



Date: January 20, 2012
To: Non-contractual (adjunct) Bargaining Unit Instructors
From: Michael Gilmartin, Dean of Instructional Planning
Subject: Student Advisement Time – Spring 2012

In accordance with Section 15.11.4 of the current MPCTA Agreement, non-contractual bargaining unit instructors are eligible to be paid student advisement time. Instruction of noncredit classes (numbered 400 or higher) does not qualify unless these classes are also listed as credit classes (i.e. ESL classes).

If you are interested and feel you are eligible, please read the following and email your completed request form to Michael Gilmartin, Dean of Instructional Planning at mgilmartin@mpc.edu and copy your division chair/supervisor. **No other method of submittal will be accepted.** The **DEADLINE** for submitting your request is **12:00PM on Friday, February 3, 2012.**

Allocation: Paid student advisement time will be allocated by the Dean based on enrollments. Seven and one-half (7.5) hours per semester are allocated to each eligible instructor having sufficient student enrollment.

The allocations will be made on the afternoon of Friday, February 3rd. Instructors will be promptly notified so that office hours may be held the second week of classes.

Requirements for Instructors Granted Student Advisement Time: Once advised of the allocation of student advisement time, non-contractual instructors will include times of availability in their class information sheets and file the standard office-hour form with the Office of Academic Affairs.

Typically, advisement time is scheduled immediately before a class meeting, especially for the evening classes. If the scheduled classroom is unavailable, non-contractual instructors should speak to their division chairperson about using offices of contractual instructors for this purpose.

You will be paid your advisement time at the end of the semester after submitting the Student Advisement Time Claim Form, a digital version of which is available on MPC's Human Resources web page under "Forms" <http://www.mpc.edu/humanresources/HR%20Forms/Forms/AllItems.aspx>.

If you have any questions or have trouble emailing the form, please contact your division chairperson/supervisor, Michael Gilmartin (ext. 4039) or Maggie Caballero (ext. 3039) for assistance **before** the deadline.

Request for Student Advisement Time

Spring Semester 2012

Name:

Date:

Division:

Department:

I request Student Advisement Time for the following eligible courses which I am currently teaching:

Course	Section #	# of students enrolled during the first week
Total Enrolled:		

DEADLINE FOR REQUESTS: 12:00PM, FRIDAY, FEBRUARY 3, 2012.

Please email this completed form to mgilmartin@mpc.edu and copy your division chairperson/supervisor.