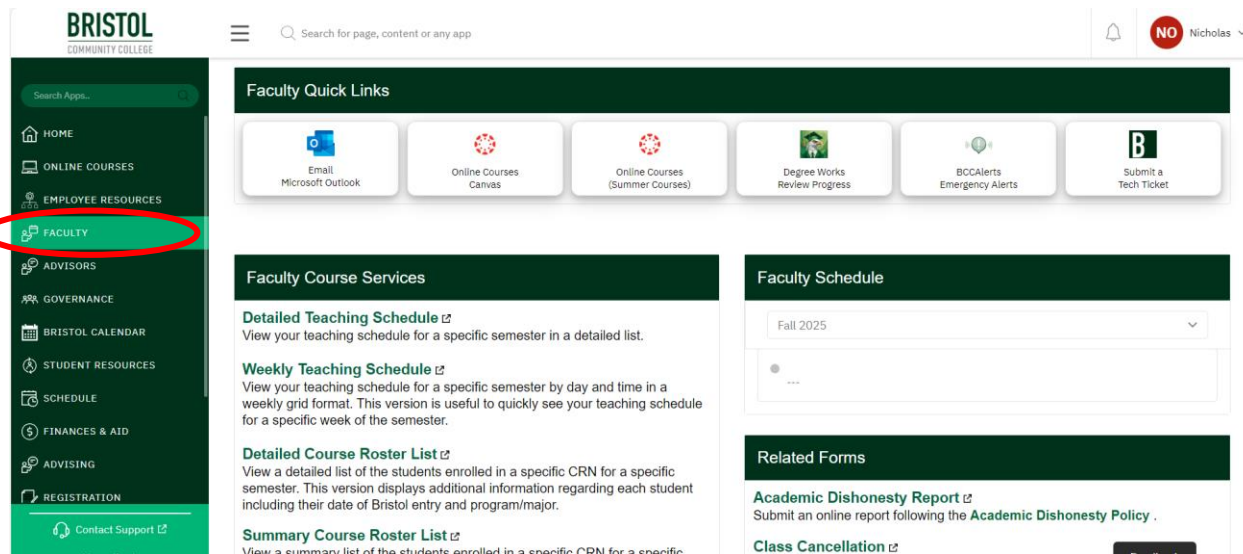


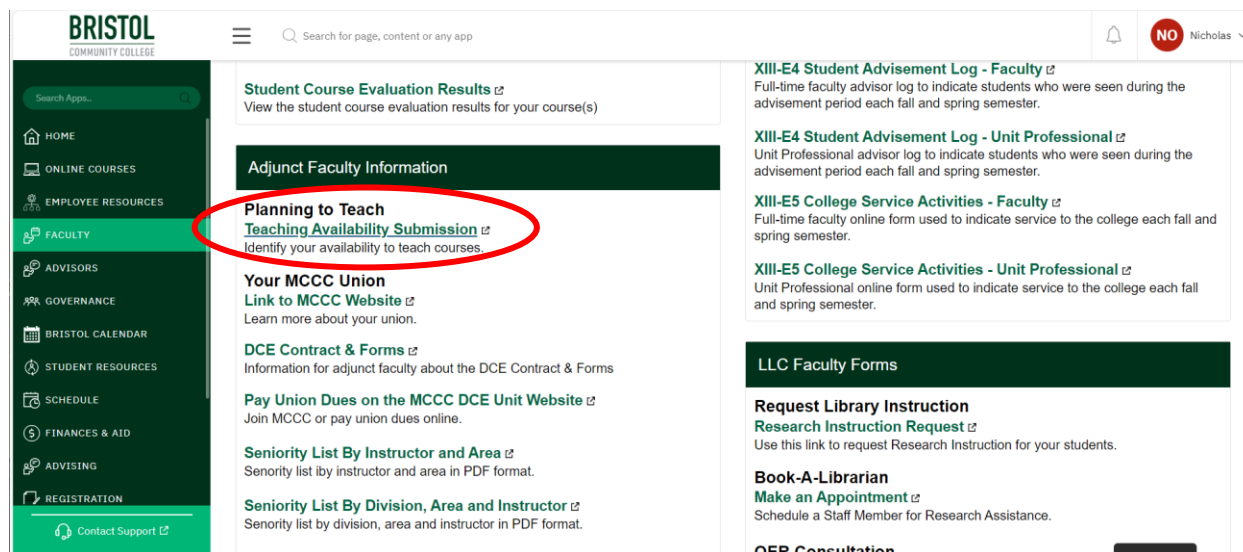
STEP 1. Log into your MyBristol account using Firefox, Chrome, or Edge.

