



\_\_\_\_\_  
(Division Name)

# MEMORANDUM

**TO:** **Part Time Instructor**

**FROM:** \_\_\_\_\_  
(Division Chair Name)

**DATE:**

**RE:** \_\_\_\_\_ **Schedule**  
(Term and year)

Attached is a copy of your \_\_\_\_\_ Term \_\_\_\_\_ teaching assignment(s). This is your official notification.  
(term) (year)

Please review and let \_\_\_\_\_ know if there are any discrepancies.  
(Administrative Coordinator's name)

As usual, these appointments are subject to last minute unanticipated schedule changes, \_\_\_\_\_ or I will contact you if that happens.  
(Administrative Coordinator's name)

INSTRUCTOR	COURSE	CRN	DAYS	TIME	ROOM	CREDITS

I accept the assignment(s) listed above (signature and date):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_