Appendix A – Part-time Teaching Availability Form

Part-Time Teaching Availability Form

Campus:
- ☐ University of Maine
- ☐ University of Maine at Farmington
- ☐ University of Maine at Machias
- ☐ University of Southern Maine
- ☐ University of Maine at Augusta
- ☐ University of Maine at Fort Kent
- ☐ University of Maine at Presque Isle
- ☐ Chancellor's Office/System Wide Services

Please Print

Name: _____ Date: _____

Mailing Address: _____ Employee ID #: _____

_____

City Zip

Telephone: Days _____ Evenings _____

Check (x) those locations for which you are available:

Campus: ☐ Off-Campus: ☐ Both Campus & Off Campus: ☐

If available for off-campus, specify centers / sites:

_____

_____

Please indicate the divisions / departments for which you are interested in teaching: _____

_____

Please indicate any other University of Maine System campus for which you are interested in teaching: _____

_____

List the times you are available:

Day	Fall	Spring
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Sat / Sun	_____	_____

Are you available to teach in other sessions? (Summer, May Term, etc.) ☐ Yes ☐ No

Include those courses that you are qualified to teach, in order of preference: *(Specify course name & number)*

_____

_____

_____

How many courses would you prefer to teach each semester? ☐ One ☐ Two ☐ Three

_____

Signature Date

Return completed form by the deadline specified to the Coordinator of your department/program.

_____

NOTE: It is the part-time faculty member's responsibility to provide current information. The University will rely on the availability form which has been filed until it is updated. A part-time faculty member is not eligible for assignment unless an availability form has been filed.

Revised: February, 2020