NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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 not later than the first instructional day of November of the previous fall semester**
SPRING SEMESTER REQUEST:	**Must be received not later than the first instructional day of April of the previous spring semester, but may be submitted concurrently with an assignment request for the previous fall semester if you wish to request assignments for both semesters in the academic year**

NAME: _____ (Last) _____ (First) ____ (MI) **Contact Telephone:** (____) _____

MAILING ADDRESS: _____ (Street) _____ (City) _____ (Zip) **e-mail Address:** _____

I. ASSIGNMENT REQUEST

INDICATE THE TERM AND YEAR FOR THIS ASSIGNMENT REQUEST:		INDICATE COLLEGE AND DEPARTMENT:	
[ ] FALL SEMESTER [ ] SPRING SEMESTER	YEAR: _____	[ ] CYPRESS [ ] 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 CLASSES ARE YOU INTERESTED IN TEACHING?** _____ *Maximum Request: 9 Lecture Equivalent Units*		**INDICATE THE NUMBER OF HOURS PER WEEK YOU ARE INTERESTED IN WORKING DURING THE SEMESTER:** _____ HOURS PER WEEK *Maximum Request: 19 hours/week for counselors* *21 hours/week for librarians*	

II. AVAILABILITY

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

III. OTHER ASSIGNMENTS

INDICATE OTHER ASSIGNMENTS DURING THE SEMESTER:
Will you be employed to perform, or do you expect to be employed to perform any other assignments within the District during the semester? [ ] NO [ ] YES If yes, list all other assignments below:

Employment of adjunct faculty may not exceed, for all assignments within the District, a sixty-seven (67) 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-seven (67) 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)

HR 8/2009

KEEP A COPY OF THIS FORM FOR YOUR RECORDS