

CITY COLLEGE OF SAN FRANCISCO-HUMAN RESOURCES
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PART -TIME HIRE REQUEST FORM

Department: _____ Assignment _____ / _____
Semester Year

Discipline: _____

Name of Part-Time Hire: _____

Reason for request: _____

____ yes ____ no The department has a PT Pool List and this individual is from the Pool.
This individual is ranked # ____ on the list.

____ yes ____ no The department has offered assignments to individual on the PT Pool in
the ranked order.

IF no, why _____

Note: Please attach a copy of your pool list to this request.

Signature of Department Chairperson/Coordinator Date

Signature of Dean Date

Signature of Vice Chancellor of Academic Affairs OR
Vice Chancellor of Student Development Date

Forward this Part-Time Hire Reb 7sVde37 (s)-2 et

____ Approved _____

____ Not Approved. Reason(s): _____

Clara Starr _____ Date _____
Associate Vice Chancellor, Human Resources _____