Memorandum

Date: January 6, 2014
To: Adjunct Faculty
CC: Division Deans
    Department Chairs
    Instruction Office
From: Human Resources
    College of the Canyons
Re: Adjunct Office Hours Spring 2014

Article 21 of the AFT contract (Office Hours) was recently updated. The new article takes affect for the Spring 2014 semester. This memo serves to clarify Article 21 and assist adjuncts in successfully completing their required office hours for the upcoming semester. For the complete contract language, please see page three of this memo.

FREQUENTLY ASKED QUESTIONS

1. **The previous Article 21 referenced TLUs (Teacher Load Units) in determining the amount of office hours, is this still the case moving forward?**
   No. The new article provides a table with the required amount of office hours based on assigned Units per Week not TLUs. If you teach lecture and lab sections, your units incorporate both in the total.

2. **How many office hours am I required to hold each week?**

   The following table can be found in Article 21 and provides the required amount of time:

<table>
<thead>
<tr>
<th>On-Campus Units per week</th>
<th>Number of On Campus Office Hours</th>
<th>Number of Online Office Hours</th>
<th>Total per Week</th>
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3. **If I teach 100% online, do I need to submit Office Hours information?**
   Yes, just indicate 100% online office hours when you submit your office hours information and be sure to include information on your syllabus on how your students can contact you.

4. **If I am required to have office hours on campus for a portion of the time and the remainder may be held online, how do I indicate the time?**
   When you submit your office hours information, be sure to indicate the hour(s) held on campus and the hour(s) via electronic means. Be sure to include information on your syllabus on the days/times/location of on campus office hours and how your students can contact you for the online office hours.

5. **Do I receive additional compensation for completing office hours?**
   Office hours are part of your teaching assignment and were negotiated as part of an overall compensation package effective fall 2011 which included a 2% increase in compensation, a 10% increase for adjunct faculty members with an earned doctorate in a relevant field, and eligibility for two semester assignments.

6. **Besides the designated adjunct faculty office locations on the Valencia and CCC campus, where can I hold office hours?**
   On the Valencia Campus office hours can be held at specified available locations such as the adjunct office in Bonelli Hall 312 in addition to Hasley Hall 215, the library, staff dining room, various conference rooms, cafeteria or coffee kiosk area.

   On the Canyon Country Campus, adjunct faculty members who need office space to meet with students, office hours for CCC classes, check email or use the telephone will have drop-in access to cubicles in Room 507, as well as computers in the Tech Center located in Room 205. Applied Tech program adjuncts can use drop in space and the conference room in CCC Building 700.

   Please indicate where you will hold office hours on your syllabus. Please be aware that your classroom may be occupied prior to/or after your scheduled course so that may not be available.

7. **If I have a short-term class that is 3 units (i.e. class meets 8 weeks instead of 16 weeks) but meet twice a week instead of once, do I need to do two office hours instead of one?**
   No

8. **If I have scheduled lab time, can I also designate my office hours during lab time?**
   No, lab time is designated to help the students scheduled for your lab.

9. **What if I teach 3 units at the Valencia campus and 3 units in Canyon Country, do I have to do one office hour on each campus per week?**
   In order to provide the best support for your students it is expected you would hold part of your office hour requirement at each location per week.

10. **If I have any additional questions, who should I contact?**
    Please contact Scott Tsunoda in Human Resources at 661-362-3425.
ARTICLE 21: OFFICE HOURS

1. Office Hours Time, Place, and Manner
   a. Office hours are to be scheduled to meet the needs of students and the needs of the educational program of the District.
   b. The provisions of this article do not apply to non-instructional faculty (for example, counselors and librarians).
   c. Each scheduled period of on campus office time shall be scheduled during regular college business hours.
   d. A majority of the scheduled office hours for a course must be held on the campus in which the course is taught. The remainder of the scheduled hours may be held via electronic means.
   e. During the Fall and Spring semesters, each unit member shall maintain office hours per the table below.
   f. Each scheduled period of office time shall be scheduled during a time that students are reasonably expected to be available. Office hours are to be held on campus or via electronic communication per the table below. Office hours for 100% on-line classes may be held on-line.
   g. | On-Campus Units per week | Number of On Campus Office Hours | Number of On Line Office Hours | Total per Week |
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   h. Office hours must be included in each course syllabus along with campus location.
   i. The unit member shall prepare and submit their proposed schedule of office hours to the Instruction Office via online link for posting on the internet.
   j. The unit member may make permanent changes in his/her office hours subject to the approval of the appropriate instructional dean.
   k. The unit member’s students are to be notified by personal contact, email, social media, Blackboard, or notice placed on the door of any change in scheduled office hours.
   l. When the instructor is on campus or at a District work site and is unable to meet a regularly scheduled office hour during a particular week because of an emergency or other unforeseeable circumstance(s), the instructor shall communicate the change of that office hour and the time of the makeup hour that day via email and immediately notify the appropriate instructional dean of the office hour change for that day.
   m. Cancellation of one or more office hours per day, not properly rescheduled during the same work week will result in the use of leave hours equal to the office hour(s) missed.

2. Miscellaneous:
   a. Unit members will not be compensated for hours in excess of the minimum requirement, or for additional hours worked either in person or on line.