

**CERRITOS COLLEGE**  
**Part-Time Instructional Faculty**  
**SCHEDULE AVAILABILITY REQUEST FORM**

If employed by more than one department, check here and complete forms for each department. Indicate departments for which requests are being submitted below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Name:	Division:	Department:
Contact Information:	Telephone:	Email:

Please complete a form for each applicable semester.

Term:     Fall Year: \_\_\_\_\_  Spring Year: \_\_\_\_\_  Summer Year: \_\_\_\_\_

1) Please fill in the appropriate days and times you will be available. This schedule availability request is due to the Department Chair as follows:

Fall	Friday of first week of prior Spring
Spring	Friday of first week of prior Fall
Summer Sessions	Friday of first week of prior Fall

List the times you are available below:

Sample 1	8:00 am - 4:00 pm, 5:00 pm -7:00 pm
Sample 2	Available any time (mornings preferred)

MON	
TUES	
WED	
THUR	
FRI	
SAT	

2) Please list in order of preference your top three (3) choices for classes that you would like to teach.

#1	#2	#3

3)  Check if you are interested in teaching classes within the department not listed as one of your preferences.

4) Are you fully certified by Cerritos College to teach distance education (online and hybrid) courses?

- Yes     No

5) Choose the formats you prefer to teach in (select all that apply).

- Traditional In-Person       Online       Hybrid

6)  Check this box if you prefer to teach only one class;  
OR

Check this box and specify the number of hours per week (a.k.a Lecture Hour Equivalents, or LHEs) you prefer to teach [\_\_\_\_\_]. (Note: This amount cannot exceed 10 LHEs/week.)

OR

Check this box if you prefer to teach up to the maximum allowable amount by law. (Per Education Code 87482.5, part-time Faculty cannot teach more than 67% of a full-time load, which amounts to no more than 10 LHEs/week)

7) Provide any comments that might assist in the scheduling process (e.g. preferred term length, non-preferred classes, etc.)?

Individuals who submit a completed schedule availability form by the deadline date and who have satisfactory job performance will be placed in a pool to receive first consideration for re-employment and assignment based on criteria including, but not limited to, the following: availability; qualifications; job performance; compliance with District policies, rules, regulations, procedures, and directives; and District needs. (CCFF Short Form Agreement. Article 13: Temporary Part-time Faculty Re-employment/Assignment). The submission of this form does not guarantee that preferences are met, nor does it guarantee employment with the District.

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Date