Part-Time Faculty: Are You Holding Office Hours?

For classroom faculty, office hours are an integral part of college teaching and the quality of education we aspire to give our students. Students who have part-time instructors should expect, and receive, the same educational services they would receive from full-time instructors; meeting with an instructor outside of class is a right, not a privilege.

Office hours are thus a legitimate component of part-time equity: compensation equivalent to that of full-time faculty for the performance of comparable duties.

At Foothill-De Anza, part-time faculty are eligible for one paid office hour per week on a voluntary basis regardless of the number of teaching assignments. A faculty member must be teaching the equivalent of one assignment in order to be eligible for the office hour program. (An assignment is defined as one course or the equivalent of four lecture hours, whichever is greater.) If for any reason an assignment is cancelled, the faculty member may become ineligible for the program.

Part-time faculty must adhere to the following procedures to participate in the Paid Office Hour Program. When you receive your “Notification and Acceptance of Teaching Assignment” for the new quarter, you will also receive an “Intent to Participate” form (see box at right). Every attempt should be made to fill-out and return the “Intent” form to your Division Dean by the first day of the quarter, so that it can be processed and submitted to the campus personnel office by Friday of the first week. Further, early submission ensures the ability for you and the dean to agree on any necessary changes by the end of the first week of the quarter.

Do not return the office hour form with your teaching assignment acceptance form as this could delay processing and possibly result in disqualification from the program.

While “physical presence” office hours are encouraged, other arrangements can be made in consultation with, and upon approval of, your dean—another important reason for submitting your signed “Intent to Participate” as soon as possible.

Finally, be sure to include your office hour information on your course description (greensheet).

Office hours are compensated according to the appropriate step and column of Appendix G, the Part-time Hourly Salary Schedule, and do not count toward your maximum 60% annual load. The Paid Office Hours program is limited to the regular academic year; i.e., it is not applicable to assignments made for summer session. For more detailed information, see Article 7.15 of the Faculty Agreement.

If you have any questions regarding the program, please contact Mary Ellen Goodwin at the FA Office at (650) 949-7746 or email her at goodwimaryellen@fhda.edu.