**MODEL LETTER FOR PARTICIPATING PART-TIME FACULTY**

Dear Dean X:

I write to inform you that I am participating in CCFT’s Work-to-Contract campaign for the Spring 2018 semester. Accordingly, I will not be providing office hours beyond those for which I am compensated.

Please let me know how you would like me to direct students who contact me and require assistance, so that they may continue to receive the same excellent level of instruction and assistance.

If you understand my office hour assignment differently, please let me know.

Sincerely,

[FACULTY MEMBER]

cc: Debra Stakes, CCFT President