

Los Rios Community College District - Faculty Availability/Preference Form

Faculty Directions: Complete Steps 1 & 2 (type or print) and return to your area dean by the campus-designated due date.

STEP 1 - Employee Availability Information Section

- 1.1 The information on this form is relevant for the (check one semester): Fall / Spring / Summer, for the year of _____ .
(type/print year)
- 1.2 Are you available for part-time or overload employment? Yes or No
 If "Yes," continue with question 1.3, if "No," go to STEP 2.
- 1.3 List in order of preference the course(s) you wish to instruct. Be specific and list course number and course name.

	Course Number	Course Name	Format Preference: On-Ground / Online / Hybrid
1st Choice			
2nd Choice			
3rd Choice			

- 1.4 How many courses/units are you interested in teaching? _____ Courses or Units (choose one)
- 1.5 Please list below the specific days and times, including weekends and evenings, which you are available for assignment.
 Your flexibility in days and times may help to maximize your potential assignment(s).

State day(s) and time(s) of availability, specifying a.m. and/or p.m.

- 1.6 Are you available for assignment at an off-campus and/or center location? Yes or No
 If "Yes," where? _____ and/or _____ and/or _____ .
- 1.7 Are you, to your knowledge, being considered for a faculty assignment at another Los Rios college/center and/or have you requested a faculty assignment at another Los Rios college/center? Yes or No
 If "Yes," fill in each college, course number and course name you have requested to teach or are under consideration to teach:

Campus	Course Number	Course Name

- 1.8 Note any special conditions you wish to have considered, such as technology and/or other equipment needs, specialized classroom characteristics, areas of responsibility, number of different course preparations, maximum number of consecutive formula hours per day, etc.
- _____
- _____

STEP 2 - Employee Personal Information Section

Last Name: _____ First Name: _____ Middle Initial: _____

Employee ID#: _____ Current Los Rios Employment Status: Adjunct / Overload

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone #: (_____) _____ Additional Phone #: (_____) _____

I understand that I must return this Availability Form by the campus-designated due date; and that failing to do so and/or answering "No" to question 1.2 above, will constitute a waiver of any hiring preference for the semester noted in 1.1 of this form and will be considered a voluntary break in service for Fall/Spring semesters. The receipt of this form does not constitute a promise or commitment by the District.

Employee Signature: _____ Date: _____