Summer Session Addendum

Special Summer Procedures:

A. Credit assignments:

1. The Chair shall maintain a Credit Summer Session Department Priority List. This list is comprised of all Department regular and probationary faculty. (Initial ordering of this list was determined in Fall 1989.) A new Department regular and probationary faculty member is placed at the bottom of the list on his/her departmental date of hire. The ordering of two or more new Department regular and probationary faculty members will be determined by random draw conducted by the Chair. On July 1 of each year, the top four ranked names on the list are moved to the bottom of the list, and then the retirees from the previous year are removed.

2. Department Regular and Probationary faculty members will have first choice of assignments, with order determined by the Credit Summer Session Department Priority List. Members may choose one or two sections.

3. The Chair shall offer any remaining hourly assignment to Department adjunct and temporary faculty members based on their length of service, minimum qualifications, and any Non-Credit assignments for the session. At the Chair's discretion, such an assignment may be either one or two sections. If necessary, the Chair may offer assignments to individuals in the approved Department Adjunct Faculty Pool who have been interviewed and approved for hire by the Department.

4. Sections longer than six weeks may be "split" into two assignments of equal length, when available. Splitting such a course and taking one half shall be considered one section with regard to the two-section limit.

B. NCMLI (Non-Credit Mathematics Laboratory Instructor) assignments:

1. The Chair shall maintain a NCMLI Department Priority List. This list is comprised of all faculty members who have assignment priority, and who have previously completed a NCMLI assignment in the Department within the previous two years at the time of the beginning date of the present assignment. The ordering shall be by the individual faculty member's beginning date of earliest NCMLI assignment without a subsequent break from NCMLI assignments of two continuous years at the time of the beginning date of the present assignment.

2. The Chair shall email a request in a timely manner for an expression of interest in a NCMLI assignment in the session to all faculty members on the NCMLI Department Priority List. This request shall have a reasonable deadline for response.

3. The Chair shall construct a NCMLI assignment schedule using the following prioritized list of criteria. If it is not possible to reasonably satisfy all criteria, then the Session schedule should satisfy as many as possible, in priority. The hourly assignment schedule shall:

a. Provide for load repetition from the previous like-session up to 40% for each faculty member on the NCMLI Department Priority List who responds as described in B.2. This provision will be implemented in order of the NCMLI Department Priority List.

b. Provide for load repetition from the previous like-session up to 40% for all faculty members on the NCMLI Department Priority List who the Chair reasonably determines are willing to accept an hourly assignment. This provision will be implemented in order of the NCMLI Priority List.

c. Provide for load repetition from the previous like-session up to 60% for all faculty members considered in B.3.a and B.3.b. This provision will be implemented in order of the NCMLI Department Priority List.

d. Provide (at the discretion of the Chair and with no implied priority) hourly assignments for any remaining unassigned section to:

i. Department faculty, up to 67% total departmental assignment per faculty member, or
ii. Individuals in the approved Department Adjunct Faculty Pool who have been interviewed and approved for hire by the Department, up to 40% total departmental assignment per individual.