



Part Time Office Hours Guide & FAQ

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Introduction:

We are excited to share part-time faculty can now elect to serve one hour of office hours per a week for each section taught each semester.

In accordance with the contract, the Chief Instructional Officer or designee will be sending out an electronic form before the start of the semester where you will indicate your confirmation or decline to serve these office hours. As of Fall 2024 this form is being sent to faculty within their invitation to teach email from the Dean's office. If such confirmation is not received before the first day of the semester part-time faculty will be deemed to have declined to serve these office hours and will not receive compensation. By the first day of class, office hours are required to be submitted on the syllabus to include the date, time, and location in the designated spot on the syllabus template. For faculty in multi-instructor courses, office hours will be submitted to the Dean's office via an electronic form that will be emailed to you. This form will also be linked in your invitation to teach email from the Dean's office. Office hours can be served online or in person or a combination of both. If you elect to serve your office hours in person below is a list of locations where you can serve the office hours. The *Onsite Location Options* list below is the current list of locations you must choose from to serve in person office hours, the location needs to be indicated on your syllabus. If you have the need to reserve confidential office space, below under *Confidential Office Space* is a list of locations and instructions to periodically reserve a confidential space to serve office hours. Office hours served online need to be done via a VVC Zoom link or VVC Canvas Zoom link (link to go on syllabus).

We know this is new and you will have many questions. Below we have provided a *Process Snapshot* and *Frequently Asked Questions FAQ* section in this document to assist with those questions; however, if it does not help you with the question you have please email your Dean's office with your question.

We hope this new resource of compensated office hours is of value to you and your students. This document providing guidance on part-time faculty office hours is a living document and will be updated as needed. Please ensure you are referencing the most updated document posted under the *Office of Instruction* webpage on the vvc.edu website.

Process Snapshot:

1. Before the start of the semester accept or decline the invitation to serve one hour of office hours per week for each section taught. This invitation will be sent via an electronic form sent to you by the Chief Instructional Officer or designee. As of Fall 24' this form is being sent to you in your invitation to teach email from the Dean's office. If such confirmation is not received, within the time stated part-time faculty will be deemed to have declined to serve these office hours and will not receive compensation. If faculty decline, no other action is required.
2. Once a part-time faculty member has accepted to serve office hours, they must include the day, time, and location of the office hours in their syllabus, and provide a copy of their syllabus to the area dean by the first day of class.
3. For faculty in multi-instructor courses, office hours will be submitted to the Dean's office via an electronic form that will be emailed to you. Office hours can be served online or in person or a combination of both.
4. Online office hours must be served through a VVC Zoom account or a VVC Canvas Zoom account
5. Below is a list of onsite locations for faculty who choose to serve office hours in person.
6. According to the contract, compensation for office hours will be processed in February for Fall and in August for Spring.

Office Locations:

For office hours to be served in person please reference the *Onsite Location Options* section. For office hours periodically served in a confidential setting please reference the *Confidential Office Space* section. For office hours served on Zoom please reference the *VVC Zoom Office Hours* section. For office hours served via VVC Canvas Zoom please reference the *VVC Zoom Canvas Office Hours* section.

Onsite Location Options:

Onsite location options are for faculty who choose to serve their office hours in person. These spaces are open area spaces with no dedicated phone or computer. If during the semester you require a confidential space with a dedicated computer and / or phone you can reserve one (instructions in next section titled Confidential Office Space). We are actively working to secure additional spaces, as spaces are approved they will be added to the *Onsite Locations Table*.

Onsite Locations Table:

