

Texas Tech University **Semester**
Department of Classical & Modern Languages & Literatures

Class Schedule, Office Hours & Emergency Contact Information

The following represents the information that pertains to your schedule, emergency contact, and other pertinent information. **Please fill in corresponding data. Please return this form to Lloyd Allred as soon as possible.**

Name:

Title:

Office:

Office phone number & extension:

Please indicate Office Hours:

Day Time(s) (Enter space if none) Total Minutes

{Recall that all senior faculty are to have a minimum of 150 minutes per week; TAs, GPTIs and Instructors are to have a minimum of 120 minutes per week. This chart is to help in tabulation and

Mon		
Tues		
Wed		
Thurs		
Fri		

Please enter the information below on the classes you teach:

Class (ie SPAN1507:011)	Class Time	Days M-F	Room

Email Address:

Faculty/Faculty Associate Instructors: Usual parking area or reserved space number:

Home Address:

Cell Phone:

(Will be kept confidential, only used by Dept. if urgent)

Home Telephone: Normally the Department does not release unless expressly indicated by you to do otherwise. Do you wish your home phone number to be given when we are asked (i.e. by inquiring students) [] Yes (The default answer is “NO” unless this is checked).

Emergency Contact #1:

Emergency Contact #2 (If desired):

Name:

Name:

Relationship:

Relationship:

Phone:

Phone:

Address:

Address: