

ADJUNCT FACULTY COLLEGE INSTRUCTOR ASSIGNMENT REQUEST FORM

For your request to be eligible for consideration, this form, properly completed, signed and dated, must be received in the appropriate college division office by the following deadline:

FALL SEMESTER ASSIGNMENT REQUEST: Form must be received not later than the first instructional day of November of the previous fall semester, but not earlier than the first instructional day of the previous fall semester.

SPRING SEMESTER ASSIGNMENT REQUEST: Form must be received not later than the first instructional day of April of the previous spring semester, but not earlier than the first instructional day of the previous spring semester.

A SEPARATE REQUEST FORM MUST BE SUBMITTED FOR EACH SEMESTER DURING WHICH ASSIGNMENT IS REQUESTED

NAME: Last First MI Contact Telephone: ()

MAILING ADDRESS: Street City Zip e-mail Address:

Form with checkboxes for Fall Semester, Spring Semester, Cypress, and Fullerton, plus a field for Specify Department.

Form section for listing courses of interest in priority order, with a note to specify each course and a question about units interested in teaching.

Table for indicating availability during the semester, with columns for Days (MON-SAT) and Time(s) available.

Form section for indicating other assignments during the semester, including a question about other employment.

I hereby request consideration for assignment as indicated above:

- (1) I understand that any employment offered me pursuant to this request is temporary and is subject to the provisions of Article 6 of the collective bargaining agreement...
(2) I understand that unless specifically approved by the Vice Chancellor of Human Resources or designee, my employment pursuant to this request may not exceed, for all assignments within the District, a sixty-seven (67) percent assignment...

Signature

Date

Form section for Division Office Use, including fields for Date Received and By.