

College of Marin
OFFICE HOUR
Full-Time Faculty with Instructional Overload
Temporary, Part-Time Credit Instructional

Name _____ Semester _____

Social Security Number _____

Dean _____ Department _____

Beginning and ending Dates for Office Hour (Maximum 15 weeks)

Beginning Date _____ Ending Date _____

Location of Office Hour: _____

Short Term Class Regular Semester-length Class Both

	8 to 9	9 to 10	10 to 11	11 to 12	12 to 1	1 to 2	2 to 3	3 to 4	4 to 5	Other
Mon.										
Tues.										
Wed.										
Thurs.										
Friday										

Eligibility:

Full-Time Faculty with Instructional Overload: Unit members teaching credit classes on permanent/probationary employment contracts for instructional overloads or intersessions and paid on the Credit Salary Schedule.

Temporary, Part-Time Credit Instructional Faculty: Unit members teaching credit classes on part-time employment contracts for instruction in the credit program and paid on the Credit Salary Schedule.

- Conditions:**
- a) the office hour is required, if you meet eligibility;
 - b) the District does not guarantee office space or telephone for part-time unit member;
 - c) an office hour constitutes 60 minutes;
 - d) this assignment is not part of the 67% load limitation;
 - e) the District does not guarantee office space or telephone for part-time unit member;
 - f) this schedule (both copies) must be returned to the Human Resources Department with the signed contract.

Payment During Semester: Payment will be made at the part-time equity Percentage in effect for the semester. If the class(s) is cancelled, you will only be paid for the number of hours held from the start of class to the date of cancellation.

Full-Time Faculty with Instructional Overload:

<u>Assigned Teaching Units Instruction</u>	<u>No. of Expected Office Hours per Week of</u>
0.1 to 3.0	1
3.1 to 6.0	1 ½
6.1 to 9.0	2
9.1 to 12.0	3
12.1 to 15.0	4

- (a) Each instructor shall post outside his/her office the office times when he/she will be present to meet with students, shall list the office hour/s in the course materials and provide written verification of the scheduled office hour/s to his/her respective Dean.
- (b) Compensation for the office hour/s is included in the percent paid (NOT a separate stipend) and is contingent upon the availability of state funding for part-time office hours for each and every successive year. In the absence of compensation (as defined in 3.1 of the CBA) office hour/s shall not be required.

Temporary, Part-Time Credit Instructional Faculty:

<u>Assigned Teaching Units Instruction</u>	<u>No. of Expected Office Hours per Week of</u>
0.1 to 3.0	1
3.1 to 6.0	1 ½
6.1 to 9.0	2
9.1 to 12.0	3
12.1 to 15.0	4

- (a) Each instructor shall post outside his/her office the office times when he/she will be present to meet with students, shall list the office hour/s in the course materials and provide written verification of the scheduled office hour/s to his/her respective Dean.
- (b) The office hour/s is not counted in the 67% load restriction under the Education Code.
- (c) Compensation for the office hour/s is included in the percent paid (NOT a separate stipend) and is contingent upon the availability of state funding for part-time office hours for each and every successive year. In the absence of compensation (as defined in 3.1 of the CBA) office hour/s shall not be required.