STEP 2. Click the Faculty link in the left toolbar.



The screenshot shows the MyBristol website interface. On the left, a dark green sidebar contains a list of navigation links: HOME, ONLINE COURSES, EMPLOYEE RESOURCES, **FACULTY** (circled in red), ADVISORS, GOVERNANCE, BRISTOL CALENDAR, STUDENT RESOURCES, SCHEDULE, FINANCES & AID, ADVISING, and REGISTRATION. The main content area is titled 'Faculty Quick Links' and features several tiles: 'Email Microsoft Outlook', 'Online Courses Canvas', 'Online Courses (Summer Courses)', 'Degree Works Review Progress', 'BCCAlerts Emergency Alerts', and 'Submit a Tech Ticket'. Below this, there are sections for 'Faculty Course Services' (including 'Detailed Teaching Schedule', 'Weekly Teaching Schedule', 'Detailed Course Roster List', and 'Summary Course Roster List') and 'Faculty Schedule' (with a dropdown for 'Fall 2025'). A 'Related Forms' section at the bottom includes links for 'Academic Dishonesty Report', 'Academic Dishonesty Policy', and 'Class Cancellation'.

STEP 3. Scroll down to the Adjunct Faculty Information section of the page and click the Teaching Availability Submission link.



The screenshot shows the MyBristol website interface, specifically the 'Adjunct Faculty Information' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Adjunct Faculty Information' and contains several sections: 'Student Course Evaluation Results', 'Planning to Teach' (with a red circle around the 'Teaching Availability Submission' link), 'Your MCCC Union' (with a link to the MCCC Website), 'DCE Contract & Forms', 'Pay Union Dues on the MCCC DCE Unit Website', 'Seniority List By Instructor and Area', 'Seniority List By Division, Area and Instructor', 'XIII-E4 Student Advisement Log - Faculty', 'XIII-E4 Student Advisement Log - Unit Professional', 'XIII-E5 College Service Activities - Faculty', 'XIII-E5 College Service Activities - Unit Professional', 'LLC Faculty Forms', 'Request Library Instruction', 'Research Instruction Request', 'Book-A-Librarian', 'Make an Appointment', and 'OER Consultation'.

STEP 4. Your name will be prepopulated in the field. Enter your telephone and alternate email address information (if you'd like), then select the term for which you'd like to enter your availability from the dropdown menu.

Teaching Availability

Availability may be submitted for the following semesters during the following dates each year:

- Spring & summer surveys may be submitted between August 15 and September 30
- Fall & winter surveys may be submitted between January 15 and February 15

Please select a term from the available terms:

Terms prefixed with an asterisk(*) are closed and available for review only.

Contact Information

First Name:

Last Name:

Telephone: (Phone number must be entered as 10-digits with no special characters. **Numbers only**)

BCC E-mail: Upon completion of this form a confirmation will be sent to your BCC E-mail address.

Alternate E-mail: You may enter an **optional** personal email to also receive a copy of your confirmation.

STEP 5. Fill in the requested information.

Teaching Availability

Availability may be submitted for the following semesters during the following dates each year:

- Spring & summer surveys may be submitted between August 15 and September 30
- Fall & winter surveys may be submitted between January 15 and February 15

Please select a term from the available terms:

Terms prefixed with an asterisk(*) are closed and available for review only.

Contact Information

First Name:

Last Name:

Telephone: (Phone number must be entered as 10-digits with no special characters. **Numbers only**)

BCC E-mail: Upon completion of this form a confirmation will be sent to your BCC E-mail address.

Alternate E-mail: You may enter an **optional** personal email to also receive a copy of your confirmation.

Please complete the following form by September 30, 2022.

Are you interested in teaching in Spring 2023? (If left blank or you answer "NO," it is assumed you will not teach in Spring 2023.)

☐ Yes

☒ No

Comments

[Reset Form](#) [Submit](#)

After you submit this information you can return to edit it anytime before the close of the survey.
It will automatically be loaded for you when you select the same term from the list at the top of the page.
This survey will be available to edit until September 30, 2022

STEP 6. **DON'T FORGET TO HIT THE SUBMIT BUTTON WHEN YOU'VE FINISHED COMPLETING THE FORM!** Your automatic confirmation email may take a few moments to reach your inbox. Please save it for future reference.

STEP 7. Repeat steps 4-6 for the second available term.

NOTE:

- You can make changes to your submissions any time during the timeframe that the respective survey is open.
- You can always return to the Teaching Availability link to review previously submitted surveys (for closed) terms