Location	Building	Campus	Faculty Group
Allied Health Conference Room	32	Main	RSPT Faculty Nursing Faculty BLAR Faculty
Apple Valley Adult School	AVAS	Apple Valley Adult School Campus	ESL Faculty Only – Approved on Individual Basis with Malia Carpenter
Athletics	Various	Various	Athletics Faculty Only – Approved on Individual Basis with Artie Allen
Automotive Lab Administration Office	64	Main	Auto Faculty Welding Faculty
BLAR Student Engagement Center	21.171	Main	BLAR Faculty
CCAP – High School Locations	Various	Various	CCAP Faculty Only – Approved on Individual Basis with Chris Piercy
Communications Center	54-213	Main	Communications Faculty
Construction Technology	65-3	Main	Construction Technology Faculty
Electronics Lab	62-EL3	Main	Electronics Faculty CDL Faculty
Entrepreneur Center	42	Main	All Faculty
HASS Student Engagement Center	21.176	Main	HASS Faculty
Hesperia Campus	Room 21	Hesperia – Hesperia High School Campus	All Faculty
Math Achievement Center	21	Main	Math Faculty
Math Success Center	21	Main	Math Faculty
Multi-Cultural Center	30.01	Main	All Faculty
Music Office	20 Ensemble Practice 2	Main	Music Faculty
PSIT Student Engagement Center	21.17	Main	PSIT Faculty
Regional Public Safety Training Center	Room 121 Room 123 Room 150	Apple Valley - RPSTC	All Faculty
Restaurant Management Office	44.108B	Main	Restaurant Faculty
SCLA Aviation	Faculty Office	Victorville- Southern California Logistics Airport	Aviation Faculty
STEM Student Engagement Center	21.177	Main	STEM Faculty
Theater Costume Lab	54.123	Main	Theater Faculty
Theater Design Lab	54.120	Main	Theater Faculty
Theater Rehearsal Space	54.128	Main	Theater Faculty
Tutoring Center	21	Main	All Faculty

Confidential Office Space:

Confidential office spaces provide faculty a space with a phone, computer, and confidential setting. You can reserve one of the confidential office spaces as needed utilizing Microsoft Office Outlook Calendar, instructions below.

Access to these buildings and / or offices will require a key fob or prox card, if you do not have one you can secure one by taking your contract to M&O (on lower campus building 90 off of Fish Hatchery Road and Solar Way) and request one. Any part time faculty with an active assignment may use these spaces.

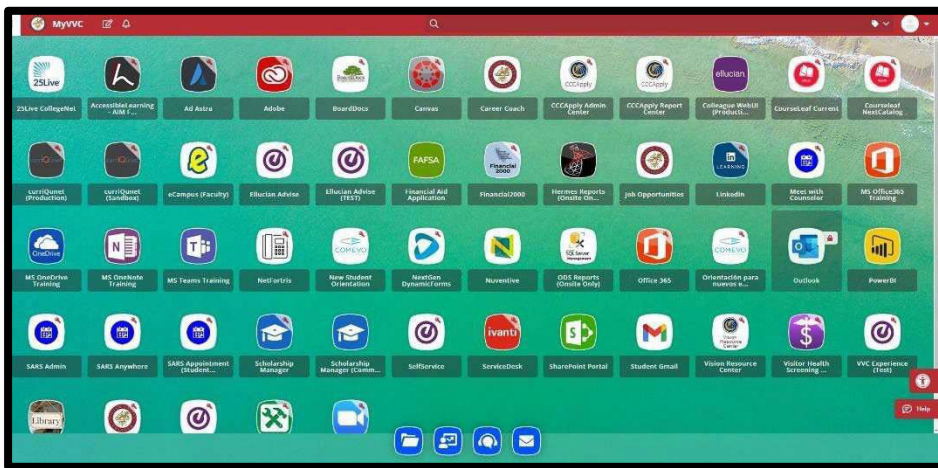
Confidential Office Space Locations Table:

Building	Room	Campus	Notes
30	A	Main – Upper Campus	
32B	F	Main – Upper Campus	
32B	E	Main – Upper Campus	
32B	B	Main – Upper Campus	To reserve this room you need to send your request to americanfederation.ofteachers@vvc.edu
32B	C	Main – Upper Campus	To reserve this room you need to send your request to americanfederation.ofteachers@vvc.edu
70	116	Main – Lower Campus	
70	119	Main – Lower Campus	
RPSTC	Coming soon	RPSTC (Apple Valley)	

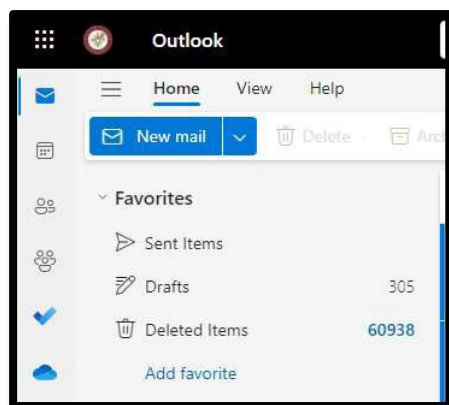
[Link to Campus Map](#)

Steps to Reserve a Confidential Room in Microsoft Outlook:

