ESL Hourly Procedure Addendum: Tenured Courses

As noted previously, staffing assignments will be determined by the Department Chair and Scheduling Committee. While every effort will be made to accommodate instructor requests, program and instructional need will be the primary considerations. Staffing assignments will be made with consideration of the experience and expertise of each instructor and the minimum qualifications set by the department that are required for teaching credit and noncredit classes.

However, if an instructor agrees to assume responsibility for the curriculum development of a new supplemental course or the development of a new non-credit class at an off-campus site, that instructor will have the right to teach this course for a four-semester period. After the instructor has taught or signed up for the course for four semesters, the class will then be open to any instructor to teach. The following provisions also apply:

1. This policy is not applicable to core grammar/writing, reading, or communication courses.
2. The policy does not apply to revision of existing courses.
3. If the faculty member who developed the course goes on a board-approved leave, he/she will maintain ownership until he/she has taught or signed up for the course four semesters.
4. Summer sessions do not count as one of the four semesters.
5. Probationary adjunct faculty are not eligible for tenured courses.
6. If two faculty members cooperatively prepare a new course, they may share the four semester tenured course in a manner agreed upon by both.

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ESL Hourly Assignment Procedure

1. A copy of the first draft of the schedule will be distributed to all adjunct faculty on the Length-of-Service List after regular faculty assignments have been made, within two weeks of submission of Proof 1 to the area dean.

2. Instructors will not receive class assignments until they have had a satisfactory evaluation.

3. Within two weeks of submission of Proof 1, adjunct instructors will receive the following:
   - a letter announcing the availability of classes for the upcoming semester
   - a sign-up form on which the instructor indicates whether s/he wishes to teach or not and whether s/he or a named proxy will be present on the sign-up day
   - a sign-up time list indicating specific times for instructors to sign up according to the ESL Length-of-Service List
   - a copy of the tentative schedule of classes

4. If an instructor cannot appear in person, s/he may designate on paper a proxy who will be responsible for selecting the classes.

5. If an instructor does not want to be considered for an assignment, s/he will indicate this on the sign-up form and return it to the department before the sign-up deadline.

6. Staffing assignments will be determined by the Department Chair and Scheduling Committee.

7. While every effort will be made to accommodate instructor requests, program need and instructional need will be the primary considerations.

8. Whenever possible, the recommended assignment for faculty with assignment priority will repeat the hourly load actually performed by the faculty member in the previous like semester, up to the maximum provided in the AFA Contract.

9. Staffing assignments will be made with consideration of the experience and expertise of each instructor and the minimum qualifications set by the department that are required for teaching credit and noncredit classes.

10. Priority will be given to instructors in order of date of hire in the department or of date of first assignment following a break in service of greater than two semesters.

11. Priority for instructors with the same date of hire will be determined by lot.

12. An Instructor who misses the assigned time slot will forfeit his/her assigned time slot.

13. After Proof 2 of the schedule has been submitted to the area dean, the schedule with staffing assignments will be posted.

14. Academic Affairs will give official notification to faculty of the final approved schedule as soon as possible after approval of Proof 2.

15. Summer staffing assignments will be made in the same manner as Fall and Spring.

16. After all nonprobationary adjunct instructors have been assigned classes and these classes are deemed to have sufficient enrollment so as not to be cancelled, probationary adjunct instructors will then be offered open classes. (See Article 16, page 69, section D.)

December 1, 1997

[Signature] 11/06/97

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