

## **Non-Teaching Responsibilities and Committee Assignments**

There are additional assignments required of each faculty member and you need to be aware of your requirements. Complete details are listed in the contract at <http://www.ccf.org/>.

### **TEMPORARY FACULTY**

- ◆ Temporary faculty with a teaching load of 40% and 60% will be paid for one office hour per week during each semester. Payment is based on the submission of a District timecard at the end of each semester.
- ◆ While part-timers are not required to serve, they are welcome to sit on college committees.

### **PERMANENT FACULTY**

- ◆ Faculty members are required to be at their assigned work locations during each regular instructional day.
- ◆ Provide instruction or services for the period of time determined by the contract.
- ◆ Provide scheduled office hours.
- ◆ Serve on assigned college committees or perform other approved service to the college for five hours per week.
- ◆ Participate in activities of professional growth.
- ◆ Instructional faculty are also assigned a minimum of five on-campus office hours per week.