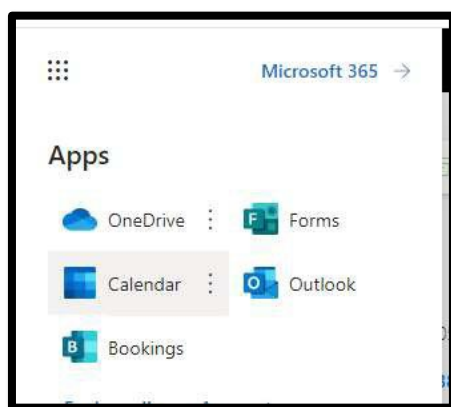
1. Go to your “myvvc” and click on Outlook



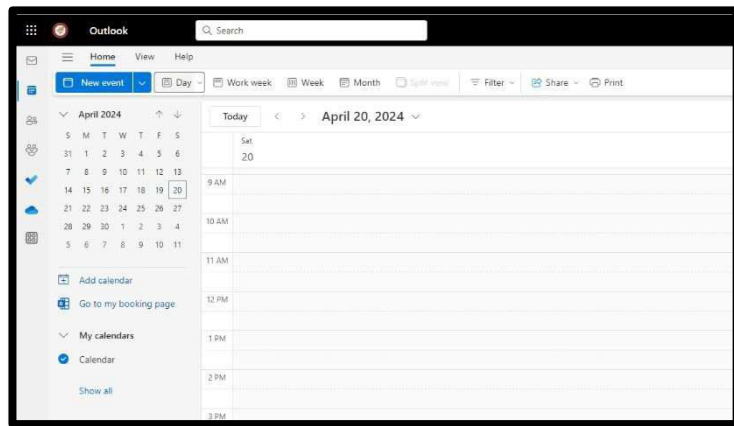
2. Click the “waffle” on the top left



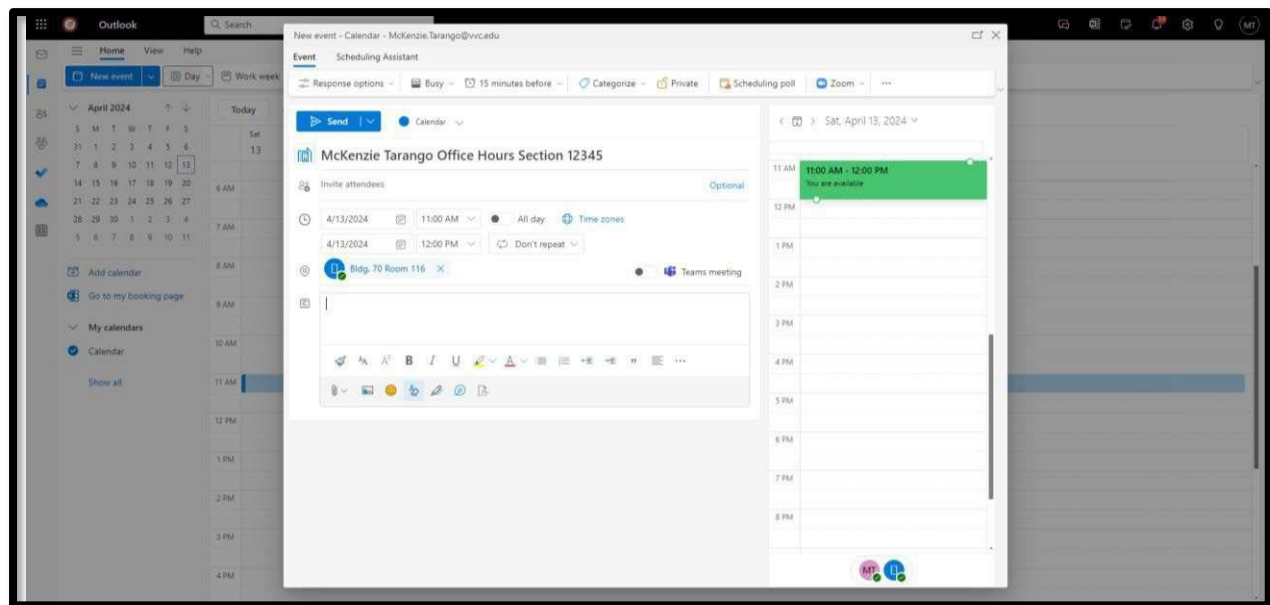
- ### 3. Selct Calendar



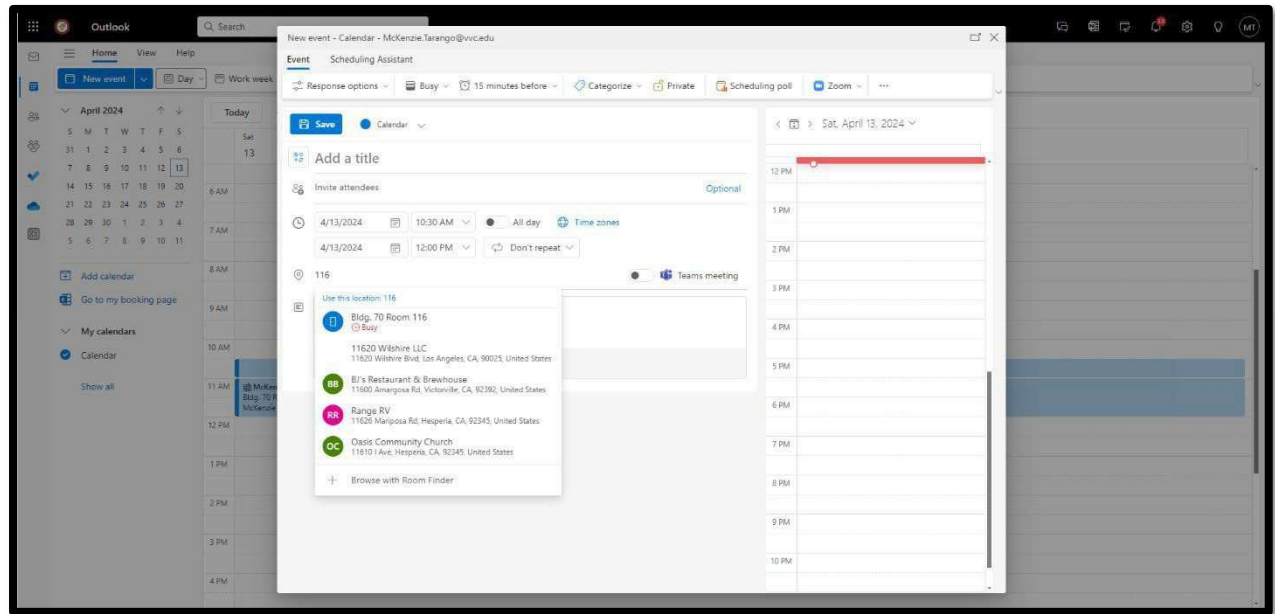
4. Double click the date and time you want to reserve the room. The screen pictured below should pop up.



5. Where it says “Add Title” add your first and last name and course section number. Check the date and time to ensure it is accurate. In the location bar start typing the room number and the option should appear, select the correct room number.



6. If this room is already occupied it will show the word “Busy” in red below it. If you see the word busy you will have to select a different room and / or time.

