

Model Hourly Assignment Query Letter
Name of Department stated on Letter

The purpose of this query letter is to offer an opportunity for you to indicate if you are interested in receiving an hourly assignment for the term circled below:

Fall Winter Intersession Spring Summer Session

If you are interested, please fill out, sign and return the bottom half of this page by the date specified.

This form is due to the Department Chair *by the end of the fourth week of the semester (date from Departmental Procedures)* in order to be considered for priority in receiving an assignment for next term.

You may also indicate your preferences for courses, days, times, and location for assignments you would like to teach. However, there is **no guarantee** that it will be possible to offer you an assignment that will include your preferences. (Please write this information on the upper part of this form, so that you retain a copy for your records.)

Detach and return this portion of the form to the Department Chair
DUE: By the end of the fourth week of the semester (date from Departmental Procedures)

Yes, I am interested in receiving an hourly assignment for the term circled below:

Fall Winter Intersession Spring Summer Session

Name: _____ Date: _____

Here is a list of my preferences. I understand that there is **no guarantee** that I will receive these specific class assignments.

Course/s: _____ Days and Times: _____ Location: _____