

CERRITOS COLLEGE
Part-time Faculty
SCHEDULE AVAILABILITY REQUEST FORM

(If employed by more than one department, complete one form for each department.)

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

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)

	Classes are offered from 6:30 am until 10:00 pm (per department schedule)
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 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.

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).

Print your name

Sign your name

Date