

ADJUNCT INSTRUCTOR AVAILABILITY FORM

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|--------------------|--|------------------------------|--|
| Schedule Plan for: | | Date Sent by COS: | |
| | | Return to Division Chair by: | |

We are about to begin planning for next semester’s schedule. Please complete this form and return it to your **Division Chair** by the above date. Failure to return this form may jeopardize your continued employment with COS (COSAFA/CWA Master Agreement; §§4.2.2.1, 4.2.2.2).

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|-------------------------------|--|-------------------|--|
| Name: → | | | |
| Address:→ | | | |
| Home Phone: → | | Business Phone: → | |
| The best hours to call are: → | | | |

| | | | |
|---|---|---|--|
| Division: → | | | |
| <i>Please fill out a separate form for each division with whom you would like to teach.</i> | | | |
| Time of day you are available to teach? (Check all that apply) | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoons | <input type="checkbox"/> Evenings |
| Number of classes you are available to teach? (Check all that apply) | <input type="checkbox"/> One | <input type="checkbox"/> Two | <input type="checkbox"/> Three |
| Days you are available to teach? (Check all that apply) | <input type="checkbox"/> Mondays | <input type="checkbox"/> Tuesdays | <input type="checkbox"/> Wednesdays |
| | <input type="checkbox"/> Thursdays | <input type="checkbox"/> Fridays | <input type="checkbox"/> Saturdays |
| Are you available to teach summer sessions? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| At what locations are you available to teach? (Check all that apply) | <input type="checkbox"/> Visalia Campus | <input type="checkbox"/> Hanford Campus | <input type="checkbox"/> Tulare Campus |
| | <input type="checkbox"/> Dual Enrollment (at a local high school) | | |
| Some adjunct instructors are able to teach online courses under section 4.2.9 of the COSAFA contract. Are you able and available to teach online courses? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| What courses are you available to teach? | | | |
| Are you interested in teaching other courses, within your discipline, which you did not list? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If there is other information (such as day and class preferences) that will help in the selection process please enter it here: | | | |

*** Completion of this form is neither a contract, nor an assurance you will teach the requested courses.

Return completed form to your Division Chair.