
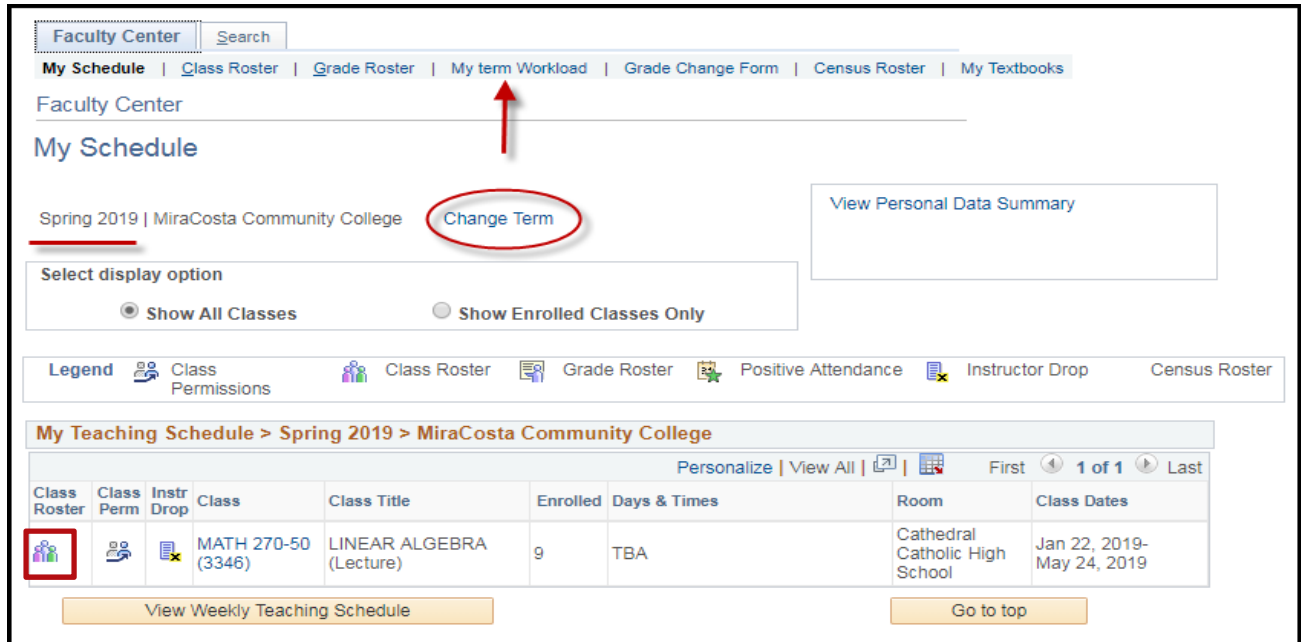


# SURF Associate Instructor Tentative Assignment Letters

## To access your tentative assignment:

1. After logging into SURF, click the **Faculty Center** tile, then **My Schedule** to view your classes. Your class assignments for the current term are displayed on this page. **If you would like to select a different term, click on the change term button.** Click **my term workload** to view your online confirmation letter.

If you have difficulty viewing your term workload, select a **Class Roster**  from this term selection and retry. Surf can be a complex sometimes.



Faculty Center | Search

My Schedule | Class Roster | Grade Roster | My term Workload | Grade Change Form | Census Roster | My Textbooks






Faculty Center

My Schedule

Spring 2019 | MiraCosta Community College **Change Term** View Personal Data Summary




Select display option

Show All Classes  Show Enrolled Classes Only

Legend  Class Permissions  Class Roster  Grade Roster  Positive Attendance  Instructor Drop Census Roster

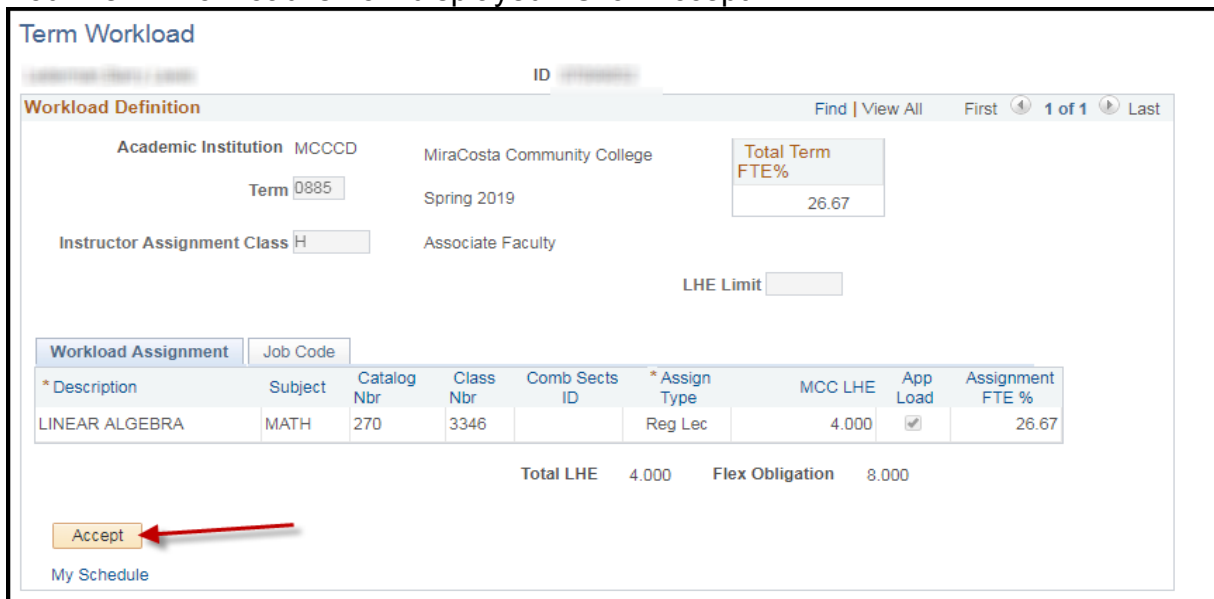
My Teaching Schedule > Spring 2019 > MiraCosta Community College

