As we begin to plan for next semester/school year, it is important for the university to gather staffing information from our part-time faculty. This is for planning purposes only and is not binding.

I am expressing my desire to teach in the College/Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this coming 1st / 2nd Semester/ SY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ MidYear break.

Please indicate your plans for this coming Semester.

\_\_\_\_ I would like to teach this coming Semester/ MidYear break in the same college.

\_\_\_\_ I would like to teach this coming Semester/ MidYear break in another college/campus.

\_\_\_\_ I am willing to handle \_\_\_\_\_ number of units.

**\*\*\*\* EDUCATIONAL STATUS UPDATE:**

Highest Educational Attainment *(write in full)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For those who are enrolled in the graduate school.*

Course/Major *(write in full):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ I am currently enrolled \_\_\_\_units in the masters/doctorate program. (attached Certificate of

Registration)

\_\_\_\_ I have already earned \_\_\_\_ units in the masters/doctorate program. (attached Certificate of

Grades)

\_\_\_\_ I am writing my thesis/dissertation paper.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signature over Printed Name)*

FACULTY

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COLLEGE/CAMPUS/UNIT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

ENDORSED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signature over Printed Name)*

COLLEGE/CAMPUS DEAN/UNIT HEAD

***Note: 1 copy for the College/Campus/Unit Head***

***1 copy for the HRMO-RSA Unit***