

Part-time Faculty Office Hours Request Form

Guidelines for requesting office hours:

- € Part-time faculty will inform their division dean, or appropriate administrator, prior to the first week of classes, of the number of hours they wish to hold that semester.
- € Office hours and location must be listed in the syllabus for each class for which office hours are provided.
- € Part-time faculty are encouraged to hold office hours. Office hours will be paid at \$.00 per hour.
- € Office hours will be held at times and in locations that best serve the needs of students.
- € Faculty teaching distance education classes may offer virtual office hours proportionate to their distance education load. These must be scheduled at specific times and posted in the syllabi.
- € Each office hour meeting must be at least 30 minutes long, but no longer than two hours.
- € Office hours may not be scheduled during passing periods, including those before your class.
- € The dean will review