

**PART-TIME INSTRUCTOR AVAILABILITY FORM**

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. This is required to be submitted for Fall and Spring semester scheduling. Failure to return this form for Fall and Spring semester scheduling may jeopardize your continued employment with COS (COSAFA Master Agreement; §§4.2.2.1, 4.2.2.2).

Name: →			
Address: →			
Phone: →		Email: →	
Preferred method of contact: →			

Division/Department: →			
<i>Please fill out a separate form for each division/department with whom you would like to teach.</i>			
Time of day you are available to teach? (Check all that apply)	<input type="checkbox"/> Morning (7am-12pm)	<input type="checkbox"/> Afternoons (12pm-5pm)	<input type="checkbox"/> Evenings (5pm-10pm)
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
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 part-time instructors are able to teach online courses under section 4.2.10 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 (attach additional pages if necessary):			

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

**Return completed form to your Division Chair.**