

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 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.

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