

**Notice of Interest by Teaching Adjuncts for a Two-Year Appointment for the 2016-17 and 2017-18 Academic Years**

**Instructions:**

Applicant completes Part I of the form and submits the notice of interest to receive a two-year appointment for the 2016-17 and 2017-18 academic years to the college Human Resources Office **no later than October 17, 2016**. The applicant must provide a copy of this form to his/her department Chair.

The college Human Resources Office or the college office responsible for verifying adjunct workload completes Part II of the form and returns it to the adjunct, with a copy to the Chair **no later than February 1, 2017**, confirming the adjunct's eligibility for a two-year appointment or notifying him/her of his/her ineligibility therefor. *(In the event the college HR Office is not responsible for verifying adjunct workload, the HR Office will forward the form to the appropriate college office.)*

A copy of the completed form will be placed in the applicant's personal personnel file, in the accordance with the standard procedures.

**Eligibility Requirements:**

To be eligible for a two-year appointment, an adjunct must be eligible for a two-semester appointment for the Fall 2016 and Spring 2017 semesters under Article 10.1(a)3 of the collective bargaining agreement and must have taught at least six (6) classroom contact hours per semester within the same department at the same college for 14 out of the last 18 consecutive semesters (excluding summer sessions) preceding the 2016-17 academic year - including the four (4) semesters (excluding summer sessions) immediately preceding the 2016-17 academic year. Up to four semesters of substitute service in a teaching title within the same department of the college may be counted as qualifying service.

**PART I: TO BE COMPLETED BY THE TEACHING ADJUNCT**

Name  College

Adjunct Title  Department

Address

City  State  Zip Code

Home Phone  Office Phone  Cell Phone

College e-mail

I hereby give notice of my interest in a two-year appointment for the 2016-17 and 2017-18 academic years (*i.e.*, the Fall 2016, Spring 2017, Fall 2017, and Spring 2018 semesters). I understand that such appointment is subject to sufficiency of registration and changes in curriculum but is not subject to a comprehensive review. I understand further that I will receive a comprehensive review during said period and will be considered for a three-year appointment effective beginning in the 2018-19 academic year, if I am otherwise eligible. I believe that I am eligible for a two-year appointment based on the following (*you must check all three conditions and appropriate semesters*):

I am an adjunct eligible for a two-semester appointment in the above-referenced department for the Fall 2016 and Spring 2017 semesters under Article 10.1.(a)3, by virtue of having taught as an adjunct in the same department for at least the six (6) consecutive semesters (exclusive of summer sessions) preceding the Fall 2016 semester; and

I have taught at least six (6) classroom contact hours in the same department for the Fall 2014, Spring 2015, Fall 2015 and Spring 2016 semesters, and

I have taught at least six (6) classroom contact hours in the same department in at least ten (10) out of the fourteen (14) Fall and Spring semesters during the period Fall 2007 through Spring 2014 (*up to four (4) semesters of substitute service in a teaching title within the same department of the college may be counted as qualifying service*) as follows (check each Fall and Spring semester in which you taught at least six (6) contact hours):

- |                                      |                                      |                                      |                                      |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Fall 2007   | <input type="checkbox"/> Fall 2009   | <input type="checkbox"/> Fall 2011   | <input type="checkbox"/> Fall 2013   |
| <input type="checkbox"/> Spring 2008 | <input type="checkbox"/> Spring 2010 | <input type="checkbox"/> Spring 2012 | <input type="checkbox"/> Spring 2014 |
| <input type="checkbox"/> Fall 2008   | <input type="checkbox"/> Fall 2010   | <input type="checkbox"/> Fall 2012   |                                      |
| <input type="checkbox"/> Spring 2009 | <input type="checkbox"/> Spring 2011 | <input type="checkbox"/> Spring 2013 |                                      |

Signature \_\_\_\_\_

Date

**You must submit this signed form to the college Human Resources Office no later than October 17, 2016. Please bring an extra copy with you if you want a receipt. You must also give a copy to your department Chair.**

**PART II: TO BE COMPLETED BY THE HEAD OF THE COLLEGE OFFICE RESPONSIBLE FOR VERIFYING ADJUNCT WORKLOAD:**

I have reviewed your work history and accordingly advise you as follows:

- You are hereby notified that in addition to the Spring 2017 semester, the College intends to appoint you for the Fall 2017 and Spring 2018 semesters, subject to sufficiency of registration and changes in curriculum.
- You are hereby notified that according to college records, you lack the requisite service for a two-year appointment.

Name of signatory

Title

Signature

\_\_\_\_\_

Date

**This signed form must be returned to the adjunct no later than February 1, 2017.**

**A copy of the completed form must be provided to the Chairperson and a copy placed in the Adjunct's Personal Personnel File.**