

**Cañada College**  
**Faculty Schedule Availability & Teaching Request Form**

We will soon be developing the **FALL 2020** tentative teaching schedule. **Please complete and forward this form to your Division Office no later than November 1, 2019.** If you are **NOT** interested in teaching in the Fall of 2020, please indicate that on this form.

Name of Instructor:		Telephone Number:	
Email Address:		Interested in Teaching Fall 2020?:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Preferred Schedule**

Please indicate your preferred schedule. Which classes do you most want to teach and at what times? The Division will make reasonable efforts to assign courses according to the information you provide.

	Class	Day(s)	Time(s)	Modality (F2F, Online or Hybrid)	Comments (i.e., Room Requests, Honors, Banked Units, etc.)
1					
2					
3					
4					
5					

**Availability**

On what other days and evenings, and at which other times, are you available to teach beyond the aforementioned schedule?

	Days	Time(s)	Comments
1			
2			
3			

**Classes**

Which other classes besides the ones listed above are you both willing and prepared to teach?

	Class	Comments
1		
2		

**Online Teacher Training**

Have you completed online teacher training in the past three years?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of Training Program:		
Date Completed:		

*Please do not assume you will be assigned courses that meet outside of the days/times you indicate on this form.*

Instructor Signature:	
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