

TO: LMC Full-Time Faculty
FROM: Eileen Valenzuela, Office of Instruction
CC: President, Vice President, Deans
RE: Spring 2018 Office Hour/Schedule Grid

Please complete and submit the attached office hour/schedule grid to report your contractual faculty assignment for the Spring 2018 semester. **All faculty (instructional and student services) should return the grid to the Office of Instruction by Friday, January 19, 2018.** Please email the grid to Shondra West at swest@losmedanos.edu. In addition, a copy of the grid should be posted at your office for student use.

Office Hour/Schedule Grid: Receiving the required information at the beginning of the semester will allow us to inform students of faculty availability and to correctly code absences. The information will be on file in the Office of Instruction, President's Office, Student Services Information Desk and on the Office of Instruction web page.

Specifically, please indicate:

1. **All scheduled course hours** (composition, lecture, lab, physical education), identified by section.
2. **Lab hours** – scheduled and by arrangement (if any). Indicate specific days and hours during which you hold the hours by arrangement, tied to specific sections. Note that the UF Contract defines lab as the instructor “supervising students who are working on laboratory experiments and exercises” so the faculty member must be present in the lab during the stipulated time.
3. **Student services hours** (if any). Indicate the proper number of scheduled hours, based on contract provisions – i.e., a full counseling load is 27.5 hours per week, learning specialists and librarians are scheduled for 35 hours per week, etc.
4. **Office hours and location.** The UF contract requires five (5) hours per week for teaching faculty (proportional to the instructional assignment), scheduled no more than one and one half (1-1/2) hours per day. Please be sure that your office hour schedule complies with this provision of the contract.
5. Some **reassigned time** assignments are included on your load sheet. Please note that per discussions with the UF you are not required to list the exact times of reassigned time activities on the grid. However, the contract stipulates that reassigned time percentages for coordination positions (i.e. program directors, grant activity directors, coordinators) are based on a 40-hour week and faculty should schedule their work time accordingly.

Note that the hours should not overlap, except in the case of approved “multiple” sections – e.g. lab and office hours cannot be held simultaneously.

If you have any questions regarding your load and/or schedule, please contact your dean.

Thank you.