



COURSE ASSIGNMENT GUIDELINES

Revised May 2015

RANKING CRITERIA:

Decisions on faculty assignments are based upon the following ranked criteria:

1. Ensuring program integrity and student needs;
2. Ensuring that faculty members assigned to courses have the appropriate expertise/experience to teach in that area;
3. Assuring tenure line faculty meet full time load with preference for untenured faculty.
4. Meeting faculty requests;
5. Rank.

PROCEDURES:

1. The Associate Director (AD) will develop a timeline to ensure that the following procedures can be completed prior to Academic Scheduling deadlines for schedule;
2. After consulting with the SOE Community Council concerning number of students for programs and courses, the program coordinators will develop a list of courses to be offered. Concurrently, the AD will request that individual faculty list their preferences and needs for courses/supervision of clinical practice for the semester. This may include requests for teaching courses outside of the content where the faculty have expertise in but were not hired to teach. Faculty will have a least one week to submit such preferences to the AD;
3. The AD will send to subject area faculty a list of individuals submitting requests to teach in that area along with the schedule of courses as developed by the program coordinators. Faculty within areas of expertise may meet to negotiate who will teach which courses at the given times posted on the proposed schedule and submit such recommendation to the AD. Subject area faculty will have at least two weeks to provide this information. This information will be presented to the AD.

4. The AD will take individual faculty preferences, approved lists of tenure line faculty from subject area meeting groups and recommendations for courses/schedules to the program coordinators for final assignment of faculty to courses. Preference will be given in the following order as currently outlined in the CBA: a) Tenure Line Faculty including those under FERP; b) Distinguished Teachers in Residence; c) administrators, d) teaching associates and other student employees, or volunteers. Disputes at any level may be appealed to the Director, then the Dean;
5. As soon as possible, the AD will announce and post the draft schedule for revisions prior to submission to Academic Scheduling. Faculty will have one week to negotiate changes among themselves and communicate such to the AD for his/her approval prior to submission to the Academic Scheduling;
6. After the assignment needs of tenured and probationary faculty (including FERP) have been satisfied, and after any work to be taught by administrators, teaching associates and other student employees, or volunteer faculty (including Distinguished Teacher in Residence) have been met, then work shall first be offered to qualified temporary faculty who have performed satisfactorily, following the order outlined in the CBA;
7. If there are no current faculty (tenure line or temporary faculty) to teach a given class, new temporary faculty will be hired following university temporary faculty hiring guidelines and procedures. One subject area faculty and one program area faculty will review application files and make a recommendation to the Director. If the two are unable to arrive at a common qualified applicant to recommend, then each one of them may send a separate recommendation to the Director with an accompanying justification. The Director will make the final determination;
8. The AD coordinates the scheduling process and assures that it meets deadlines. The AD, in consultation with the appropriate coordinator where available, will also make decisions whenever time constraints do not allow for full implementation of these procedures.