

To: All College Adjunct Faculty Members

From: Jim Mahler, President  
AFT Guild, Local 1931

**Re: Adjunct Office Hour Program**

The San Diego Community College District and your AFT Guild have implemented a permanent program to provide payment for those classroom adjunct faculty who provide office hour assistance to students during the fall and spring semesters (exclusions: program does not apply to intersession courses, summer courses, contract overload assignments, and pro-rata faculty assignments). The following information is an outline of the program.

Participating adjunct faculty may be paid for up to five office hours for each 0.10 FTEF as specified on his or her Tentative Assignment Offer (TAO), the agreement that is signed by both the college dean and the adjunct faculty member. As an example, let us examine an adjunct instructor who teaches one sociology class in the district. Since the TAO designates this class to be equal to 0.20 FTEF, this adjunct instructor would be eligible for up to 10 hours of office hour pay for the semester, provided that he or she actually meets on the appropriate campus for announced, face-to-face office hours. (For online instructors only, you may hold online office hours, provided the office hour meeting time is conducted in a real-time synchronous manner.) It is the adjunct faculty member's responsibility to determine the location for these office hours. As an alternative, you may wish to participate by providing assistance in labs such as computer, math, and tutoring labs and writing centers.

**The attached form must be submitted to your school dean no later than the end of the second week of your assignment to participate in this program.** If an adjunct faculty member teaches at more than one college in the district, the faculty member will need to turn in a separate form to each dean at each college.

The agreement between the Guild and the District allocates a set amount of funding for this program. The amount of money distributed to each participating adjunct faculty member will be determined based on the total number of office hours reported by all adjunct faculty. The available resources will be divided proportionally among participating faculty. The rate of pay has varied from \$19 to \$22 per hour based upon the total number of hours submitted each semester.

We are pleased to be able to compensate adjunct faculty in recognition of the time spent meeting with students outside of class. If you have questions regarding this program, please feel free to contact the AFT office at 619-640-1155 or email me at [aftjim@pacbell.net](mailto:aftjim@pacbell.net) for more information.

# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## ADJUNCT OFFICE HOUR FORM

NAME \_\_\_\_\_

EMPLOYEE ID \_\_\_\_\_

OFFICE HOURS MEETING PLACE(S) (It is the responsibility of the faculty member to find his/her own location to hold the office hours) \_\_\_\_\_

DAYS/TIME(S) WHEN THE OFFICE HOURS WILL BE HELD \_\_\_\_\_

SEMESTER FTE

MAXIMUM NUMBER  
OF OFFICE HOURS

.01 TO .10

5

.11 TO .20

10

.21 TO .30

15

.31 TO .40

20

.41 TO .50

25

.51 TO .60

30

I agree to provide \_\_\_\_\_ (enter number for semester) office hours and reflect the schedule of these hours in my syllabus during this semester. A copy of my syllabus is attached indicating the office hour information for my students.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

**Please return this form to your school Dean no later than the second week of your assignment.**

Questions? Contact the AFT Office at 619-640-1155.