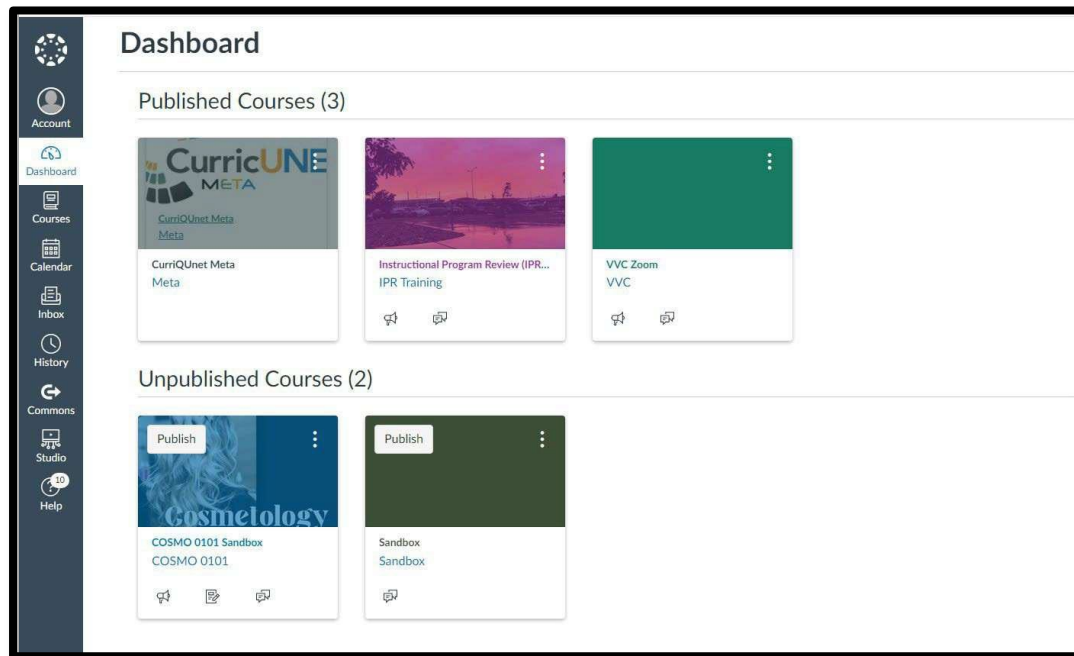


7. Once your details are confirmed click save, the blue button on the top left of the box.

8. At this point the room is reserved for you.

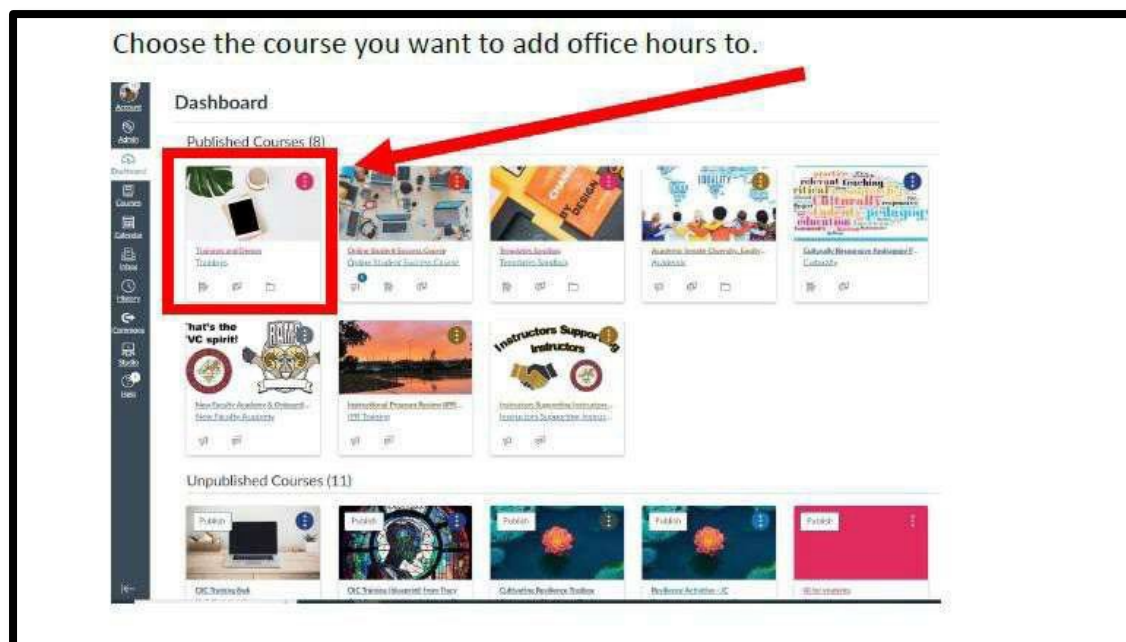
VVC Zoom Office Hours

1. Go to your “myvvc”
2. Click Canvas
3. There will be a Course titled VVC Zoom. This course provides the necessary steps to set up your VVC Zoom account and link.

