

**HCCD – HCFA Side Letter Agreement on part-Time Faculty Pilot Office Hours Program
May 19, 2017**

The HCFA and the HCCD agree to implement a part-time faculty “office hours” pilot program during the 2017-2018 academic year, and to meet during the spring 2018 semester to assess the results of the program and its full implementation, including the mechanics and logistics of the program, its effect on part-time faculty, and its impact on student success. In recognition of the fact that “offices” are not always available for part-time faculty, this program will be called OSCAR, which stands for Opportunities for Student Consultation and Reinforcement.

The details of the program are as follows:

1. The District will compensate eligible part-time faculty for their voluntary participation in a program during the 2017-18 academic year that makes Opportunities for Student Consultation and Reinforcement (OSCAR) consistently and predictably available to students in credit courses.
2. Part-time instructional faculty teaching credit courses may participate in the OSCAR pilot program on a voluntary, opt-in basis, by:
 - a. Submitting the OSCAR opt-in form by the stated deadline, indicating their desire to participate.
 - b. Announcing their OSCAR availability hours and location on their class syllabus, and announcing that time to students.
 - c. Being present at the announced time and place—which may be online—for the entire specified period.
 - d. Submitting timesheets for OSCAR hours at the normal timesheet deadlines.
 - e. Completing a survey at the end of each semester, the results of which will be used in planning for the full implementation of this program.
3. OSCAR will be available, on a weekly basis, for credit instruction delivered by part-time faculty according to assigned load. Part-time faculty teaching:
 - a. 0 to 29% instructional load will be compensated for 30 minutes per week.

5.



OSCAR

Part-Time Faculty Participation Form

Last name:	First name:
Discipline:	Name of Dean/ Director:
Telephone:	Email:

Semester () Fall () Spring () 2017-18 (YEAR)

I () will () will not be participating in the pilot part-time Opportunities for Student Consultation and Reinforcement (OSCAR) program for the following credit classes that I teach (