



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 no later than **January 15, 2010**, postmark date.

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.)

Summer 2010 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				

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

Fall 2010 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				

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 2011 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				

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 courses 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 Human Resource Services.

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 15, 2010.

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 1st (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	510-723-7026
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, Applied Technology, and Social Sciences	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
Physical Education, Health and Wellness	925-424-1275	925-424-1804
Student Services	925-424-1421	925-606-6437

REPLY MUST BE POSTMARKED BY JANUARY 15, 2010

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