

Please return this form to Carol D'Avanzo, even if you don't intend to teach this spring. You can drop the form off or send it via e-mail. Don't forget to save your request.

Please check the appropriate statement below.

- I do NOT plan to teach spring semester.
- I would like to teach ONE class in Spring 2009.
- I would like to teach TWO classes in Spring 2009.
- I would like to teach THREE classes in Spring 2009.

Please specify the classes you would prefer to teach during the Spring 2009 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 from your preferred 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 rule.

Here's a quick list of common contractual class times for spring semester

TWR 7:35--9:30 A.M. 9:35AM-11:30 A.M. 11:40A.M.-1:35 A.M.
 TWR 5:35 P.M. -7:30 P.M. 7:35 P.M.--9:30 P.M.

PREFERRED CONTRACTUAL SCHEDULE FOR _____ Instructor)

COURSE	DAY & TIME OF CLASSES	Hybrid (H) or Online 95%	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. **Regular class assignments are determined strictly by seniority. Special assignments (literature classes, Creative Writing, Learning Lab) are done according to rotation with a limit of one special contractual assignment each term.