

Department Procedures for Hourly Assignments
Consumer Family Studies

Approved
EAB 1/30/96

Final document, 1/22/95

1. Faculty, including regular faculty, pool members not previously employed by the department and instructors who teach intermittently, will be sent a written notice, no later than the beginning of the first week of classes, to permit them to indicate whether they would like to receive an hourly assignment for the following term (semester, inter-session or summer session.)
2. Written response is required by the end of the second week of the semester in order to be considered length of service priority for an hourly assignment.
3. Faculty who have teaching experience in the department and have been evaluated, must have a satisfactory evaluation before being considered for another hourly assignment, unless it is a case of adjunct faculty re-employment following a less than satisfactory evaluation according to the terms of the Evaluation Policy.
4. The department will determine those hourly assignment courses that require special expertise, that meet the department's program needs and that reflect length of service in the department. Those assignments will be made first.
5. Academic Affairs will determine institutional needs, and if such needs are to be met by this department, those hourly assignment course assignments will be made second.
6. Of those who indicated an interest in receiving an hourly assignment and responded by the deadline, assignments will then be made based on length of service in the Department. The loads of those who had hourly assignments in the previous like semester will be repeated whenever possible. If due to a break-in-service the faculty member did not receive an assignment in the previous like semester, the one prior to the most previous may be considered. These assignments will be made third.

A repetition of a load does not imply any guarantee about specific course assignments, specific day assignments, specific time assignments, or specific location assignments for hourly assignments.

7. If assignments are available after all who indicated an interest in receiving an hourly assignment and responded by the deadline have been offered an assignment, others who decided after the deadline they would like an assignment will be considered. Those assignments will be made fourth.

8. Whenever feasible, and based on the areas of expertise of the adjunct faculty member, the department's program needs, and the length of service to the department, the loads of adjunct faculty members will be increased up to two classes (not to exceed 55%) before assignments are offered to others not previously employed by the Department. These assignments will be made fifth.
9. The Department Chair will post a copy of the submitted first and second proof (in a place accessible to all faculty) for review the day after the proofs are submitted to the Dean.
10. Academic Affairs will notify faculty of the final approved schedule as soon as possible after approval of Proof 2.
11. Summer session and Inter-session assignments will be handled in the same way as those for the Fall and Spring semester.
12. This procedure applies to the initial offering of assignments that concludes in the approval of Proof 2 for any term. Additional assignments that become available after that time, for example by addition of new classes or due to a refusal of an assignment, will be recommended by the Chair to the supervising Dean. Whenever possible, the principles of length of service will be applied to qualified interested faculty to determine the assignment.