



Assignment Preference and Availability Form: Part-Time Faculty

If you are interested in a Part-time Faculty assignment, please complete this form and email it back to your Administrator no later than **the first Friday after the start of the Spring Semester**.

Please note that in the Fall and Spring Semesters, all hourly assignments are limited to sixty-seven percent (67%) of a Full-time Load, District-wide. This does not guarantee an assignment outside of what is available.

Thank you for your interest.

(Please Print)

Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

I am interested in the following assignment(s):     Teaching             Counseling             Librarian

Are you available for an assignment in the **summer session**?             Yes             No

Please provide the blocks of times and days you are available for your assignment(s). (Note: selecting a preference for one time slot does not guarantee you will receive an assignment in that slot. You will not be considered for an assignment, if you leave all time slots blank.)

**Summer 2024 session:**

DAYS	7:30 am – 12:00 pm	12:00 pm – 3:00 pm	3:00 pm – 6:45 pm	after 6:45 pm
Mondays and Wednesdays				
Mondays, Wednesdays and Fridays				
Tuesdays and Thursdays				
Fridays				

I would prefer (please mark one): \_\_1 assignment    \_\_2 assignments    \_\_3 assignments    \_\_Maximum Allowed

**Fall 2024 semester:**

DAYS	7:30 am – 12:00 pm	12:00 pm – 3:00 pm	3:00 pm – 6:45 pm	after 6:45 pm
Mondays and Wednesdays				
Mondays, Wednesdays and Fridays				
Tuesdays and Thursdays				
Fridays				

I would prefer (please mark one): \_\_1 assignment    \_\_2 assignments    \_\_3 assignments    \_\_Maximum Allowed

**Spring 2025 semester:**

DAYS	7:30 am – 12:00 pm	12:00 pm – 3:00 pm	3:00 pm – 6:45 pm	after 6:45 pm
Mondays and Wednesdays				
Mondays, Wednesdays and Fridays				
Tuesdays and Thursdays				
Fridays				

I would prefer (please mark one): \_\_1 assignment    \_\_2 assignments    \_\_3 assignments    \_\_Maximum Allowed

Courses I have taught in the Discipline within the previous two (2) years (Please include catalog course number and title):

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Additional courses for which I am qualified to teach in this Discipline:

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Online courses:

Have taught/Would like to teach (circle one): \_\_\_\_\_

Have taught/Would like to teach (circle one): \_\_\_\_\_

(Please note: stating your preferred courses does not guarantee an assignment in that course. Additionally, OEI courses shall only be assigned to the instructor approved to teach the course through the OEI approval process.)

Please note any limitations or other comments to any of your preference above.

(For example: In the fall semester, I am unavailable on Tuesdays or before 10:00 am)

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Have you submitted or will you submit an assignment preference form in another division at Chabot and/or LPC?

Yes  No

If yes, give division: \_\_\_\_\_

**Location:** (check all that apply)  Chabot  LPC **Effective:**  Summer  Fall  Spring

I am available to substitute as needed: (subject to preferences above)  Yes  No

For counselors: I am interested in participating in orientation and program planning sessions.  Yes  No

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### Contact information:

Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Alternative Phone: (\_\_\_\_) \_\_\_\_\_

District E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note: The above contact information is for response to this document only and does not constitute a change in District personnel records. Changes in phone numbers, address or other contact information should be made as soon as possible through the Office of Human Resources.

**Note: Receipt of this form does not constitute a commitment by the college to offer any part-time teaching assignments.**

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Completed forms are to be emailed back to appropriate Administrator by **the first Friday after the start of the Spring Semester**. These forms are the primary source for determining staff availability each term. All assignments will be made in accordance with Article 18B (Employment Rights) and Article 18C (Offer of Employment) of the Faculty Collective Bargaining Agreement. Each year, seniority lists for Part-time Faculty posted in each division by November 10<sup>th</sup>.

**Important: If circumstances change after submitting this preference form, it is the responsibility of the unit member to contact his/her Administrator to update the information given herein.**

Division: \_\_\_\_\_  Chabot  LPC

Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return completed forms to your Administrator via Email by **the first Friday after the start of the Spring Semester.****

*Reference:* Article 18B, 18C – Faculty Collective Bargaining Agreement