

**Tentative Agreement**  
**by and between the**  
**Glendale College Guild, Local 2276**  
**and the**  
**Glendale Community College District**

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

**Article VI Hours**

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**Section 3. Office Hours**

~~A. Office Hours Full Time Faculty~~

~~1. The District shall make available a secure personal storage space for faculty members. For adjunct faculty members, this may take the form of a locker or locked cabinet. For contract faculty members, this shall take the form of office space where each faculty member shall have their own desk and chair, their choice of one (1) Windows or Macintosh computer in accordance with the standards established by the Campus Wide Computer Coordinating Committee with Internet access, and their own telephone with voicemail.~~

~~2. Each full-time instructor shall maintain a minimum of five (5) hours (60 minutes) a week as office hours for student consultation distributed over at least 4 days, and that information shall be posted by the instructor on their office door, included on their course overview, submitted to their Division Chair(s), and made known to students in each class. Each instructor not teaching online or hybrid courses shall hold a minimum of 80% of their office hours on campus, while the remainder may be offered online. Each instructor teaching online or hybrid courses may hold online office hours in the same proportion as their online or hybrid classes to their teaching load. Office hours should be offered in blocks no shorter than thirty (30) minutes each. No more than two and a half (2.5) hours of office hours, either on campus or online, shall be scheduled on any given work day.~~

~~For online office hours, instructors shall communicate with their students synchronously. It is recommended that the faculty member send a notification to their students at the beginning and end of each office hour period held online.~~

#### **A. Office Hours Full-time Instructional Faculty**

**During the academic semester, full-time instructional faculty shall hold office hours according to the provisions delineated below:**

- **Full-time instructional faculty shall schedule and hold a minimum of five (5) office hours a week;**
- **Each office hour should be divided into a minimum of 30 minute sessions;**
- **The total office hour session on any given day may not be greater than two hours and 30 minutes;**
- **Office hours may be held in a remote environment, on campus, or in person where assignment is performed.**
- **Posting Office Hours**
  - **Prior to the beginning of an academic semester, instructional faculty shall provide their chair with a schedule of office hours for students. The instructor shall also list office hours for students in all of the following where applicable:**
    - **course syllabus,**
    - **on office doors or similar location,**
    - **District website portal forms, and**
    - **learning management system**

***\*An academic semester's office hours requirement is the equivalent of five (5) hours per week when a course is shorter than 16-weeks.***

***\*For release time implications see Article VI, Section 6.***

#### **B. College Hour**

Contract faculty shall not be required to conduct office hours between 12:20 p.m. and 1:30 p.m. on Tuesdays and Thursday. Faculty may schedule office hours between 12:20 p.m. and 1:30 p.m. on Mondays and Wednesday if they do not have a committee obligation at that time. Contract instructional faculty may only be scheduled to teach between 12:20 p.m. and 1:30 p.m. on Mondays and Wednesday with prior authorization from the Vice President of Instructional Services. A similar authorization may be obtained from Student Services faculty from the appropriate Student Services administrator.

### C. Adjunct Faculty Office Hours

- ~~1. Adjunct instructors will be responsible for holding a number of office hours per week equal to 5 times the percentage of full time load that they are teaching.~~
- ~~2. All office hours are to be paid at the instructional rate of Appendix B1 Adjunct Hourly for semester classes. For credit instructors, office hour pay shall be determined by taking the schedule placement x (from Appendix B1) weekly office hours x 17.5 divided by 5 = monthly pay for office hours, whereas office hour pay for noncredit instructors shall be determined by taking the schedule placement x (from Appendix B1) weekly office hours x 15.5 divided by 5 = monthly pay for office hours. All adjunct faculty with a student office hour obligation will be required to post their office hours and meeting location(s) in their course overview or they may present this information to students in written form within seven days after the first day of instruction. Adjunct faculty who share an office on campus or have an office in an office suite must post their office hours outside the office door.~~
- ~~3. Adjunct faculty may hold their office hours in blocks of less than one hour. Adjunct instructors should offer office hours in blocks no shorter than (20) minutes when possible.~~
- ~~4. Adjunct faculty are not required to hold their office hour in an office. Office hours may be held in any reasonable on-campus location.~~
- ~~5. Adjunct faculty may hold all of their office hours online each week. For online office hours, instructors shall communicate with their students synchronously. It is recommended that the faculty member send a notification to their students at the beginning and end of each office hour period held online.~~
- ~~6. Adjunct faculty time blocks and locations shall be reviewed for contract compliance and approved by each division in a manner determined by the division.~~
- ~~7. Division offices shall keep available for public information the current scheduled conferencing times and locations for all adjunct faculty within the division.~~

**1. During the academic semester, adjunct faculty shall hold office hours according to the provisions delineated below:**

- **Office hours shall be proportional to full-time faculty office hours and based on discipline load;**
- **Adjunct faculty must hold office hours each week of the academic semester, as scheduled in the syllabus;**

- Each office hour should be divided into a minimum of 20 minute sessions, when possible;
  - Office hours may be held in a remote environment, on campus, or in person where assignment is performed;
  - Office hours shall be paid in accordance to Appendix B-1;
  - Posting Office Hours
    - Within seven calendar days after the beginning of the assignment, instructional faculty shall provide their chair with a schedule of office hours for students. The instructor shall also list office hours for students in all of the following where applicable:
      - course syllabus,
      - District website portal forms, and
      - learning management system
2. All Credit and Noncredit office hours are to be paid at the instructional rate of Appendix B1 Adjunct Hourly for semester classes. For credit and noncredit instructors, office hour pay shall be determined by using the following formulas:

a. Credit Course formula

16-week course

(Number of units assigned/Full-time load for assignment) x 5 = weekly office hours

*Example:*

*(3 unit course/15 units) x 5 = 1 hour per week  
(see Discipline Load Table)*

*\*Formula is proportional to a full-time load for a 16-week course.*

*8-week course example: [(3 unit course/15 units) x 5] x 2  
= 2 hours per week*

b. Noncredit Course formula

16-week courses or less than 16-weeks courses

(Number of hours assigned/Full-time hours for assignment) x 5 = weekly office hours

*Example:*

*(14 hours/21 units) x 5 = 3 hours and 20 minutes per week*

~~8. Adjunct faculty may request of the appropriate division chair to waive their conferencing hour obligation for only one semester. The Office of the Vice President of Instruction may grant any ongoing waiver suspending the conferencing hour(s) obligation for an adjunct faculty member. Evaluations of an adjunct instructor's performance will include documentation regarding compliance with holding scheduled conferencing times. The fact that an adjunct faculty member has requested or received a waiver of the conferencing time shall not be mentioned in any official evaluation. Credit adjunct faculty paid on Appendix B1 who are also classified employees of the District will be responsible for holding conferencing times outside their normally scheduled work assignments.~~

### **5. Request for Waiver of Adjunct Office Hours**

**Adjunct faculty may request a one-semester waiver of office hours through their division chair. Adjunct faculty may request an ongoing waiver of office hours through the Vice President of Instructional Services.**

**Adjunct faculty who receive an office hour waiver shall be given a 'not applicable' in the applicable section of their performance evaluation.**


9. **6.** District administrative, classified management, and confidential employees will be paid on Appendix B1 and qualify for office hours if they teach as adjunct faculty.

DATE: 11/21/2022



Caroline DePiro, Chief Negotiator

Glendale College Guild



Brittany Grice, Chief Negotiator

Glendale Community College District