



Southwestern College Office Hours Form for Part-Time Faculty (Spring and Fall Terms) or Part-Time/Full-Time Faculty (Winter and Summer Intersession Terms)

- 1) **For Fall and Spring Terms Only:** All part-time Unit members teaching in the Fall or Spring Term are eligible to participate in the Part-Time Office Hours Paid Program. Unit members must submit this completed form (with a copy of your syllabus attached) to your cognizant Dean no later than the Friday of the second week of the term. Unit members who receive an assignment after the start of the term must submit this form within two weeks of receiving their assignment.
- 2) **For Winter and Summer Intersession Terms Only:** All part-time Unit members and full-time Unit members (who are working outside of their 10-month or 11-month primary contractual obligation) are eligible to participate in the Intersession Office Hours Paid Program. Unit Members must submit this form by the course census date to the cognizant Dean. Unit Members who receive an assignment after the start of the session must submit this form within one week of receiving their assignment.
- 3) It is recommended to retain a signed copy for your records.
- 4) Your syllabus must include the days, times, and places where the office hours will be held (including a link to a virtual meeting space if applicable).
- 5) A separate form must be submitted for each school/college discipline where you have an assignment.

Name: _____

SWC ID: _____

School & Department: _____

Discipline(s): _____

TERM: Fall

Spring

Winter

Summer

Total term LHE: _____

(If you do not know your LHE, please contact your School/Division office)

For Fall and Spring Terms (Part-Time Faculty Only), please fill out and submit only Part I below along with this page.

For Winter and Summer Intersession Terms (Part-Time and Full-Time faculty), please fill out and submit only Part II below along with this page.



Part I: Fall and Spring Terms (Part-Time Faculty Only)

Part-time office hours will be paid at the members' Part-Time/Equity lab rate. The District and the SCEA have negotiated the following number of paid office hours per semester based on assigned LHE.

Please click the appropriate box that coincides with the number of LHE you are teaching for the term (if you do not know your total LHE, please contact your *School/Division* office):

Term LHE	Maximum Number of Paid Office Hours (click on the box)
Less than or equal to 3 LHE	6 hours <input type="checkbox"/>
More than 3 LHE but less than or equal to 6 LHE	12 hours <input type="checkbox"/>
More than 6 LHE	18 hours <input type="checkbox"/>

LIST THE OFFICE HOURS MEETING PLACES AND DAY(S)/TIME(S) TO BE HELD

It is the responsibility of the faculty member to find a location to hold the office hours, including online. Unit members who teach solely online and who opt for office hours must hold those office hours virtually. The Unit member may conduct virtual office hours while being physically on campus. For Fall and Spring Terms only: Face to face or hybrid course office hours may be held virtually if approved by the cognizant Dean (If denied, the Unit Member will be notified in in writing of the reason for the denial). Please list the required Office Hours information in the space below:

I agree to provide office hours listed above and schedule these hours in my syllabus for the term. A copy of my syllabus is attached indicating the office hour information for my students.

Faculty Member's Signature

Date

Please return this form to your school Dean by the dates specified above. You may submit your documents electronically by making arrangements with the Dean's office.



Part II: Winter/Summer Intersession (Part-Time and Full-Time Unit members)

The District and the SCEA have negotiated intersession office hours will be paid at the Unit member’s Part Time/Overload lab rate. The number of office hours per LHE shall be calculated at 1.5 hours per LHE (for example, if the Unit member is teaching 6 LHE, then the number of office hours paid is 6 LHE x 1.5 hours/LHE = 9 hours).

Please enter the number of LHE you are teaching for the term (if you do not know your total LHE, please contact your *School/Division* office) and the number of paid office hours:

Number of LHE for the term: _____

Number of Paid Office Hours (= Number of LHE x 1.5): _____

LIST THE OFFICE HOURS MEETING PLACES AND DAY(S)/TIME(S) TO BE HELD

It is the responsibility of the faculty member to find a location to hold the office hours, including online. Unit members who teach solely online and who opt for office hours must hold those office hours virtually. The Unit member may conduct virtual office hours while being physically on campus. For Intersession Courses only: Face to face or hybrid courses shall have a minimum of 50% of the term office hours offered in a face-to-face modality. Please list the required Office Hours information in the space below:

I agree to provide office hours listed above and schedule these hours in my syllabus for the term. A copy of my syllabus is attached indicating the office hour information for my students.

Faculty Member's Signature

Date

Please return this form to your school Dean by the dates specified above. You may submit your documents electronically by making arrangements with the Dean's office.