

PART-TIME FACULTY UPGRADE

Name: \_\_\_\_\_

Employee ID : \_\_\_\_\_

Dept: \_\_\_\_\_

Semester for Upgrade: \_\_\_\_\_

Can the additional course(s) be taught as an overload or by \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
 Approve  Disapprove \_\_\_\_\_  
Dean Date

\_\_\_\_\_  
 Approve  Disapprove \_\_\_\_\_  
Associate Vice Chancellor of Academic Affairs Date  
Office of Instruction

Note: See next page for Part -time Faculty Temporary Assignment Process Steps.

Part-time Faculty Temporary Assignment - Purpose of Form

***This form is used for part-time faculty when they are given an additional assignment under the Collective Bargaining Agreement between the District and AFT2121 (“CBA”), Article 26.C.2 (Short-Term Temporary Assignment) or 26.C.3 (Long-term Temporary Assignment) only AND when that assignment brings that faculty’s semester workload above .67fte (67%).***

*This form is **not used** for Day-to-Day Substitutes (Article 26.C.1) or*

Short -Term and Long- Term Temporary Assignments & Upgrades  
(Under Article 26C.3,4 and D of the Collective Bargaining Agreement with AFT)

1  
Select  
Candidate

STOP- Go  
back to step  
1 - Select  
Another