



Dr. David Viar
Superintendent/President

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October 18, 2018

Colleagues,

On occasion, classified staff members, confidential employees, and managers/administrators have been asked to teach at GCC in areas where their education, knowledge, experience, and abilities to teach have been identified as of value to the students enrolled in particular courses. Although this practice has not been discouraged, it is essential that fulfillment of all the teaching assignment duties does not detract from a person's job responsibilities and regular assignment.

Beginning with the Fall 2019 term, no GCC employee can teach at GCC unless the attached "Additional Faculty Assignment Request" form has been completed with approval signatures from your immediate supervisor and the vice president or Superintendent/President responsible for the area in which you work.

This form must be completed and submitted to the Office of Human Resources at least two weeks prior to the start of the faculty assignment. Those who do not follow this requirement will be held accountable for failure to assure this request is approved.

The official form can be accessed at Additional Teaching Assignment Request Form (www.glendale.edu/home/showdocument?id=38816)

A handwritten signature in cursive script that reads 'David Viar'.

David Viar
Superintendent/President