

Physical Education, Dance and Athletics Department Hourly Assignment Procedure

- I. Criteria used by the department chair to determine hourly assignments**
- A. Hourly assignments are those assignments that remain available after all regular contract and long-term substitute assignments have been determined.
 - B. Only faculty (adjunct and full-time) with satisfactory or better evaluations will be considered for an hourly assignment. Any faculty member receiving an “unsatisfactory” or a “needs improvement” evaluation will be removed from consideration for an hourly assignment until such time as the faculty member, in consultation with the department chair, resolves the area(s) of concern to the department chair’s satisfaction. This faculty member will then be subject to subsequent evaluation by the department chairman to see that the initial concerns were resolved.
 - C. Hourly assignments will be based on:
 - 1. Program needs
 - 2. Expertise
 - 3. Length of service
 - 4. Previous load – The loads of those who had an hourly assignment in the previous like semester (fall to fall, spring to spring) will be repeated whenever possible.
 - 5. Availability
- II. Departmental procedures**
- A. Faculty (adjunct and full-time) will receive a request form no later than the start of the second week of the semester to determine their interest in teaching an hourly assignment for the following term.
 - B. The written responses to the request form for an hourly assignment is due from interested faculty by the end of the fourth week of classes.
 - C. The department chair, in consultation with the area coordinators, will determine departmental curriculum needs along with facility availability and schedule classes accordingly.
 - D. The department chair, in consultation with the area coordinators, determine the expertise needed to teach the specific hourly classes, then match those needs with an appropriate instructor’s request for assignment.
 - E. Whenever necessary and appropriate, hires from approved Adjunct Pool will be made, if no qualified regular or adjunct faculty members are available.
 - F. Notify all faculty members who experience a change in their class schedules, from previous “like semester”, before the second proof of the schedule is submitted.
 - G. Place a copy of the final schedule proof at the reception desk for review the day it is submitted to the Dean.

III. Criteria for the selection of hourly assignments

- A. Hourly assignment will be determined by the department chair employing consideration of the teaching expertise and knowledge of the subject matter by the faculty member for the class being assigned.
- B. No faculty member (full-time or adjunct) will have automatic rights to teach hourly assignments based upon:
 - 1. Specific course
 - 2. Specific time
 - 3. Specific location
- C. All faculty with an hourly assignment will be evaluated regularly by the department chair or designee to determine their level of competency.
- D. In order for a department to fully evaluate and assess an adjunct faculty's members' performance, no assignment priority will be granted until the fourth year of employment.
- E. During the first two years of employment, the department is under no obligation to repeat the load patterns established in previous semesters or to grant an assignment.
- F. Retired Physical Education, Dance and Athletic faculty members will have up to one year to receive an hourly assignment in order to maintain their place on the Physical Education Seniority list.
- G. Summer school assignments are determined solely by the department chairperson or dean/athletic director in consideration of the Phyed., Dance and Athletic program needs and expertise of the faculty.

Approved
Ed Baulz 12/16/03