Per the NFA Contract, Article 9, TMCC is announcing to all eligible Academic and Administrative faculty that a need exists for a/an <<enter TITLE>>

**Date:** <<enter DATE>>

**Description:** << BRIEFLY DESCRIBE POSITION>>

**Is this a new or continuing additional assignment?** [ ]  **New** [ ]  **Continuing**

**Scope of Work:** <<list DATE RANGE FOR ASSIGNMENT AND ESTIMATED HOURS TO BE WORKED>>

**Responsibilities and Deliverables:** <<list RESPONSIBILITIES AND DELIVERABLES of this position>>

**Qualifications:** <<list MINIMUM QUALIFICATIONS needed to be considered for this assignment>>

**Compensation:** <<give STIPEND, RELEASE OR PLUS DAY AMOUNT (justified by scope of work)>>

**Funding source:** [ ]  **Grant/Perkins** [ ]  **Department LOA/OVL** [ ]  **Other:** <<enter brief description>>

**Reports to:** <<enter NAME AND TITLE OF SUPERVISOR>>

**Application Process:** Interested faculty will submit a letter of interest describing special qualifications and background information no later than 5 p.m. on <<enter DATE in box below>>.

The letter should be addressed to <<enter NAME>>, <<enter TITLE>>. Note: Administrative faculty must include a documented plan for separation of the additional assignment work from regular work time.

**Selection Process:** The <<enter TITLE>> will notify applicants of the hiring decision on or before <<enter DATE>>.