

Part-Time Teaching Availability Form

Date: _____

Name: _____ MaineStreet ID #: _____

Mailing Address: _____

City

State

ZIP Code

Email

Telephone: Days _____ Evenings _____

Check (x) those locations for which you are available:

Campus

Off-Campus

Both Campus and Off-Campus

If available for off-campus, specify centers/sites: _____

Please indicate the divisions/departments for which you are interested in teaching: _____

Please indicate any other University of Maine System Campus for which you are interested in teaching: _____

List the times you are available:

Fall

Spring

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday/Sunday

Are you available to teach in other sessions? (Summer, May Term, etc.) Yes No

List those courses that you are qualified to teach, in order of preference: (Specify course name and number)

How many courses would you prefer to teach each semester? One Two Three

Signature

Return completed form by the deadline specified in the accompanying letter to the chair and the division/department in which you wish to teach.

NOTE: It is the part-time faculty member's responsibility to return a completed Availability Form to the head of the department in which he/she wishes to teach prior to receiving any assignments. A new form must be completed every two years and returned to the department. The original form should be forwarded to the official personnel file in Human Resources. A copy should be retained by the department for its records.