



TENTATIVE TEACHING ASSIGNMENT FORM

The Office of Human Resources requires that this form be completed by all part-time classroom faculty members.

Faculty Name:				
Chairperson:		Extension: 7 -	Department:	
<p>Completion of this form is considered to be reasonable assurance of teaching assignment(s) for the referenced semester. Please be advised that signed acknowledgement of this form may render you ineligible for unemployment benefits during the periods between fall and spring or spring and fall semesters.</p>				
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year:				
This assignment is based on and subject to sufficient enrollment. Changes of assignment(s), if necessary, will be made in accordance with the provisions as set forth in Section 21.0 of the Collective Bargaining Agreement (CBA).				
Day Course(s):				
CRN #	COURSE	DAY	TIME	ROOM
Evening Course(s):				
CRN #	COURSE	DAY	TIME	ROOM
<input type="checkbox"/> I have been offered an assignment and decline to teach this semester. <input type="checkbox"/> I accept the assignment(s) as noted above.				
Signature _____			Date _____	
<p>If you are declining an assignment, please refer to CBA sections 21.1.7 and 21.8.5 (see below) regarding potential loss of AOP rights.</p>				
<p>PLEASE INDICATE OFFICE HOURS BELOW: As per §38.8 of the CBA, “part-time day classroom faculty shall maintain office hours for consultation with students which shall equal two (2) times their weekly contact hours in each regular academic semester.”</p>				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>CBA – Loss of Assignment of Program (AOP) Rights and Removal</p> <p>21.1.7 “An adjunct faculty member who drops a course after December 15th for the Spring semester or after July 1st for the Fall semester, except for cause (personal illness, professional or personal obligations, military service, etc.), which shall be reviewed by the Chair and Dean and approved by the Vice President for Academic Affairs, shall be prevented from exercising their AOP rights for one year effective the semester directly following the one during which the course was dropped. No loss of AOP hours shall occur.”</p> <p>21.8.5 “.... The name of any individual not full-time in any Department, shall be removed from AOP lists (A&B) if (s)he has declined an offered assignment for four (4) consecutive fall or spring semesters. The requirement to accept an assignment may be fulfilled by teaching in any of the following sessions: part-time day, evening, weekend, winter session, summer I, or summer II. An extension of one (1) semester may be granted upon the mutual agreement of the School Dean and the Department. Any subsequent employment shall be without prior service credit except that upon recommendation by the Department and School Dean and approval of the President an employee may be granted any portion or all prior service credit.”</p>				
<p>Distribution: • Faculty Member • Department • Dean’s Office • Faculty Services (fac_serv@fitnyc.edu) • Human Resources (submit to hractions@fitnyc.edu)</p>				