



Office of the Vice President of Instruction

To: ALL FULL-TIME FACULTY
From: Office of the Vice President of Instruction
Date: December 11, 2023
Subject: Course, Load, and Scheduling Request for Summer 2024

Overload assignments may be filled by applicants from regular full-time faculty in accordance with the CCFT Collective Bargaining Agreement. Please consider this your opportunity to indicate interest in being considered for such a position during Summer 2024. Response to this form will help your division create employment pools for next calendar year. Please complete and return this form to your Division Chair on or before Friday, January 19, 2024.

Form with sections: SUMMER 2024, I do not wish an overload assignment..., I do wish to be considered..., Preferred Course(s), Preferred Location(s)/Teaching Modality.

PRINT NAME HERE

SIGN HERE

Requests to expand your contract teaching load should be directed to your Division Chair