CUYAHOGA COMMUNITY COLLEGE

**FACULTY STATEMENT OF AVAILABILITY FOR SUMMER SESSION 2025**

**(Complete and return to the Associate Dean by Friday, January 31, 2025, by 5:00 p.m.)**

SUBJECT AREA(S):       NAME:

EMPLOYEE ID#:       HOME CAMPUS:

OFFICE TELEPHONE:       HOME TELEPHONE:       MOBILE TELEPHONE:

***(Check One Option)***

I AM NOT AVAILABLE to instruct any Summer, 2025 course sections.

I AM AVAILABLE to instruct one or more Summer, 2025 course section(s). ***Note: D2L Brightspace training must be completed by January 31, 2025, in order to teach online and blended courses.***

I will accept a maximum instructional assignment of       ESU’s for Summer, 2025. (*12 is the maximum*)

**My preferences for section assignments in order of priority are:**

*LEAVE BLANK*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Priority Number** | **Subject Area** | **Course Number** | **Section Number (CRN)** | **Campus** | **Days** | **Time** | **Term** | **ESU’s** | **Comment** | **% of Resp** | **% of Sess.** | **Primary Instr.** |
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DATE:       SIGNATURE:

**NOTE: EACH COURSE WITH A DISTINCT CRN (SECTION NUMBER) IS CONSIDERED TO BE A DISTINCT COURSE AND SHOULD BE LISTED ON SEPARATE LINES AND WILL BE TREATED AS A DISTINCT ASSIGNMENT.**

*Use an additional sheet, if necessary.*

*======================================================================================================*

*Below is a sample of the manner in which this form should be completed.*

*LEAVE BLANK*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Priority Number | Subject  Area | Course Number | Section Number (CRN) | Campus | Days | Time | Term | ESU’s | Comment | % of Resp | % of Sess. | Primary Instr. |
| 1 | ENG | 1010 | 56305 | East | MTWTHF | 1:00pm -1:50pm | 5 | 3.8 | Expect Lg Group |  |  |  |
| 2 | ENG | 1010 | 56435 | West | TTH | 9:00am -10:54am | 10 | 3.6 | None |  |  |  |
| 3 | ENG | 2410 | 59112 | West | MW | 9:00am -11:49am | 10 | 3 | Concurrent w/ #51287 |  |  |  |
| 3 | ENG | 2420 | 51287 | West | MW | 9:00am -11:49am | 10 | 0 | Concurrent w/ #59112 |  |  |  |
| 4 | JMC | 1310 | 50158 | West |  |  | 10 | 3 | Online |  |  |  |

**For Dean’s Use**: Please draw a line through sections that are not assigned to this faculty member.

DEAN’S INITIALS:       Staffing Session – February 7, 2025 DATE (other than February 7, 2025):