

# Hourly Assignment Procedures

## Theatre Arts

### 1. Hourly Assignment Defined:

Hourly assignments are all assignments remaining after regular, probationary and temporary faculty assignments have been made or determined.

### 2. Initial Eligibility:

According to the AFA/District Contract, except for some adjunct faculty responding to a less than "Satisfactory" evaluation conclusion, only faculty members who have received a "Satisfactory" or better evaluation conclusion can be considered for hourly assignments.

### 3. Program Needs (see Notes 1 and 2):

The *Theatre Arts/Department* has identified the following courses as those requiring special experience and/or expertise on the part of the faculty member in order to meet the needs of students. The required experience and/or expertise are identified for each course. Only those faculty members who can demonstrate the required experience and/or expertise will be assigned to the courses listed below:

Class:	Demonstrated expertise:
THAR 1	Completion of college level courses focusing on World Theatre history and literature.
THAR 11.1	Word for Word: experience in the 'literature as theatre' style. Period Plays/Shakespeare: experience acting or directing in the genre at the high school, community theatre, college, or professional level. Currency required.
THAR 11.2	Musicals: Music <b>and/or</b> Dance performance experience <b>and/or</b> training, <b>and</b> experience directing plays with music at the high school, community theatre, college, or professional level. Currency required.
THAR 11.3	Dance training required plus musical theatre choreography experience preferable. If no choreography experience, dance experience in musical theatre or prior coursework in dance for musical theatre necessary.
THAR 11.4	Vocal music and music theory experience/training required. Vocal direction of musical theatre preferable.
THAR 11.5	Instrumental music and music theory experience/training required. Musical direction of musical theatre preferable.
THAR 11.8	Experience directing dance performance.
THAR 13.1	Experience acting or directing three acting styles (Advanced Realistic and Non-Realistic) at the high school, community theatre, college, or professional level. Currency required.

THAR 13.2	Experience acting or directing Shakespeare at the high school, community theatre, college, or professional level. Currency required.
THAR 17	Vocal music and/or dance experience required.
THAR 19	Training in improvisation <b>and</b> one or more of the following: mime, mask, Butoh, Laban, Commedia dell' arte, <b>or</b> comparable movement training.
THAR 42	Dance training required and experience choreographing contemporary dance or dance/theatre pieces.
THAR 63	Experience acting or directing in television, film, and voiceover. Currency required.

The Department Chair, in consultation with the Supervising Administrator, shall make experience and expertise determinations. If more than one faculty member has the required experience and/or expertise, directing assignments will be made on the basis of *rotation*.

All other assignments will be made on the basis of *length of service*.

#### 4. Making Fall and Spring Hourly Assignments (see Note 2):

After the courses identified in Item 3 above have been assigned to faculty with the required experience and/or expertise, assignment priority for the remaining hourly assignments will be given in ranked order to faculty with the greatest length of service in the department. The Department Chair shall make recommendations for hourly assignments and shall forward them to the Supervising Administrator.

Whenever possible, for those adjunct faculty members with "assignment priority," a "like load" will be offered. "Like load," means the same load that was performed during the previous "like" semester (Fall for Fall, Spring for Spring), up to 40%.

Those adjunct faculty employees without assignment priority may receive an assignment after the "like load" provision for those with an assignment priority has been met.

### Hourly Assignment Procedures

#### Theatre Arts

#### 5. Communication (see Note 3):

So that information can be used in preparing Proof 1 and 2 for the subsequent term, it is necessary to determine which faculty members are interested in receiving an Hourly Assignment for the next Semester, Intersession or Summer Session.

The Department Chair will communicate in writing, via a query letter, and by email with every department faculty member by:

- Mid July for Spring Semester
- The end of the twelfth week of Fall Semester for Summer Session
- The end of the fourth week of Spring Semester for Fall Semester

Written response to this communication is required by:

- Fall Design Conference/Department Meeting for Spring Semester

- The end of the fourteenth week of Fall Semester for Summer Session
- And the end of the seventh week of Spring Semester for Fall Semester

The Department Chair will post a copy of Proof 2 in the Theatre Arts Conference Room as soon as Proof 2 is available. Assignments are considered "reviewed and approved" when published electronically as part of the schedule of classes for any academic term of instruction.

