



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



If you are interested in a part-time faculty assignment, please complete this form and return it to your Administrator no later than January 6, 2017, postmark date.

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 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 2017 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 my maximum allowed

Fall 2017 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 my maximum allowed

Spring 2018 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 my maximum allowed

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 Resources.

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

Completed forms are to be emailed back to appropriate Administrator, and must be postmarked by January 6, 2017.

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 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 Administrator to update the information given herein.

Division: _____ Chabot LPC

Administrator' s signature: _____ Date: ____/____/____

Please return completed forms to your Administrator.

Contact Numbers

Office:

Fax:

Chabot College

Applied Technology and Business	510-723-6652	510-723-7616
Arts and Humanities	510-723-6828	510-723-7057
Counseling and Guidance	510-723-6717	510-723-7670
Extended Opportunity Programs and Services (EOPS)/CARE/CaWORKS	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	510-723-6670	
Special Programs	510-723-6956	510-723-6863

Las Positas College

Admission and Records	925-424-1550	925-606-6437
Arts and Humanities	925-424-1382	925-456-0671
Counseling	925-424-1421	925-424-1402
Math, Science, Engineering and Public Safety	925-424-1182	925-456-0673
Business, Health, Athletics, Work Experience and Kinesiology	925-424-1275	925-456-0113
Computing, Applied Technology, and Social Sciences	925-424-1323	925-456-0705
Student Services	925-424-1406	925-424-1409

REPLY MUST BE POSTMARKED BY JANUARY 6, 2017

Reference: Article 18B.1f., 18C.3 – Faculty Collective Bargaining Agreement

Updated 11/22/16