Personalize | View All | First 1 of 1 Last

Class Roster	Class Perm	Instr Drop	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
			MATH 270-50 (3346)	LINEAR ALGEBRA (Lecture)	9	TBA	Cathedral Catholic High School	Jan 22, 2019-May 24, 2019

View Weekly Teaching Schedule Go to top

2. Your Term Workload is now displayed. Click Accept.



Term Workload

Workload Definition Find | View All | First 1 of 1 Last

Academic Institution MCCCCD MiraCosta Community College Total Term FTE% 26.67

Term 0885 Spring 2019

Instructor Assignment Class H Associate Faculty LHE Limit

Workload Assignment Job Code

*Description	Subject	Catalog Nbr	Class Nbr	Comb Sects ID	*Assign Type	MCC LHE	App Load	Assignment FTE %
LINEAR ALGEBRA	MATH	270	3346		Reg Lec	4.000	<input checked="" type="checkbox"/>	26.67

Total LHE 4.000 Flex Obligation 8.000

Accept

My Schedule

# SURF Associate Instructor Tentative Assignment Letters

3. Confirm your online teaching assignment. Check the **Electronic Signature** box and click **Accept and Save**. If you do not accept, please contact your dean with any questions or concerns.

## MIRACOSTA COLLEGE OFFICE OF INSTRUCTIONAL SERVICES INDIVIDUAL TEACHING ASSIGNMENTS CONFIRMATION AND FLEX OBLIGATION

Spring 2019

Date: 01/11/2019

Class Nbr	Course	Description	% LOAD	LHE	DAYS	Start Date	End Date	Start Time	End Time	SITE
3346	MATH	270 LINEAR ALGEBRA	26.67	4.000	ARR	01/22/2019	05/24/2019	01:00 AM	01:00 AM	CCHS

Total LHE 4.000 Flex Obligation 8.000

I understand that if this class(es) must be canceled due to insufficient enrollment or if a full-time instructor who loses his/her contract load is required to replace me in a class(es), MiraCosta Community College District is responsible for providing compensation only for the actual hours I spent in the class(es). I have read the Course Outline(s) of Record for the above course(s), and I agree to teach each course in accordance with its outline. I agree to meet all of the hours designated including a meeting during final exam week (if applicable). I also agree to turn in my grades within three working days of my last final exam or class meeting. I agree to complete and return any paperwork necessary for hiring before the date of the first class meeting.

If, at any time, my assignment (or combined assignments) exceeds 67% (or 10 LHE) of a full-time assignment as specified in Ed. Code 87482.5, I agree to notify the District immediately of the fact so that my assignment may be reduced to conform to the temporary nature of my assignment. My failure to so notify the District will prevent me from claiming any probationary or tenure right in connection with the above assignment.

I understand that this offer of employment is limited and temporary. At the end of each semester, the teaching assignment with MiraCosta ends. If I am offered another teaching assignment, I understand that it should not be construed as a continued expressed or implied contract for employment with MiraCosta. Each teaching assignment is a new offer of employment for one semester.

**Your assignments are listed above. Please check each item carefully. If the information on this sheet is correct, please click the electronic signature, click Accept and Save. If you do not accept, contact your dean with any questions or concerns.**

<input type="checkbox"/> Electronic Signature	Name (Last, First) [REDACTED]	Email Address [REDACTED]@miracosta.edu	Date Signed 01/11/19 9:39AM
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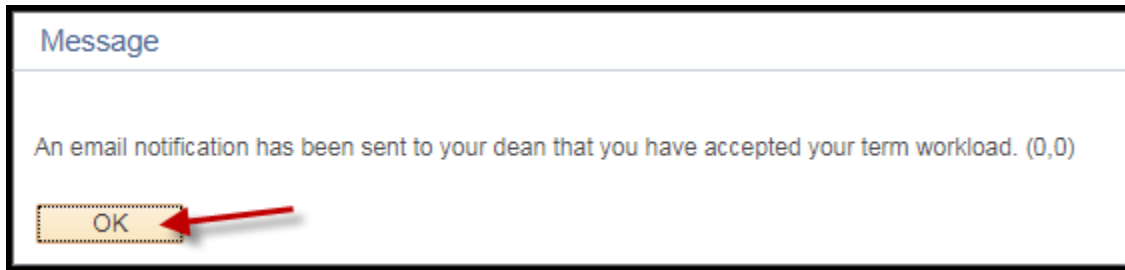
Cancel

Accept and Save

# SURF Associate Instructor Tentative Assignment Letters

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5. An email notification message will display. Click **OK**.



6. Click **Return**. Your workload acceptance has been completed.