

CITY COLLEGE OF SAN FRANCISCO-HUMAN RESOURCES
50 Frida Kahlo Way, Conlan Hall 107, San Francisco, CA 94112

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 Request Form directly to the Associate Vice Chancellor of Human Resource Department after it is signed by the appropriate Department Chair, Dean, AND Vice Chancellor.

____ Approved

____ Not Approved. Reason(s): _____

Clara Starr
Associate Vice Chancellor, Human Resources

Date