

## How to Register Maximum Number of Teaching Hours for the Partial Load Consideration list

There are 2 ways available for faculty to register their desired maximum teaching hours for the partial load consideration list (Article 26.10).

Option A: For those faculty that have a current, active Fleming account, they can register through Evolve, accessing it through internal links.

Option B: For faculty that do not currently have an active Fleming account, there is an external link available.

To register your interest in partial load teaching, follow the steps below (Option A or B);

### **OPTION A:**

1. Logon to myCampus at <https://mycampus.flemingcollege.ca>.
2. Click on “Evolve Administrative Systems” in the left-hand navigator:

The screenshot shows the myCampus portal for Fleming College. The left sidebar has a dark background with white text. The 'EVOLVE ADMINISTRATIVE SYSTEMS' link is highlighted with a red box. The main content area has a light background with a search bar and a banner for 'Today's Schedule' featuring a group of students.

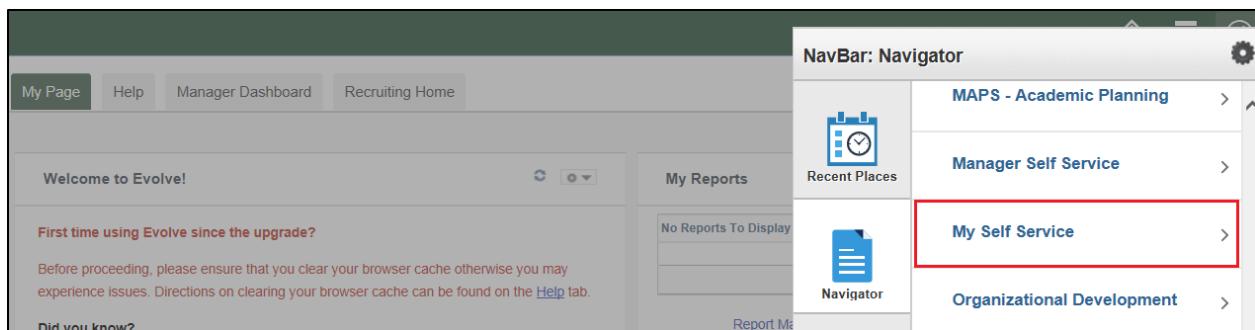
3. Once in Evolve, click on the Navigator icon in the top-right hand corner.

The screenshot shows the Evolve administrative system. The top right corner has a red box around the Navigator icon. The main content area includes a 'Welcome to Evolve!' message, a 'My Reports' table with three entries, and a 'Did you know?' section.

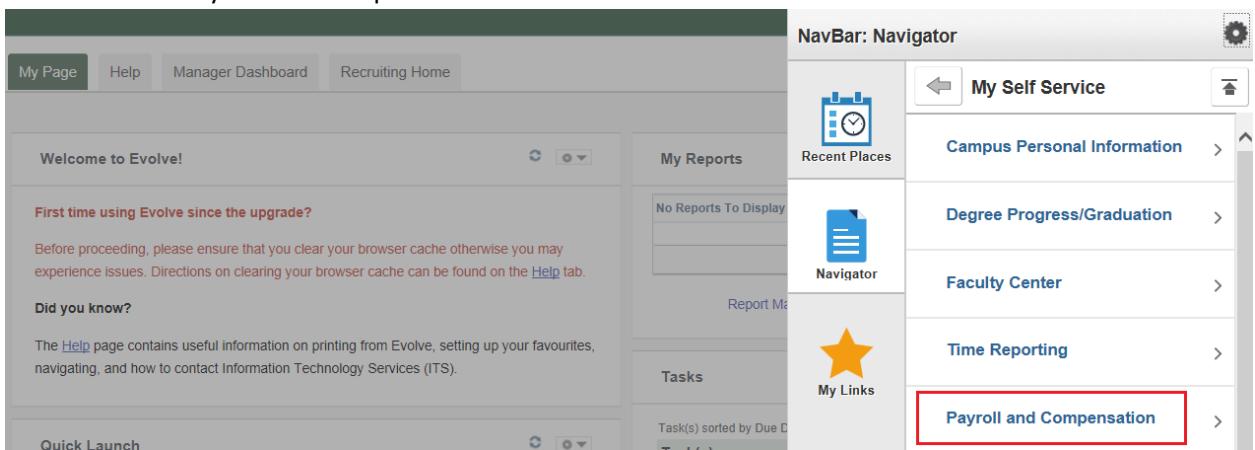
Report	Folder
PSPPYRUN	General
PSPPYRUN	2018-07-16-20.33.2
PSPPYRUN	General
PSPPYRUN	2018-07-16-08.30.1
PSPPYRUN	General