**6. Summer Session and Inter-sessions Hourly Assignments:**

After the courses identified in Item 3 above have been assigned to faculty with the required experience and/or expertise, assignment priority for Summer Session and Inter-session hourly assignments shall be given according to the written departmental procedures, *the exception being Summer Repertory Theatre. The Artistic Director will make all assignments for SRT. The Artistic Director will be guided by program needs and demonstrated expertise of each applicant. Length of service will NOT apply. Application to SRT will be open to all qualified Theatre Artists. Applications will be accepted throughout the year up to October 1<sup>st</sup> for the forthcoming summer season.*

**7. Review and Approval:**

These procedures and the updated seniority list have been reviewed by the following faculty, and discussed and approved at a scheduled department meeting on \_\_. Reviewed by:

Leslie McCauley, Department Chair Leslie McCauley 10/29/08

Maryanne Scozzari, Theatre Arts Faculty Maryanne Scozzari 11/3/08

Laura Downing-Lee, Theatre Arts Faculty Laura Downing-Lee 10/29/08

James Newman, SRT Artistic Director James Newman 11/3/08

Risa Aratyr, Adjunct Faculty Risa Aratyr 10/29/08

Lara Branch-Ahumada, Adjunct Faculty Lara Branch-Ahumada

Theo Bridant, Adjunct Faculty Theo Bridant 10/30/08

Peter Crompton, Adjunct Faculty Peter Crompton 11/3/08

Eliot Fintushel, Adjunct Faculty Eliot Fintushel 10/31/08

Kathye Hitt, Adjunct Faculty MAILING A SIGNED COPY

Julia Kwitchoff, Adjunct Faculty Julia Kwitchoff 4 NOV 08

Reed Martin, Adjunct Faculty Reed Martin 11-3-08

John Rustan, Adjunct Faculty MAILING A SIGNED COPY

special expertise and updated courses addendum scheduled to be completed Spring 2013

Leira V. Satlof, Adjunct Faculty

*[Handwritten signature]*

John Shillington, Adjunct Faculty

*[Handwritten signature]*

Tom Watts, Adjunct Faculty

**NOT EMPLOYED THIS SEMESTER**

Janis Wilson, Adjunct Faculty

*[Handwritten signature]*

Wendy Wisely, Adjunct Faculty

*[Handwritten signature]*

Lyra Benoit

11/12/08

Dean

*[Handwritten signature]*

V PAA

11.12.08

special expertise and updated courses addendum scheduled to be completed Spring 2013

# Hourly Assignment Query Letter

## Theatre Arts

The purpose of this query letter is to offer an opportunity for you to indicate if you are interested in receiving an hourly assignment for the term circled below:

**Fall    In Progress Courses (IP) (The "C" Slot)    Spring    Summer Session**

If you are interested, please fill out, sign and return the bottom half of this page by the date specified.

**This form is due to the Department Chair by the due date listed on the Departmental Procedures in order to be considered for priority in receiving an assignment for next term.**

You may also indicate your preferences for courses, days, times, and location for assignments you would like to teach. However, there is **no guarantee** that it will be possible to offer you an assignment that will include your preferences. Please include days and times you are NOT available for class assignments. (Please write this information on the upper part of this form, so that you retain a copy for your records.)

\*\*\*\*\*

Detach and return this portion of the form to the Department Chair  
**DUE: By the date listed on the Departmental Procedures**

**Yes**, I am interested in receiving an hourly assignment for the term circled below:

**Fall    In Progress Courses (IP) (The "C" Slot)    Spring    Summer Session**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Here is a list of my preferences. I understand that there is **no guarantee** that I will receive these specific class assignments.

Course/s: \_\_\_\_\_

Days and Times: \_\_\_\_\_

Location: \_\_\_\_\_

Sorry, I am not available on the following

days/times: \_\_\_\_\_

For additional "expertise" please see my updated resume attached to this form.