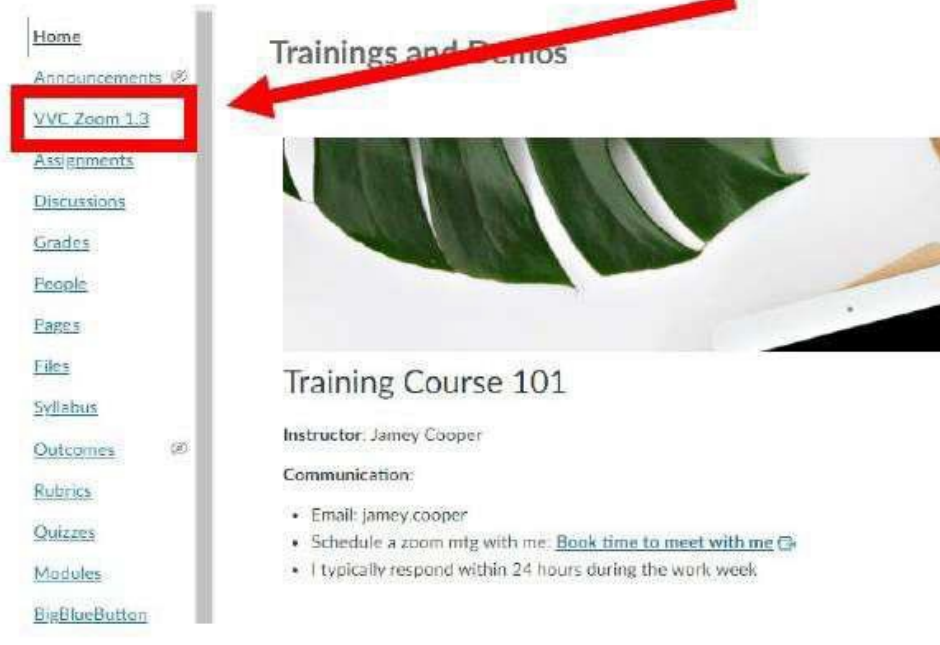


VVC Zoom Canvas Office Hours

[Link to video tutorial](#)



Click on VVC Zoom 1.3



Home

Announcements (0)

VVC Zoom 1.3

Assignments

Discussions

Grades

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Syllabus

Outcomes (0)

Rubrics

Quizzes

Modules

BigBlueButton

Trainings and Demos



Training Course 101

Instructor: Jamey Cooper

Communication:

- Email: jamey.cooper
- Schedule a zoom mtg with me: [Book time to meet with me](#)
- I typically respond within 24 hours during the work week

You may be asked to Authorize...do so.



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Trainings - VVC Zoom 1.3

CANVAS

VVC Zoom 1.3-Calendar

VVC Zoom 1.3-Calendar is requesting access to your account.

You are authorizing this app as [Jamey Cooper](#).

Your email address is jamey.cooper@vvc.edu.

Click on "Schedule a New Meeting"



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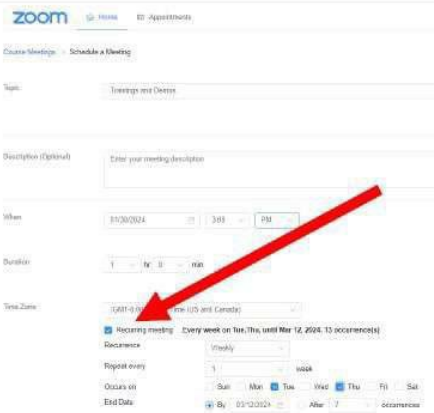
zoom

Home | New | My Account

Your current Time Zone and Language are (GMT-6:00) Pacific Time (US and Canada), English (U.S.)

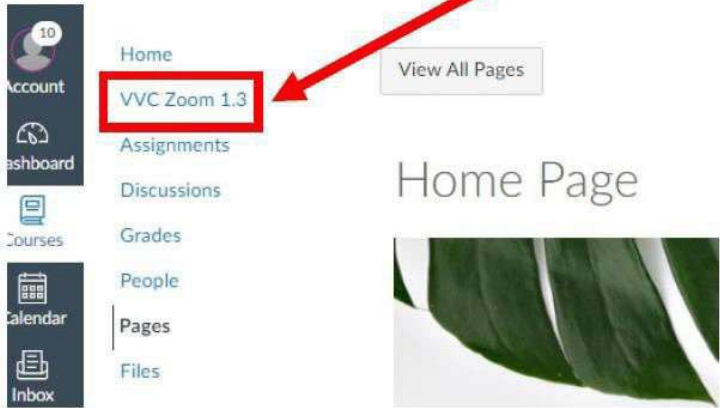
[All My Zoom Meetings](#) [Schedule a New Meeting](#)

Choose "Recurring Meeting" and set it up for times that you want. Save.



STUDENT VIEW

Students Click on VVC Zoom 1.3

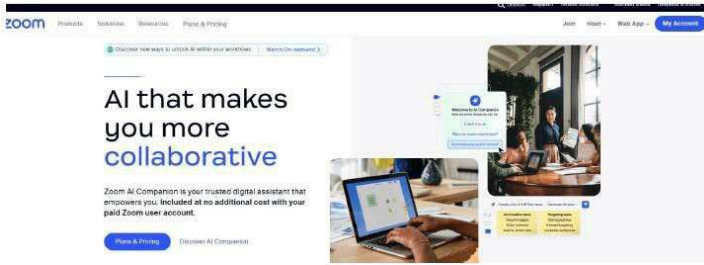



If you create a series of meetings directly within a course, as just demonstrated, only the students in THAT course will be able to see them.

