

# SURF Associate Instructor Tentative Assignment Letters

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## To access your tentative assignment:

1. After logging into SURF, click the



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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

Course	Description	% LOAD	LHE	DAYS	Start Date	End Date	Start Time	End Time	SITE	Class Nbr
Total LHE: (4000) Flex: Obligation: 4000										

I understand that if this class(es) must be canceled due to insufficient enrollment or if a full-time instructor is assigned to 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 assignments on time. I understand that this offer of employment is limited to one year and does not constitute a permanent 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 to one year and does not constitute a permanent assignment. I understand that I should not be considered as a continued employee or hold a contract for employment beyond the term of this assignment.

Your assignments are listed above. If you have any questions or concerns, please contact your dean at [phone number] or [email address].

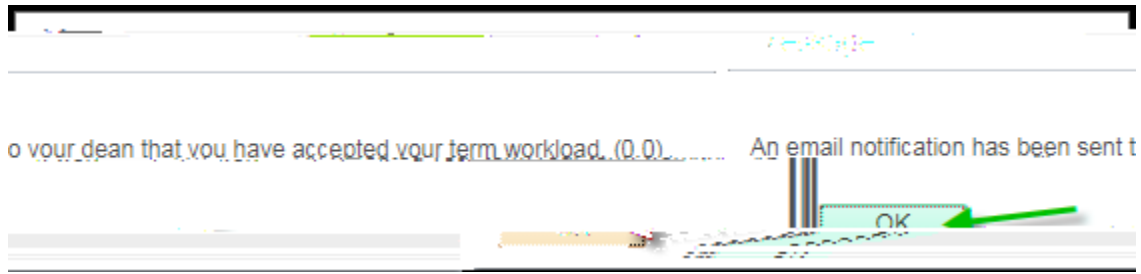
Electronic Signature  Name (Last, First) [Redacted] Email Address [Redacted]@miracosta.edu Date Signed 01/11/19 9:39AM

Cancel Accept and Save

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



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