



## MEMORANDUM

**TO:** Adjunct Faculty

**FROM:** Patti Bench  
Interim Vice President of Instruction

**DATE:** August 8, 2011

**SUBJECT:** Adjunct Faculty Office Hours

Paid office hours are available to adjunct instructors who work 20% of a full load or more.

3.0-5.9 <u>units</u>	=	¼ hour paid office hour per week
6.0-8.9 <u>units</u>	=	½ hour paid office hour per week
9.0 <u>units</u>	=	¾ hour paid office hour per week

Interested faculty are requested to notify Instructional Support Services of where and when the office hour(s) will occur using self-service Banner (please see attached PowerPoint), and to revise the notification as necessary.

Thank you.

PB:dm