4. The Navigator will open on the right-hand side. Scroll to and then click on “My Self Service”.

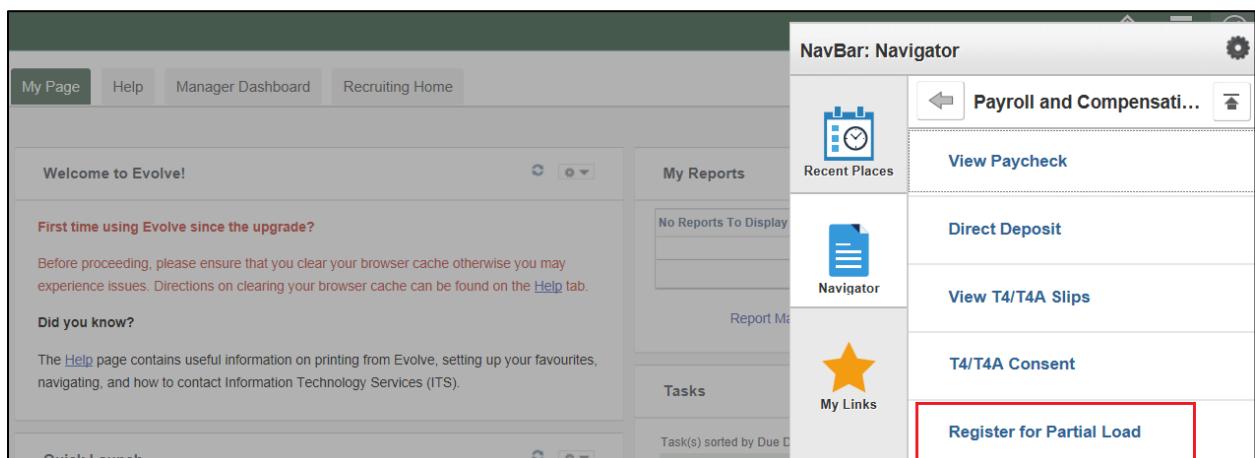
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Then click on “Payroll and Compensation”.



5. Then click on “Register for Partial Load”.



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6. You will then be presented with the Partial Load Registration page which will ask you 2 questions.

- Please select 'Yes' to indicate you understand that this is not a guarantee of being offered a partial load teaching assignment during this period.
- Please indicate the maximum weekly Partial Load hours (more than six and up to and including 12 hours per week) you would like to teach. You understand that this request is not guaranteed.

Once you have answered these questions, press "Submit".

### Partial Load Registration

Name: ... Employee ID: ...

Effective the 2026-2027 academic year, in accordance with Article 26.10 D, current and previously employed partial-load employees shall be automatically registered for partial-load priority consideration (subject to Articles 26.10 E and 26.10 F).

Please select 'Yes' to indicate you understand that this is not a guarantee of being offered a partial load teaching assignment during this period.  Yes

Please indicate the maximum weekly Partial Load hours (more than six and up to and including 12 hours per week) you would like to teach. You understand that this request is not guaranteed.  11

**Submit**

Partial Load Registry History								View All	1-2 of 2	
Acad/Cal Yr	Year	Start of Year	End of Year	Action	Hours	Submission Date	Updated By			
Academic	2026	Sep 01, 2026	Aug 31, 2027		11	Feb 04, 2026 @ 01:07:53 PM				

