

# OFFICE HOURS FOR FACULTY TEACHING PART-TIME IN CREDIT

ARTICLE 20.A.6.1  
(MF, 10/3/2018)

Faculty teaching part-time in credit can be paid for some office hours. The following numbers are hours for the whole semester, not per week:

- If teaching load in credit is 20% or less, can be paid for up to 4 office hours for the semester
- If teaching load in credit is 21% - 39%, up to 8 office hours for the semester
- If teaching load in credit is 40% or more, up to 15 office hours for the semester

## **Requirements:**

- Applies to credit only. Non-credit instructors cannot be paid for office hours.
- No more than 2 hours per week. The language actually says “shall not hold, nor receive compensation for” no more than 2 per week.
- Must provide advance notice of office hours schedule to students and chair.
- Office hours should be held on days when faculty are normally scheduled to teach, unless approved in advance by management.
- Must fill out a form for payment. The form wasn't part of the negotiated contract, and may change. It's currently here:  
[https://www.ccsf.edu/dam/Organizational\\_Assets/Department/payroll/Forms/faculty\\_forms/office\\_hours\\_timesheet.pdf](https://www.ccsf.edu/dam/Organizational_Assets/Department/payroll/Forms/faculty_forms/office_hours_timesheet.pdf)  
It says at the bottom of the form that it must be submitted on or before the last day of instruction.

**Pay:**

Pay is hourly. See payscales here: <http://www.aft2121.org/pay-salaries/>

I'm not sure, but I think that payment is generally after the semester is over.

**Article 20.A.6.1:**

6. Part-time Office Hours

6.1 Effective Spring semester 2004, the District will (1) pay part-time instructors teaching up to 20% of a full-time load in the credit program for up to four (4) office hours per semester, or (2) pay part-time instructors teaching 21 to 39% of a full-time load in the credit program for up to eight (8) office hours per semester, or (3) pay part-time instructors teaching 40% or more of a full-time load in the credit program for up to fifteen (15) office hours per semester. Credit part-time faculty shall be paid for office hours at the hourly equivalent of the 86% Instructionally-Related pro-rata "mirror" rate on their regular step, as set forth in the *Hourly Tables, PT Office Hour 86% Pro-Rata Mirror (Exhibit C-4)*. Faculty will provide written notice of their office hours in advance to their students and department chairs. To receive payment for the office hours, faculty shall indicate on a District form where and when the hour(s) were held. Credit part-time faculty shall not hold, nor receive compensation for, more than two (2) office hours in any one week of instruction during a semester. The District is ordinarily not able to provide offices or telephones; however, the office hours shall be held in reasonable proximity to the location of the faculty member's classes. Office hours will be held on days when the faculty member is scheduled to teach, unless alternate days are approved in advance by management. Both the faculty member's request and management's advance approval must be in writing.