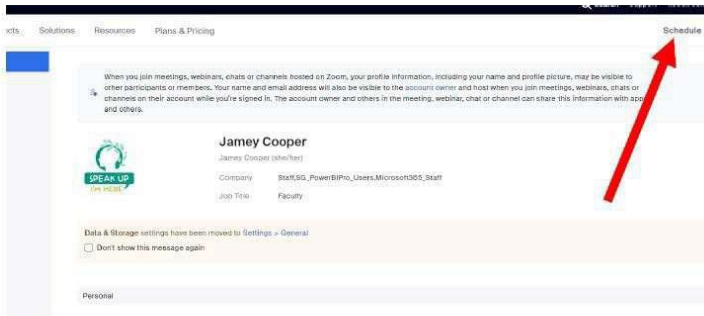
If you wish to make office hours available to every course, I recommend going through Zoom.com (see below).

Directly through Zoom

Go to www.zoom.com



Set up meetings the same as above.



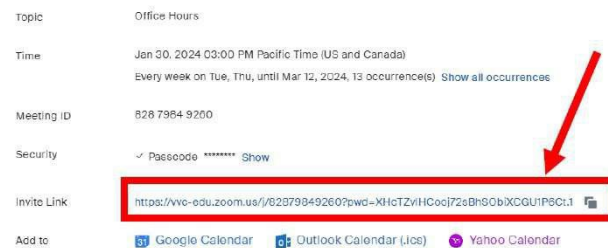
Click on the meeting title

Meetings

Upcoming Previous Personal Room Meeting Templates Polls/Quizzes



Copy Invite Link



Add invite link to your home page along with your office hours day and time.

Frequently Asked Questions - FAQ

1. Am I eligible for office hours?

You are eligible to serve and be compensated for one-hour's pay per week for each section taught each semester.

2. If my class is scheduled for 8 weeks, do I get office hours for all 16 weeks of the semester?

No, you only get office hours for each week a section is in session and you teach it.

3. I am in a multi-instructor course, the course is scheduled for 16 weeks, but I am only on the schedule for 2 weeks. How many weeks of office hours do I need to serve?

Entitlement to compensation for office hours per section is dependent on the actual weeks worked. For example, if an instructor works only 2 weeks out of a 16-week course, then the additional compensation for office hours would be based on 2 weeks rather than 16 weeks.

4. Can I serve my office hours somewhere besides the location I put on my syllabus?

The only time this is permissible is when you select to reserve a confidential office space from the list provided to you from the Office of Instruction. Confidential office spaces need to be reserved and can be reserved through your Microsoft calendar.

5. If I teach stacked classes, do I get one office hour for each section number?

No, if you are teaching stacked classes, you are only allocated office hours and compensated for one of those sections. Stacked classes are classes taught at the same time by the same instructor.

6. If I teach a cross-listed course, do I get paid for both listed courses?

No, cross-listed courses are seen as one course thus faculty teaching cross listed courses are only allocated office hours and compensated for one section.

7. I teach an English 101 class with a co-requisite 81. Does this mean I can hold hours for both of these sections? So, I would receive an hour's pay for my 101, and 81?

That is correct, if you receive load in both 101 and 81 then you would be eligible to work one hour of office hours for 101 and one hour of office hours for 81.

8. Do I need to submit a time sheet for my office hours?

No, your office hours will be processed by payroll and no timesheet will be required.

9. When do I receive compensation for my office hours?

According to the contract, payments will be processed in February for Fall and in August for Spring.

10. Do I have to serve my office hours in the same modality as I teach?

No, you can serve your office hours in person or online whatever modality best serves your students. Please note the location, date, and time whether in person or online must be indicated on the syllabus.

11. Where do I write my office hours information on my syllabus?

The updated syllabus template has a space on the front page where you will indicate the day, time, and location. Please mark this section as N/A if you do not plan to provide office hours.

12. Can I serve all my office hours at the same time? For example, if I teach three different sections, can I hold all of my office hours on Monday from 2 p.m.-3 .p.m.?

No, each section requires its own scheduled hour, however you can open your office hours to all students.

13. If I choose to accept the office hours before the semester, can I change my mind later?

The acceptance and or declination of office hours is for the entirety of the term, meaning you cannot change your answer during the course of the section.

