

LECTURER I, II or III  
TEACHING AVAILABILITY FORM

NAME \_\_\_\_\_ EMPLOYEE ID # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

HOME DEPT. \_\_\_\_\_ COLLEGE/ SCHOOL \_\_\_\_\_

LECTURER (please check one) \_\_\_\_ I \_\_\_\_ II \_\_\_\_ III DATE LAST TAUGHT \_\_\_\_\_

I am interested in teaching during Academic Year: 201\_\_\_\_ - 201\_\_\_\_ and/or Summer 201\_\_\_\_

I am available to teach these days and times:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Fall semester							
* Winter (Dec. – Jan.)							
Spring semester							
*Summer 2 week							
*Summer 4 week							
*Summer 6 week							
*Summer 12 week							

\* Refers to Continuing Education coursework only

How many credits/ courses are you interested in teaching? \_\_\_\_\_

List the courses are you interested in teaching, in order of preference:

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Relevant information/ preferred delivery method/special considerations:

It is the part-time faculty Lecturer's responsibility to return this completed form if interested in any assignment for the upcoming academic year. Refer to Article 14, Appointments & Assignments, for information concerning the Availability Form. The Agreement for may be found at <http://www.uvm.edu/~facsrcs/?Page=ptcontract.html>

Faculty Member's Signature

Date

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**Please note these submission deadlines:**

Submit to the department chair and also to the Dean of CE no later than

**December 1: For the next academic year (fall and spring semesters and winter session)**

Submit to the Dean of CE with a courtesy copy to the department chair no later than

**September 25: For the next summer session**