

Cerritos College

Part-Time Instructional Faculty Availability Request Form

Please return this completed form to your Department Chair by the Due Date listed below.

Semester

Fall: _____ Due November 1st by 11:59 pm of the previous FALL semester
Spring: _____ Due April 1st by 11:59 pm of the previous SPRING semester
Summer: _____ Due April 1st by 11:59 pm of the previous SPRING semester

Contact Information

Name: _____
Division: _____ Department _____
Telephone: _____ Email: _____

Multiple Departments

Only complete this section if you are submitting *Availability Request Forms* for more than one department.

1. _____
2. _____
3. _____

Availability - Day and Time

Days and times I am available to teach for face-to-face, hybrid, and remote classes. (A or X=available, blank=not available).

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<i>7 am – 9 am</i>						
<i>9 am –11 am</i>						
<i>11 am –1 pm</i>						
<i>1 pm – 3 pm</i>						
<i>3 pm – 5 pm</i>						
<i>5 pm – 7 pm</i>						
<i>7 pm – 9 pm</i>						
<i>9 pm- 11 pm</i>						

Availability - Courses, Modalities, and Preferences

- Please list, in numerical order, all courses you are willing to teach in your department.
- Do not list courses you are unwilling to teach.
- Next to the course number, please indicate in which modalities you are willing to teach that course.
- Finally, in the last column, please rank your **top five** courses by preference.

EXAMPLE:

Course Number	F2F	Online	Hybrid	Hyflex	Remote	Preference Rank
ENG 103	X	X	X	X		3
ENG 107		X			X	1
ENG C1000	X		X	X		2

[illegible]

[illegible]

Other Classes

- ☐ I am interested in teaching classes within the department not listed as one of my preferences.

Program Interest

Programs I've worked with or are interested in working with.

Example: EOPS, Dual-Enrollment, Puente, Umoja

1. _____
2. _____
3. _____

Online Certification

- ☐ I am fully certified by Cerritos College to teach distance education (online and hybrid)

Teaching Preferences

- ☐ I prefer to teach only one class.
- ☐ I prefer to specify the number of hours per week (Lecture Hour Equivalents or LHEs) that do not exceed 10 LHEs/week: _____
- ☐ I 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).

Additional Comments

Submission Deadlines

- Fall Semester: Due November 1 at 11:59pm of the previous Fall semester
- Spring Semester: April 1 at 11:59pm of the previous Spring semester
- Summer Semester: April 1 at 11:59pm of the previous Spring semester

Individuals who submit a completed Availability Request 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: program need, relative experience, qualifications, and expertise, preferred re-employment status, and seniority (Article 13.2.4)

The submission of this form does not guarantee that preferences are met, nor does it guarantee employment with the District.

Name: _____ Signature: _____

Date: _____