



Office of Human Resources
 1000 West Foothill Blvd.
 Glendora, CA 91741-1899

AUTHORIZATION FOR PART-TIME CREDIT ASSIGNMENT

For: _____

Phone: _____

E-Mail: _____

You have been offered the following credit teaching assignment(s) for the

_____ Semester _____ Year, beginning _____ ending _____

As the: ___ Teacher of Record ___ Hourly Counselor ___ Lab Supervisor
 ___ Substitute Instructor ___ Head Coach
 ___ Other (Please specify)

For the _____ Department

CRN # _____ Course _____ Room _____

Load: Lec ___ Lab ___ FTE ___ Hours _____ Day(s) _____ Time _____

CRN # _____ Course _____ Room _____

Load: Lec ___ Lab ___ FTE ___ Hours _____ Day(s) _____ Time _____

CRN # _____ Course _____ Room _____

Load: Lec ___ Lab ___ FTE ___ Hours _____ Day(s) _____ Time _____

The awarding of this assignment is subject to adequate class enrollment, adequate financing, and presentation of qualification materials: 1) Official transcripts verifying education; 2) Credential (if applicable); 3) Employment verification; 4) Photo identification; and, 5) Social security card. The assignment is granted on the condition that it is not needed to fulfill a full-time faculty member's teaching load or the assignment has not been requested by a full-time faculty member (who has not exceeded the maximum load as defined by the Board of Trustees).

 Approved by: Dean of Faculty

 Date

 Approved by: Vice President of Instruction

 Date

Placement on the part-time faculty salary schedule will be determined by the number of graduate units completed beyond the Bachelor's degree and prior to teaching experience. It is the individual's responsibility to submit appropriate documentation verifying education and experience within the first four (4) weeks of the semester and to complete employment paperwork at the Office of Human Resources prior to beginning work. Documents verifying teaching experience which are submitted after the four-week period will not serve to increase entry level placement.

- Qualifications met through:
- 1) _____ Doctorate in _____
 - 2) _____ M.A./M.S. in _____
 - 3) _____ B.A./B.S. in _____
 - 4) _____ Equivalency _____
 - 5) _____ Credential in _____