

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