

APPLICATION FOR ADJUNCT FACULTY OFFICE HOURS

ARTICLE XII, 12.2

College of the Sequoias

(Available in Human Resource Services, Academic Services Office, Office of the Deans of Academic Services)

Note: This form must be submitted to the Vice President of Academic Services by Friday of the second week of classes. For complete details on office hours, read Article XII, 12.2 of the COSAFA Master Agreement. For reimbursement adjunct faculty must submit a time sheet.

Name of Adjunct Faculty Member: →				
Current semester: →				
List the courses you are teaching this semester: → (Ed Code §§87880 through 87885)	Class	Time	Units	Location
Proposed location for office hours: →				
Check day of the week for office hour: →	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday (if teaching a Saturday class)			
Total Number of Office Hours Requested for Current Semester, [12.2.2.5] Weeks 2 through 16 = (15 maximum)		Time of office hours: →		
Briefly address one of the first two guidelines for adjunct faculty office hours: → (Guidelines are listed below)				

ROUTING:

Received by VP Academic Services on: →		Discussed by Deans on: →	
Office Hours Approved: →	<input type="checkbox"/> yes <input type="checkbox"/> no	Signature of Vice President of Academic Services ↑	

Adjunct faculty desiring office hours for a given semester must meet the criteria listed below. These guidelines follow the COSAFA and College of the Sequoias Community College District's Master Agreement regarding Office Hours.

Guidelines:

- A demonstrated student need in a course that requires a significant amount of help outside of class.
- A significant chance that contact with an adjunct faculty member during office hours will contribute to individual student success.
- Availability of a location to conduct office hours.
- Availability of funding.

Original - Adjunct Faculty Member	Second Copy - Office of Academic Services	Third Copy - Payroll
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