7. You will see the confirmation of interest under *Partial Load Registry History*:

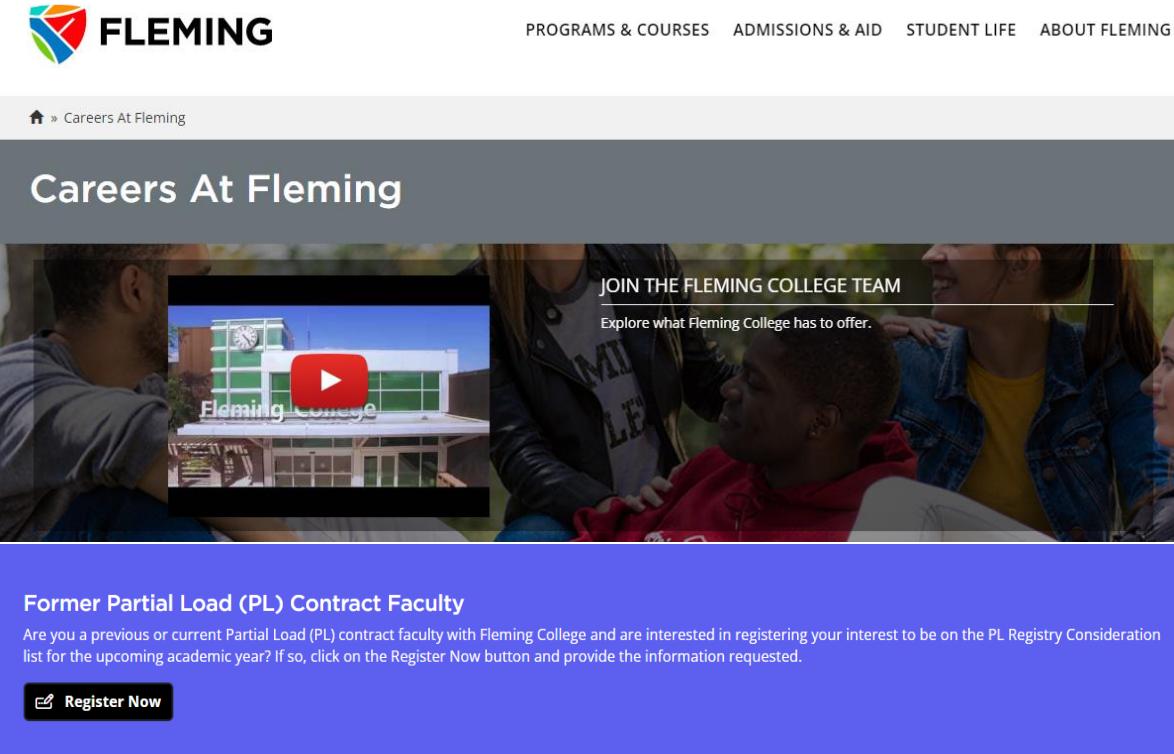
**Submit**

Partial Load Registry History								View All	1-2 of 2	
Acad/Cal Yr	Year	Start of Year	End of Year	Action	Hours	Submission Date	Updated By			
Academic	2026	Sep 01, 2026	Aug 31, 2027		11	Feb 04, 2026 @ 01:07:53 PM				

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### **OPTION B:**

1. The external registration link can be found on the Fleming College website under *Careers at Fleming* ([Careers At Fleming : Fleming College](#))



The screenshot shows the Fleming College website's 'Careers At Fleming' page. At the top, there is a navigation bar with links for 'PROGRAMS & COURSES', 'ADMISSIONS & AID', 'STUDENT LIFE', and 'ABOUT FLEMING'. Below the navigation, a banner features a video player showing a building with a clock tower and the text 'JOIN THE FLEMING COLLEGE TEAM' and 'Explore what Fleming College has to offer.' A large blue call-to-action button labeled 'Former Partial Load (PL) Contract Faculty' with a 'Register Now' button is prominently displayed.

2. Click on *Register Now* and this will open a validation page and you will enter your employee number and date of birth.

### **Partial-Load Registry**

By April 30th in each calendar year, currently or previously employed Partial-Load employees must register their interest in teaching a Partial-Load assignment scheduled in the following academic year.

If you are currently Partial-Load or have previously had a Partial-Load assignment, please complete the following. Please note this is only open to those who currently or have previously taught Partial-Load.

\*Employee ID

\*Date of Birth  MM/DD/YYYY

[Next >](#)

3. You will be taken to the internal Registration Page and you will follow the steps listed above under Option A #6.

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The Registration period for the upcoming academic year (Fall, Winter, Spring/Summer) closes April 30<sup>th</sup> (11:59pm).

If at any point throughout the year you wish to change the maximum hours you are prepared to teach, just follow the steps above and change your answer.

Should you have any difficulties registering, please contact Michelle Bozec, HR Services Specialist ([humanresources@flemingcollege.ca](mailto:humanresources@flemingcollege.ca)) for assistance.

If you have any questions regarding work loading, please reach out to your Academic Chair.

Updated: February 2026