

## PFT - FAQ on Office Hours

**Q1: What is the full-time obligation for office hours?**

A1: According to Article 18, Section A, Paragraph 6 of our [Collective Bargaining Agreement \(CBA\)](#), full-time instructors must hold four office hours scheduled over four days and one office hour by appointment each week.

**Q2: What is the part-time obligation for office hours?**

A2: Part-time faculty who teach 3.0-5.99 equated hours are paid for one office hour each week. Faculty who teach 6.0 or more equated hours are paid for two office hours each week.

**Q3: How am I paid for office hours?**

A3: Full-time faculty are paid for office hours in their regular salary. Part-time faculty are paid monthly using the non-instructional rate (half of the instructional rate).

**Q4: Where do I have to hold my office hours?**

A4: According to Article 18, Section A, Paragraph 7 of our [Collective Bargaining Agreement \(CBA\)](#), part-time faculty office hours are to be held on campus (or at the location where class is held) for all face-to-face classes, held online for all online classes, and either online or at a designated location for hybrid classes. No such description exists for full-time faculty and so there is no contractual mandate about where office hours shall be held for them.

**Q5: Do I have to post my office hours?**

A5: Full-time faculty must post their office hours. Full- and part-time faculty must include office hours on their syllabi and must submit course syllabi to their dean by Census Date each term.