

**PART-TIME CREDIT LECTURERS
REQUEST FOR CONTINGENT ASSIGNMENT**
(Per CCCLOC Collective Bargaining Agreement, Article VIII.E.2.a)

The College is in the process of preparing its course schedule for the _____ semester. Please fill out the following questionnaire if you are interested in teaching during that term. Your submission of this form is a request for an assignment, not a guarantee of one. If you are not interested in teaching this term, please circle number 4 below.

Please complete the form below and return it to **Office of Instruction NO LATER THAN _____**
(October 1st for Spring Semester; February 15th for Fall Semester and Summer Term.)

1. Please indicate in the time periods listed below A for Available to teach and N for Not available.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am to 11:00 am							
11:00 am to 2:00 pm							
2:00 pm to 5:30 pm							
5:30 pm to 8:30 pm							
8:30 pm to 10:00 pm							

2. Please list the courses you are qualified and would like to teach (please do not list specific sections).

3. Please circle number of sections desired **1 2 3 4**. (Part-time faculty may teach no more than 4 class sections and may not exceed 12 contact hours of teaching load during a regular academic semester and may teach 2 class sections or 10 contact hours, whichever is less, during the summer term.)

4. I am not interested in teaching in the _____ semester/term.

5. Please indicate which college you would accept assignment. You must submit this form to the Dean of Instruction at each campus selected.

DALEY	KKC	MXC	OHC	TRUMAN	HWC	WRIGHT

Name _____

Address _____

Home Phone _____ Business or Cellular Phone _____

X _____ E-mail address _____

Signature of Part-time Credit Lecturer

Office Use Only

Date of Submission _____

Received by Dept. Chair. _____

Sign and Date