

**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 your department chairperson NO LATER THAN \_\_\_\_\_ (October 1<sup>st</sup> for Spring Semester; February 15<sup>th</sup> 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).

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3. Please select the number of sections desired

*(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

6. Are you credentialed to teach the online or hybrid modality, according to the CCC credentialing guidelines? Please check all that apply:

Yes, Online                  Yes, Hybrid                  No

7. If yes, would you be interested in teaching in one or both of these modalities? Please check all that apply:

Yes, Online                  Yes, Hybrid                  No

8. If you are credentialed and said 'Yes, Online' please click [here](#) to sign and submit the [Online Assignment Agreement](#). A copy will automatically be submitted to your college administrator and sent to you for your records. All instructors must have a signed Online Assignment Agreement on file to receive any course assignments. Please note this is not a guarantee of assignment to an online class.

I have signed the Online Assignment Agreement using the link above.

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business or Cellular Phone \_\_\_\_\_

X \_\_\_\_\_ E-mail address \_\_\_\_\_

*Signature of Part-time Credit Lecturer*

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*Office Use Only*

Date of Submission \_\_\_\_\_

Received by Dept. Chair. \_\_\_\_\_

*Sign and Date*

Adjuncts: To view the classes that you are approved to teach, please visit [my.ccc.edu](http://my.ccc.edu) and look under Personal Information to view your Approved Teaching Credentials.