14. If I choose to hold my office hours virtually, what system am I required to use.

If you choose to hold your office hours virtually you must utilize a VVC Zoom link or a VVC Canvas generated Zoom link.

15. I have a personal Zoom account. Can I utilize that instead of the VVC Zoom account?

No, the Zoom link must be from your VVC Zoom account.

16. Do I get office hours with my Summer and Winter assignments?

No.

17. What should I be doing during my office hours?

Compensation for office hours shall be for the completion of activities that directly benefit students, including but not limited to correspondence, conferences, consultation, academic advising, educational assistance, and expediting the review of student work.

18. Do I have to be accessible to students during my office hours?

Yes, part-time faculty office hours are intended to allow students access to teaching faculty.

19. How do I submit my office hours?

Effective Spring 2024, the part-time faculty member will include the day, time, and location of the office hours in their syllabus and provide a copy of their syllabus to the area dean (by the first day of class).

20. I am a faculty member in a multi-instructor class and I am not the faculty member who makes the syllabi so how do I submit my office hours?

For faculty in multi-instructor courses office hours to include, day, time, and location of the office hours will be submitted via the district's electronic form prior to the first day of class.

21. You said office hours are for weeks actually worked. If I call out from my classes for the week can I still serve my office hours?

No, you must have taught your section during the week to qualify for the office hours. Your Dean's office will notify payroll if you are ineligible for any office hours during the term.

22. If I taught some of the days this week but called out on other days this week can I use sick time for the office hours I missed?

Yes, additionally any office hours that will be missed need to be reported to your Dean's office.

23. What if I can't attend my office hour?

If you can not attend your assigned office hours you would follow the process outlined in the contract, "A Unit Member shall notify the Division Dean or designee as soon as possible when illness or injury causes the Unit Member to be absent from his or her assignment. Unless the cause for absence arises unexpectedly within that time, such notice shall occur no less than three (3) hours prior to the scheduled beginning time of the Unit Member's assignment."

24. What if I don't want to serve office hours, will I be required to do so?

No, you will not be required to serve office hours. Before the start of the semester part-time faculty members shall confirm or decline service of these office hours in writing, by indicating their election on the form provided by the Chief Instructional Officer or designee when accepting their assignments for subsequent semester. If such confirmation is not received, part-time faculty will be deemed to have declined to serve these office hours and will not receive compensation.

25. What if I miss my office hours for the week, can I make them up the next week.

No, the office hours are only allocated for the specific week and can not be combined and or served at a later date or time.

26. Do these office hours count towards my teaching load?

No, these hours are excluded from your teaching load.

27. Can I serve my 1 hour in two 30-minute increments?

At this time the answer is no.

28. I am a CCAP Dual Enrollment teacher, do I serve office hours?

This is a two-part answer. Yes, you are eligible for hours if you are a CCAP teacher who is compensated by VVC. If you are a CCAP teacher under a Instructional Services Agreement (ISA) meaning you are not compensated by VVC you are not eligible for office hours.

29. I am a CCAP teacher, may I serve my office hours at a high school campus?

Yes, if Chris Piercy, CCAP Administrator, receives written permission from the respective High School Administrator that you can utilize a specific space for the entirety of the office hours.

30. Can I hold office hours on a holiday or any other day the academic calendar indicates the college is closed?

No, office hours must be held during days and times the college is officially open.

31. I have a question that is not addressed on this FAQ who can I ask it to?

Questions about office hours should be directed to your Dean or Director.

Dean's Office Contact Information

School / Division	Dean / Director	Administrative Assistant/Office Assistant
BLAR – Business Law & Academic Resources	Malia.Carpenter@vvc.edu	Mandie.Cervantes@vvc.edu
HASS – Humanities, Arts & Social Sciences	Daniel.Wanner@vvc.edu	Fabiola.Ortiz@vvc.edu
KHAD – Kinesiology, Health, Athletics & Dance	Artie.Allen@vvc.edu	Randi.Caporale@vvc.edu
PSIT – Public Safety & Industrial Technology	Brian.Quarles@vvc.edu	Rebeca.ValleGrande@vvc.edu
STEM – Science, Technology, Engineering & Mathematics	Karmen.Padfield@vvc.edu	Nicole.Cobo@vvc.edu
Non-Credit	Richard.Radcliffe@vvc.edu	Mandie.Cervantes@vvc.edu
Nursing	Susan.Ali@vvc.edu	Nicole.Cobo@vvc.edu

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