



## *Memorandum*

## *Office of Human Resources*

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Date: August 5, 2013

To: Adjunct Faculty  
Dr. Jerry Buckley, Assistant Superintendent/Vice President, Instruction  
Instruction Office, Division Deans, Department Chairs

From: Ms. Diane M. Fiero, Assistant Superintendent/Vice President, Human Resources  
College of the Canyons

Re: Adjunct Office Hours Clarification

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This memo serves to clarify Article 21 of the AFT contract (Office Hours) and assist adjuncts in successfully completing their required office hours for the upcoming semester. For the complete contract language, please see page three of this memo.

### **FREQUENTLY ASKED QUESTIONS**

**1. What are TLUs?**

TLUs are Teacher Load Units. 1 TLU equals 1 lecture hour for a semester length course. Lab hours equate to less than 1 TLU (however the amount varies depending on the type of lab). If you teach lecture and lab sections, your TLU amount incorporates both in the total.

**2. The requirement states (1) office hour per week per 3 TLUs taught. What if my total assigned TLUs are less than 3 TLUs (or less than 6 TLUs, etc.), how many office hours am I required to hold each week?**

The following table can be used as a guide for office hours:

On campus/Hybrid TLUs	Number of Office Hours per week
Less than 3	0
3-5.9	1
6-8.9	2
9-11.9	3
12-14.9	4

**3. The article states that some assignments may require an altered formula, what do I need to do?**

Follow the above guidelines based on your TLUs.

4. **If I teach 100% online, do I need to submit Office Hours information?**  
Yes, just indicate 100% online office hours on the form and be sure to include information on your syllabus on how your students can contact you.
5. **It states a majority of the courses scheduled office hours must be held on campus, the remainder may be held via electronic means. How do I need to indicate the time?**  
More than half of the required office hour(s) should be listed as on ground time and the rest of the time can be listed on the form as via electronic means of communication.
6. **Do I receive additional compensation for completing office hours?**  
Office hours are part of your teaching assignment and were negotiated as part of an overall compensation package effective fall 2011 which included a 2% increase in compensation, a 10% increase for adjunct faculty members with an earned doctorate in a relevant field, and eligibility for two semester assignments.
7. **Besides the designated adjunct faculty office locations on the Valencia and CCC campus, where can I hold office hours?**  
On the Valencia Campus office hours can be held at specified available locations such as the adjunct office in Bonelli Hall 312 in addition to Hasley Hall 215, the library, staff dining room, various conference rooms, cafeteria or coffee kiosk area.
- On the Canyon Country Campus adjunct faculty members who need office space to meet with students, office hours for CCC classes, check email or use the telephone will have drop-in access to cubicles in Room 507, as well as computers in the Tech Center located in Room 205. Applied Tech program adjuncts can use drop in space and the conference room in CCC Building 700.
- Please indicate where you will hold office hours on your syllabus. Please be aware that your classroom may be occupied prior to/or after your scheduled course so that may not be available.
8. **If I have a short-term class that is 3 TLUS (i.e. that meets 8 weeks instead of 16 weeks) but meet twice a week instead of once, do I need to do two office hours instead of one?**  
Yes.
9. **If I have scheduled lab time, can I also designate my office hours during lab time?**  
No, lab time is designated to help the students scheduled for your lab.
10. **What if I teach 3 TLUs at the Valencia campus and 3 TLUs in Canyon Country, do I have to do one office hour on each campus per week?**  
In order to provide the best support for your students it is expected you would hold an office hour at each location per week.
11. **If I have any additional questions, who should I contact?**  
Please contact Yvette Barrios in Human Resources at 661-362-3426.

**AFT- Article 21- Office Hours states the following:**

**1. Office Hours - Time, Place, and Manner**

- a. Office hours are to be scheduled to meet the needs of students and the needs of the educational program of the District.
- b. The provisions of this article do not apply to non-instructional faculty (for example, counselors and librarians).
- c. Each unit member shall maintain one (1) office hour per week per 3 TLUs taught.
- d. Some assignments, for example, mathematics and foreign languages, may require an altered formula. Individual variation should be discussed with the department chair or dean.
- e. Each scheduled period of office time shall be scheduled during normal college business hours.
- f. A majority of the courses scheduled office hours must be held on the campus in which the course is taught. The remainder of the scheduled hours may be held via electronic means.
- g. 100% on-line courses will conduct office hours 100% online.

**2. Notification of Office Hours**

- a. Office hours must be included in each course syllabus.
- b. The unit member shall prepare and submit his/her proposed schedule of office hours by putting the office hours on his/her assignment sheet.
- c. Office hours will be submitted to the Instruction Office for posting on the internet.
- d. Each unit member shall post his/her office hours on the web site associated with the course (if present).
- e. The unit member may make permanent changes in his/her office hours with notification to their Dean and/or Instruction Office.
- f. The unit member's students are to be notified by email, social media, Blackboard, or notice placed on the door of any change in scheduled office hours.

**3. Miscellaneous:**

- a. Unit members will not be compensated for hours in excess of the minimum requirement, or for additional hours worked either in person or online.
- b. When the instructor is on campus or at a District work site and is unable to meet a regularly scheduled office hour during a particular week, due to an emergency or other unforeseeable circumstance(s), the instructor should post a notice of the change of that office hour.