

**ADJUNCT FACULTY COLLEGE ACADEMIC ASSIGNMENT REQUEST FORM**

**For your request to be eligible for consideration, this form, properly completed, signed and dated, must be received in the appropriate Division office by the following deadline:**

**FALL SEMESTER REQUEST:** Must be received by the last instructional day of the previous fall semester  
**SPRING SEMESTER REQUEST:** Must be received by the last instructional day of the previous spring semester

**NAME:** \_\_\_\_\_ **Contact Telephone:** (\_\_\_\_) \_\_\_\_\_  
 Last First MI

**MAILING ADDRESS:** \_\_\_\_\_ **e-mail Address:** \_\_\_\_\_  
 Street City Zip

**I. ASSIGNMENT REQUEST**

INDICATE THE TERM AND YEAR FOR THIS ASSIGNMENT REQUEST:		INDICATE COLLEGE AND DEPARTMENT:	
<input type="checkbox"/> FALL SEMESTER	<input type="checkbox"/> SPRING SEMESTER	YEAR: _____	<input type="checkbox"/> CYPRESS <input type="checkbox"/> FULLERTON _____ Specify Department
TEACHING ASSIGNMENTS		COUNSELING / LIBRARIAN ASSIGNMENTS	
List in priority order, by course title and number (e.g., MATH 101), the courses you are interested in teaching for the semester: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ HOW MANY <b>CLASSES</b> ARE YOU INTERESTED IN TEACHING? _____ Maximum: 9 Lecture Equivalent Units		INDICATE THE NUMBER OF HOURS PER WEEK YOU ARE INTERESTED IN WORKING DURING THE SEMESTER: _____ HOURS PER WEEK Maximum: 19 hours/week for counselors 21 hours/week for librarians	

**II. AVAILABILITY**

**III. OTHER ASSIGNMENTS**

INDICATE YOUR AVAILABILITY DURING THE SEMESTER:	
DAYS	TIME(S) YOU ARE AVAILABLE THIS DAY
MON	
TUE	
WED	
THU	
FRI	
SAT	

INDICATE OTHER ASSIGNMENTS DURING THE SEMESTER:
Will you be employed to perform, or do you expect to be employed to perform <u>any</u> other assignments within the District during the semester? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, list all other assignments below: _____ _____ _____ _____

Employment of adjunct faculty may not exceed, for all assignments within the District, a sixty (60) percent assignment. The District reserves the right to make and terminate any assignment in a manner that will ensure that your employment does not exceed sixty (60) percent.

Any employment pursuant to this request is temporary and is subject to the provisions of Article 6 of the collective bargaining agreement between Adjunct Faculty United and the District and the District's statutory rights with respect to the employment, retention and termination of temporary faculty pursuant to Education Code section 87665.

**I hereby request consideration for assignment as indicated above:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date