

## Addendum to Article 38 Distance Learning CCC-AAUP Contract

### **Virtual Office Hours**

A. Virtual office hours are an acceptable way to serve students in online courses. Virtual Office hours can occur anywhere with appropriate, College-supported technology, including a faculty member's "on ground" office.

B. Virtual office hours are scheduled just like "on ground" office hours. A faculty member's respective Dean, Associate Dean or Director approves virtual office hours.

C. The amount of virtual office hours should be in proportion to a faculty member's online course workload. However, all faculty members will have at least three (3) of their ten (10) office hours in their "on ground" faculty office spread over at least two workdays.