



MEMORANDUM

To: Full-time Faculty

From: Patti Bench
Interim Vice President, Instruction

Date: August 8, 2011

Subject: Office Hours

According to Section 6.6 of the agreement between the District and the Faculty Association, faculty office hours are to be posted at the entrance to your office and filed with my office. Attached is a PowerPoint presentation outlining step by step instructions on how to submit your office hours via self-service Banner. Please remember if you are a teaching faculty you are required to provide 5 hours of office hours. Non-teaching faculty are to provide Instructional Support Services with your 35 hours of scheduled work time.

Thank you.

PB:dm