

Due Dates: **August 1** for the next Spring semester- **December 1** for Fall of the next year academic year



Please use this form to provide your teaching availability for the next academic term. **Please send this form to your Department Chair and the Administrative Assistant for that department.**

IMPORTANT- When saving this file please add your name and term at the end of the file name. For example: "TL\_Availability\_form J Smith Spring 2015" to indicate your name and the semester for which the information is relevant.

PSU reserves the right to determine class schedules. Completion of this form does not imply or guarantee course assignments.

For semester/year:  (Ex: Spring 2015)

First Name	Last Name	PSU email address	Home or cell phone number

Preferred number of credits you would like to teach in the term indicated above:

Department(s) you would like to teach for?	
Preferred courses:	
Additional courses you are qualified and willing to teach:	
Are you willing to teach <a href="#">First Year Seminar</a> ?	

Please provide your teaching time preference by placing an X before the time block(s):

<p><b><u>MWF</u></b></p> <p><input type="checkbox"/> 8-8:50 AM</p> <p><input type="checkbox"/> 9:05-9:55 AM</p> <p><input type="checkbox"/> 10:10-11:00 AM</p> <p><input type="checkbox"/> 11:15 AM - 12:05 PM</p> <p><input type="checkbox"/> 12:20-1:10 PM</p> <p><input type="checkbox"/> 1:25-2:15 PM</p> <p><input type="checkbox"/> 2:30-3:20 PM</p> <p><input type="checkbox"/> 4:00-4:50 PM</p>	<p><b><u>T-TH</u></b></p> <p><input type="checkbox"/> 8-9:15 AM</p> <p><input type="checkbox"/> 9:30-10:45 AM</p> <p><input type="checkbox"/> 11 AM-12:15 PM</p> <p><input type="checkbox"/> 12:30-1:45 PM</p> <p><input type="checkbox"/> 2-3:15 PM</p> <p><input type="checkbox"/> 3:30 - 4:45 PM</p> <p><input type="checkbox"/> 5-6:15 PM</p>
<p><b><u>MW</u></b></p> <p><input type="checkbox"/> 2:30-3:45 PM</p> <p><input type="checkbox"/> 4:00-5:15 PM</p> <p><input type="checkbox"/> 5:30-6:45 PM</p>	<p><b><u>Other</u></b></p> <p><input type="checkbox"/> Saturday - All Day</p> <p><input type="checkbox"/> Online</p> <p><b><u>Evenings (6:30-9 PM)</u></b></p> <p><input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th</p>

If your preferred times above are not available or do not work for the department schedule, would you like the Chair to contact you with alternate times?  Yes  No

Please send this completed form to the appropriate department chair(s)/director with a copy to the Administrative Assistant(s). Due Dates: **August 1** for the next Spring semester- **December 1** for Fall of the next year academic year

This form is available at the following web address: <http://www.plymouth.edu/office/vpaa/teaching-lecturers/>