

# QUEENS COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

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65-30 KISSENA BLVD., FLUSHING, NY 11367

OFFICE OF THE PROVOST

PHONE: 718 997 5900; FAX: 718 997 5879

To:	Department Chairs
From:	Evangelos J. Gizis, Interim Provost
Date:	2002 November 5
Re:	Guidelines on New Contract Provisions on Duties of Adjuncts Entitled to One Additional Hour

The contractual agreement provides an additional paid hour for adjuncts who are teaching six or more contact hours at the same college, to engage in professional assignments. They should use this hour, which corresponds to 15 hours per semester, as follows:

- 13 hours should be used to provide office hours for students, beginning with the third week of classes, including the final exam week, on a regular weekly schedule posted in the department office and included in the course syllabus.
- 2 hours should be used for professional development, such as College or department coordination or training sessions, instruction on preventing sexual harassment, etc.

Department chairpersons are expected to monitor compliance with the above.

Exceptions must be approved by the divisional dean and the provost.