



Child Development Department
Faculty Course Sign-Up Procedures
Revised Fall 2007

The Child Development Department course assignment procedures are as follows:

1. Prior to the Scheduling Committee meeting to develop the course offerings, the regular faculty may submit their scheduling requests to the committee.
2. Regular faculty will sign up for their courses within a week of the development of Proof One by the department scheduling committee. A copy of the schedule will then be posted in the department office area for all faculty to view. Every adjunct faculty member will also receive a copy of the proposed schedule along with a letter listing the order of sign-up.
3. Classes requiring specific expertise will be assigned faculty by the Director, ECE prior to sign-ups beginning.
4. A list of eligible department adjunct will be posted next to the schedule. A date and time to sign-up for desired classes will be assigned to each adjunct with assignment rights according to their date of hire. Their "like load" and an Instructor Load chart will also be posted. Adjunct faculty may sign up on their assigned day for courses totaling their "like load" not to exceed 40% in the first round.
5. If classes remain unassigned when all like loads are filled, a memo will be sent to all faculty announcing a second round of sign-ups for faculty with assignment rights. Those responding will be assigned their requested courses based on earliest date of hire by the department and may increase their load up to the 60% limit.
6. Classes remaining after this second round may be assigned to adjunct faculty without assignment rights based on their date of hire.
7. When all assignments have been made a copy of Proof 2 will be posted in the department office area.
8. The scheduling committee will make recommendations for room assignments.
9. Faculty who create a new class shall have assignment rights to that new class. They will forfeit this right should they decide at any time that they no longer wish to teach it.
10. Faculty who convert a class into an online format shall have assignment rights to the online version of the class. They will forfeit this right should they decide at any time that they no longer wish to teach it. Faculty who teach an online class will need to demonstrate proficiency with the CATE system.

Dr. M. K. L. J. 4.10.08