

## Part-time Teaching Availability Guidelines

These guidelines apply to part-time faculty with more than three years (more than 6 semesters) service teaching at Franklin Pierce University, the College at Rindge. These faculty are eligible for preference in course assignments taught by part-time faculty. To assist in the planning of course assignments for forthcoming semesters and for summer sessions, part-time faculty shall fill out a Part-time Teaching Availability Form. A qualified faculty member who is interested in any assignments for an upcoming academic year or summer sessions must fill out the form each year and include the following information:

- Availability by days of the week and times of the day to teach in the forthcoming academic year or summer. The part-time faculty member may also indicate preference as to which days of the week and times of the day he or she would prefer to teach and any other relevant considerations.
- Indication of any courses which the faculty member is interested in and is qualified to teach.
- Indication of how many contact hours the part-time faculty member is interested in teaching.
- Contact information including address, e-mail address and telephone number.
- The availability form must be submitted to the Human Resources Department no later than December 1 for courses in the next academic year (Fall and Spring semesters) and summer sessions. Completion of the form does not guarantee any particular teaching assignment.
- It is the responsibility of the faculty member to return the completed form. If the faculty member fails to return the form by the specified deadline, any assignment he or she may receive is at the discretion of the chair or dean/director.

The Teaching Availability Form will be considered by the division chair, or dean/director, in planning assignments for a forthcoming academic year or summer. Part-time faculty with more than three years teaching service will be given preference in the assignment of courses for which they are eligible and qualified to teach. When more than one part-time faculty member is equally qualified, the teaching assignment will be given to the individual with more years of service.

The Teaching Availability Form is designed to inform the University of the availability of part-time faculty, who have accumulated more than three years (six semesters) of teaching service at the College at Rindge, to teach courses at the Rindge campus during the academic year and summer listed above. Part-time faculty are not eligible to utilize this form until they have completed or are currently in a fourth year of service (e.g., have started a seventh semester of teaching). Questions concerning length of service should be directed to Human Resources. Although completion of this form does not guarantee any particular teaching assignment, University personnel will make use of the information in planning the year's teaching assignments and schedule.

Part-time faculty are eligible to teach up to 15 contact hours per academic year (excluding summer sessions); Senior Lecturers are eligible to teach up to 18 contact hours per academic year (excluding summer sessions). See *Collective Bargaining Agreement* Article 2.6 for definition of contact hours; note that not all courses have the same number of contact hours.

**Part-time Teaching Availability Form**  
 Academic Year \_\_\_\_\_

This form is due in Human Resources by December 1<sup>st</sup>

Part-time Faculty Name: \_\_\_\_\_  
(Please print)

Address: \_\_\_\_\_  
Street City State Zip

Contact Details: \_\_\_\_\_  
Phone Email

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Teaching availability for Fall 20\_\_ :**

Course # & Title:	Available Weekdays & Times:	Days/Times Preferred:

Total Contact Hours Desired:      Minimum: \_\_\_\_\_      Maximum: \_\_\_\_\_

**Teaching availability for Spring 20\_\_ :**

Course # & Title:	Available Weekdays & Times:	Days/Times Preferred:

Total Contact Hours Desired:      Minimum: \_\_\_\_\_      Maximum: \_\_\_\_\_

**Teaching availability for Summer Sessions 1 and/or 2 (please specify):**

Course # & Title:	Available Weekdays & Times:	Days/Times Preferred:

\*Note that summer classes typically meet four days/week, Monday-Thursday.