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| **Part-time teachers : personal details and timetabling constraints form 2016/2017** |

**lselogosmPersonal Details – Please use block capitals**

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| **Title:** Dr, Miss, Mr, Mrs, Ms | **First name:** | **Surname:** |
| LSE Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you ever taught at the LSE before? YES/NO    Please specify the course codes of the classes you are expecting to teach: | | LSE email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@ lse.ac.uk  External email address – we only require this information if you do not have an LSE email address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  LSE ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \* this is the number which appears above your name on your LSE ID card. We need this number in order to give you access to certain functions in LSE for You for example undergraduate class registers. |

**Timetabling Constraints (undergraduate class teaching)**

In order to make full use of teaching rooms and to maximise timetabling options, all teachers are expected to be available to teach at the times shown in the table below. If there are any times when you are not available to teach at the LSE please tell us by putting an X in the relevant box below. If you do not indicate a time as unavailable, you may be allocated teaching at that time.

The more restrictions on your availability the less likely we will be able to accommodate them.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 9-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 | 17-18 |
| Monday |  |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  | No undergraduate teaching is scheduled on Wednesday afternoon | | | | | |
| Thursday |  |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |  |

Your preferences – if teaching more than one class group, please tick the appropriate box/es:

🞎 I would like all of my classes to be scheduled in one day

🞎 I can teach a maximum of 2 consecutive hours

🞎 I can teach a maximum of 3 consecutive hours

🞎 I can teach a maximum of 4 consecutive hours

**Please note we cannot guarantee to accommodate all preferences**

**Teaching room requirements:**

* whiteboard – Do you require a large whiteboard for your teaching? YES/NO
* furniture layout – front facing tables/inward facing tables/no preference

NB due to limitations of the timetable it is not always possible to allocate the preferred room layout. With the demolition of the East Building and St Clements extension the pressure on teaching rooms is greater than ever.

If you will be studying an LSE degree yourself please tell us the title of the degree. If you know which courses you will be attending please list the codes below, that way we can avoid scheduling the class/es you are teaching at times which clash with these courses.

## Class Scheduling

The Timetables Office will be working on the class scheduling arrangements over the summer vacation. We aim to publish the timetable on the web on Monday 12September 2016.

Changes to the class times that you have been allocated will only be made in **exceptional circumstances.**

Please return this form as soon as possible to the Timetables Office ideally via email: [timetables@lse.ac.uk](mailto:timetables@lse.ac.uk)

If you do not have access to email send the completed form to:

Timetables,1 Kingsway, 3rd Floor, London School of Economics and Political Science, Houghton Street, LONDON WC2A 2AE