

Art Department

Hourly Assignments Procedures

February 23, 2011

Hourly Assignment Defined:

Hourly assignments are all assignments, generally paid on an hourly basis, which remain available after regular, probationary, and temporary faculty assignments have been made or determined.

Communication:

1. Faculty will be sent a mail notice via *Email prior* to the first week of the Fall semester (for the Spring schedule), the Spring semester (for the Fall schedule), and the first week of November (for the Summer schedule) 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. *Email response is required by the due date* in order to be considered for an hourly assignment.
3. Faculty will be sent email notification of the hourly assignment after Proof 2 is sent to the Dean. Examine assignment notification for accuracy. Academic Affairs will notify faculty of the final approved schedule as soon as possible after approval of Proof 2.

Eligibility:

1. The Art Department is composed of several specialized fields. Faculty is hired for each specific area of expertise (Painting/Drawing, 2D, 3D/Sculpture, Photography, Printmaking, Ceramics, Jewelry and Art History).
2. Satisfactory performance. After the initial hiring, only faculty with a “Satisfactory” or better performance evaluation conclusion shall be considered for an hourly assignment, with one exception. An adjunct faculty member, under the terms of Article 14: Evaluations, may be considered for an hourly assignment in order to be given an opportunity to improve his/her performance following an “Improvement Needed” evaluation conclusion. The decision to reemploy under these conditions is at the discretion of the department chair with the approval of the supervising administrator.

Making Hourly Assignments:

1. Only Faculty who indicated an interest in receiving an hourly assignment and responded by the deadline will be initially considered for an hourly assignment.
2. Program Needs:
Academic Affairs will determine institutional needs, and if such needs are to be met by this department, those hourly assignment will be made.
3. Special Expertise:
 - A. The Department will determine hourly assignments that require Special Expertise and make those assignments first. It is the Department's hope that the majority of assignment courses will remain consistent with previous like semesters, but assignments may change for the needs of the program. When several faculty meet the criteria for Special Expertise, assignments shall be made using length of service and like load considerations.

B. If a current faculty member is considered for another area of expertise, in addition to the original expertise, recognition of required expertise and/or experience for assignments shall be determined by the staffing/scheduling committee and the department chair, in consultation with the supervising administrator. The determination is based on the evaluation of formal course work, related documents (slides of personal and students work of college level in designated area), prior teaching experience, and as listed in the Criteria portion of the special Expertise Document.

4. The loads of those faculty members who had hourly assignments in the previous like semester will be repeated whenever possible. 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.

5. If assignments are available after all who indicated an interest in receiving an hourly assignment and responded by the deadline have been offered like load (or one class, if the instructor did not perform an assignment in the previous like semester), others who decided after the deadline will be considered.

6. After like load has been met, the department chair may recommend from any current faculty member or adjunct pool faculty for the remain assignments to Dean.

7. Summer session and inter-session assignments will be handled in the same way as those for the Fall and Spring semesters.

8. This procedure applies to the initial offering of assignments that concludes in the approval of Proof 2 for any term. If additional assignments become available after that time, (for example, by addition of new classes or due to a refusal of an assignment), the Chair will recommend from any current faculty member or adjunct pool faculty for those assignments to the supervising Dean.

Courses Requiring Special Expertise and Experience: Criteria for Determination

In general minimum qualifications in the area of expertise at the original hiring will be considered sufficient to meet the basic program needs for courses offered in the discipline area. However if a current faculty member is considered for another area of expertise **in addition to the original discipline, recognition of required expertise and/or experience shall be determined by the staffing/scheduling committee, the department chair and the supervising administrator, in order to meet the needs of the students and the course requirements.**

Following is a list of courses considered to require special expertise and experience with the criteria used to evaluate expertise and experience.

If two or more instructors meet special expertise requirements, courses will be assigned by length of service.

Art History: Art 1.1, 1.2, 2.1, 2.2, 2.3.

Criteria: MA/PhD in Art History, or BA in Art History and MA in Humanities and/or equivalent with minimum of 21 units of Upper Division or Graduate level courses in Art History, demonstrating breadth of knowledge and/or at least two years recent (within last 5 years) successful college level teaching experience in Art History. Instructor must submit a syllabus which follows the Title V Course Outline of Record.

An MFA is a terminal degree in studio art and is not equivalent to a graduate degree in Art History.

Painting/Drawing: Art 7AB, 12, 13, 14ABC, 107, 114, 115.

Criteria: MFA in Painting, Drawing or 18-21 graduate studio unit of painting /drawing and/or at least two years recent (**within last 5 years**) successful college level teaching experience in painting/drawing. Instructor must submit a portfolio of personal and student work related to the area of expertise and a syllabus which follows the Title V Course Outline of Record.

2D Design: Art 3, Art 4.

Criteria: MFA in Design, or MFA in Painting, Drawing or Printmaking, or 18-21 graduate studio unit of these area and/or at least two years recent (**within last 5 years**) successful college level teaching experience in Art 3, Art 4. Instructor must submit a portfolio of personal and student work in 2D design, and a syllabus which follows the Title V Course Outline of Record.

3D Design: Art 5.

Sculpture: Art 33AB, Art 75.

Criteria: MFA Sculpture or 18-21 graduate studio unit of sculpture and/or at least two years recent (**within last 5 years**) successful college level teaching experience in 3D design and/or sculpture. Instructor must submit a portfolio of personal and student work in 3D design and/or sculpture and a syllabus which follows the Title V Course Outline of Record.

Photography: Art 36, 37, 57, 61.2, 62, 82, 140.

Criteria: MFA Photography or 18-21 graduate studio unit of Photography and/or at least two years recent (**within last 5 years**) successful college level teaching experience in photography. Instructor must submit a portfolio of personal and student work in photography and a syllabus which follows the Title V Course Outline of Record.

Photography: Art 59, 60.

Criteria: BFA in Photography and/or at least two years recent (**within last 5 years**) successful college level teaching in area of expertise. Instructor must submit a portfolio of personal and student work in photography and a syllabus which follows the Title V Course Outline of Record.

Printmaking/Silkscreen: Art 24, 27AB, 28ABC.

Criteria: Preferred: MFA Printmaking or 18-21 graduate studio unit of Printmaking and/or at least two years recent (**within last 5 years**) successful college level teaching experience in printmaking.

Accepted: MA Printmaking and recent demonstrated activity in printmaking. Instructor must submit portfolio of personal and student work in printmaking and a syllabus which follows the Title V Course Outline of Record.

Ceramics: Art 31 ABCD, Art 34AB, Art 131.

Criteria: MFA Ceramics or 18-21 graduate studio unit of Ceramics and/or at least two years recent (**within last 5 years**) successful college level teaching experience in ceramics. Instructor must submit a portfolio of personal and student work in ceramics and a syllabus which follows Title V Course Outline of Record.

Jewelry: Art 71 ABC.

Criteria: MFA Jewelry/Metalsmithing or 18-21 graduate studio unit of Jewelry/Metalsmithing and/or at least two years recent (**within last 5 years**) successful college level teaching experience in jewelry/metalsmithing. Instructor must submit a portfolio of personal and student work in jewelry/metalsmithing and a syllabus which follows the Title V Course Outline of Record.

OK / Approved Dr. Mike Rundo
4.19.11
Warren Rundo 4/19/11