

Community College *of* Philadelphia

Part-Time/Visiting Lecturer Availability Notice

(This does not constitute an employment commitment)

Please Type or Print

From: Name _____

Current Address _____

Phone No. _____ Best times to call _____ E-mail _____

To: (Name of Dept. Heads/Supervisors) _____

If a faculty member would like to be considered for assignment in more than one department, copies of this form must be sent to each department head by the faculty member. If courses are listed in more than one department, list all the courses on this form and send two copies for each department involved through the appropriate Division Office. This form will be stamped and dated with copies returned to the employee. If an assignment is received by a faculty member in one department, the other departments must be notified by the faculty member. Please note that faculty members may not accept conflicting assignments.

Availability for (Term and Year) _____

Dept. 1 _____ Dept. 2 _____ Dept. 3 _____

If you are eligible to teach in a 4th department make photocopies of this form and submit to all 4.

Prior courses taught (list discipline and course number):

Dept. 1 _____ Dept. 2 _____ Dept. 3 _____

Please write in each day listed the times when you are available and your preferences for number of courses, departments and locations.

I am available for a teaching (work) assignment as follows:

Day **Hours Available**

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

The courses including discipline and course number or assignment, if applicable, for which I am available are:

Dept. 1 _____ Dept. 2 _____ Dept. 3 _____

Location(s) I am available to teach include (indicate geographic areas) of City, e.g. Main Campus, NE, NW, and/or Distance Courses:

Date _____ Signature _____

Due Dates: Fall Semester: *July 1*; Spring Semester: *October 15*; Summer Sessions I & II: *February 1*