



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
Office of Academic Services  
Assignment Preference Form: Part-Time Faculty



If you are interested in an adjunct assignment, please complete this form and return it to your dean

Please note that in the fall and spring semesters, all hourly assignments are limited to 67% of a full-time load, district-wide.

Thank you for your interest.

(Please Print)

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

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

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

In order of preference, please rank from highest to lowest the blocks of times you would prefer for your assignment(s), with "1" being the highest. (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 any time slot is left unmarked.)

**Fall semester:**

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

Are you available for assignment(s) on nights or on Saturdays? (if yes, check all that apply)     Yes     No

**Nights:**  Mondays     Tuesdays     Wednesdays     Thursdays     Fridays     Saturdays (day classes)

I would prefer:     1 teaching assignment     2 teaching assignments     3 teaching assignments

**Spring semester:**

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

Are you available for assignment(s) on nights or on Saturdays? (if yes, check all that apply)     Yes     No

**Nights:**  Mondays     Tuesdays     Wednesdays     Thursdays     Fridays     Saturdays (day classes)

I would prefer:     1 teaching assignment     2 teaching assignments     3 teaching assignments

**Summer semester:**

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

Are you available for assignment(s) on nights or on Saturdays? (if yes, check all that apply)     Yes     No

**Nights:**  Mondays     Tuesdays     Wednesdays     Thursdays     Fridays     Saturdays (day classes)

I would prefer:     1 teaching assignment     2 teaching assignments     3 teaching assignments

In order of preference, list the course you would like to teach.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Online courses: \_\_\_\_\_

(Please note: stating your preferred courses does not guarantee an assignment in that course.)

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)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you submitted or will you submit an assignment preference form in another division at Chabot 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

**Contact information:**

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

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

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

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

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

Completed forms can be mailed, hand delivered, or faxed to the division Dean, and must be postmarked by January 16, 2009.

These forms are the primary source for determining staff availability each term. All assignments will be made in accordance with Article 18C (offer of employment). Each year, seniority lists for part-time (adjunct) faculty posted in each division by November 1<sup>st</sup> (first).

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

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

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

**Please return completed forms to your Division Dean.**

**Division Deans Contact Numbers**

**Office:**

**Fax:**

**Chabot College**

Applied Technology and Business	510-723-6652	510-723-7616
Arts and Humanities	510-723-6828	510-723-7159
Counseling and Guidance	510-723-6717	510-723-7670
Extended Opportunity Programs and Services (EOPS)/CARE/CalWORKS	510-723-6956	510-723-6863
Health Sciences, P.E. and Athletics	510-723-7202	510-723-6928
Language Arts	510-723-6805	510-723-7056
Science and Mathematics	510-723-6897	510-723-7070
Social Sciences	510-723-6669	510-723-7057
Special Programs	510-723-6956	510-723-6863

**Las Positas College**

Admission and Records	925-424-1542	925-606-6437
Arts and Communication	925-424-1382	925-456-0671
Business, Computing and Applied Technology	925-424-1324	925-456-0705
Counseling	925-424-1420	925-606-6437
Math, Science, Engineering and Public Safety	925-424-1182	925-456-0673
Social Sciences and Wellness	925-424-1275	925-424-1804
Student Services	925-424-1421	925-606-6437

**REPLY MUST BE POSTMARKED BY JANUARY 16, 2009**

Reference: Article 18B.3, 18C.3 – Faculty Collective Bargaining Agreement

Revised: 12/10/08