](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

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

**Commencing January 29, 2018.** Instructional part-time faculty members (credit and non-credit courses) will be compensated for office hours earned in Fall and Spring semester only, according to the following criteria:

- a) Four (4) office hours per semester for faculty members teaching three (3) or fewer units/non-credit hours.
- b) Seven (7) office hours per semester for faculty members teaching four to six (4-6) units/non-credit hours.
- c) Ten (10) office hours per semester for faculty members teaching seven to nine (7-9) units/non-credit hours.
- d) Office hours shall be compensated at fifty-five dollars ($55.00) 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.

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