

## Email Template for Intersession Office Hours

June 6, 2025

Dear Colleagues,

For your convenience, please see the sample email that can be used for summer intersession office hour reporting. Only one hour per week is required regardless of how many classes you are teaching.

Please send your office hours email to your Division Office right away to ensure you are in compliance with Article 10 and receive timely compensation.

**Subject:** Summer Intersession Office Hours Notification

Dear [Division DOM and Dean],

Attached is my syllabus(syllabi) for my Summer Intersession course(s). Please be advised that I will be holding my office hour on this day each week (Date) from (Time) during the term of this course (Start Date and Completion Date). This schedule includes a total of (Number of Office Hour Sessions) one-hour sessions, in alignment with the United Faculty Collective Bargaining Agreement (CBA) requirement for intersession instruction office hours.

[Your Name]

[Your Title/Department]

**Please note the following when submitting intersession office hours to your division office:**

Article 10 of the contract governs intersession assignments, and Section 10.3.3 clearly states:

“Unit Members will schedule one office hour per week during intersession instruction. Office hours will match the modality of the course. Office hours will be compensated at the intersession hourly lecture rate (Class B, Step 1: \$95.25).”

For reference, the modality of this course is [asynchronous/synchronous].

- For asynchronous courses, where instruction does not occur in real time and no simultaneous interaction is required, office hours are also asynchronous. This can include responding to student emails or other non-synchronous communication during the scheduled hour.

- Faculty are not contractually required to provide a link for asynchronous office hours. While you are welcome to meet with students via Zoom, Microsoft Teams, or other platforms if you choose, this is entirely at your discretion—not something management can mandate.
- For synchronous courses, which include real-time interaction at scheduled times, synchronous office hours can be held using various tools or on in person on campus. However, there is no requirement in the contract that live meeting links be submitted to campus management.

### **In Solidarity,**

Jeremy Peters  
Professor of Culinary Arts & Hospitality Management  
Lead Negotiator - United Faculty  
Chairperson - Extensive Lab Committee  
Board Member – District Retiree Fund  
CBF - UF Representative  
DCC - UF Representative

**Cypress College**  
School of Culinary Arts & Hospitality Management  
1830 W. Romneya Drive  
Anaheim, CA 92801  
<https://careers.cypresscollege.edu/>