

SCHEDULE REQUEST FOR FULL-TIME INSTRUCTORS

NAME: _____ SEMESTER: _____

Please return this form to Carol D'Avanzo. You can drop the form off or send it via e-mail.

Don't forget to save your request.

Please specify the classes you would prefer to teach during the Fall/Winter semester. Indicate the day and time of the class and specify whether it is online or hybrid.* *Don't forget to note your second choice schedule, which should differ either in time or in course selections.*

Please note which is more important --time or class selection--by checking below:

_____ I prefer the times I have chosen.

_____ I prefer to teach the classes designated—the time does not matter.

A good faith effort will be made to accommodate preferences but seniority and rotation limit the options.

Here's a quick list of the most common contractual class times:

MWF	MWF	MW	TTH	TTH
8:08-9:00	11:08-12:00	2:10-3:30	8:10-9:30	12:40-2:00
9:08-10:00	12:08-1:00	4:30-5:50	9:40-11:00	2:10-3:30
10:08-11:00	1:08-2:00		11:10-12:30	4:30-5:50

PREFERRED CONTRACTUAL SCHEDULE

Name: _____

COURSE	DAY & TIME OF CLASSES	Hybrid or Online	If needed, identify computer room (H-014/L-125)

SECOND CHOICE CONTRACTUAL SCHEDULE

COURSE	DAY & TIME OF CLASSES	Hybrid or Online	If needed, identify computer room (H-014/L-125)

*If you would like to teach hybrid sections, consider teaching two in the same time slot to increase room utilization of H-14 and L-125. Please note that only limited sections (perhaps two) are available for the 4:30 slot. Plenty of choices are available for the 8:00 time. As I understand the 1650 contract, we are obligated to the five-day week with some leeway for online courses and reassigned time. **Regular class assignments are determined strictly by seniority. Special assignments (literature classes and Learning Lab) are done according to rotation with a limit of one special contractual assignment.

Should the need arise, can you take an eight o'clock class even though you have not indicated that preference on your proposed schedule?

_____ Yes

_____ No

FULL-TIME INSTRUCTOR EXTRA-CONTRACTUAL SCHEDULE REQUEST

INSTRUCTOR'S NAME: _____ SEMESTER: _____

Please specify the EXTRA-CONTRACTUAL class(es) you would prefer to teach during the specified semester. Indicate the day and time of the class and specify whether it is online or hybrid.* Then note your second choice schedule, which should differ either in time or course title.

Please check the appropriate statement below.

- I do not intend to teach extra-contractual classes in the Fall/Winter.
- I would like to teach ONE evening school class (4:30/6:00/7:30) in the Fall/Winter.
- I would like to teach TWO evening school classes.
- I would like to teach a 7:08 a.m. or 6:40 a.m. class.
- I would like to teach an online class.
- I would like to work in the Learning Lab for one of my slots.
- I would like a literature class.

A good faith effort will be made to accommodate preferences but seniority and rotation limit the options.

PREFERRED EXTRA-CONTRACTUAL SCHEDULE

COURSE	DAY & TIME OF CLASSES	Hybrid or Online	If needed, identify computer room (H-014/L-125)

SECOND CHOICE EXTRA-CONTRACTUAL SCHEDULE

COURSE	DAY & TIME OF CLASSES	Hybrid or Online	If needed, identify computer room (H-014/L-125)