

**Philosophy Department
Procedures for Making Hourly Assignments**

1. **Notification.** All faculty currently employed in the department will be sent a written notice at the beginning of the semester to permit them to indicate whether they would like to receive an hourly assignment for the following semester or for summer session.
2. **Written Response.** Written response is required by the stated deadline (usually before the first proof of the schedule) in order for the faculty member to be given assignment priority based on length of service.
3. **Satisfactory Evaluation.** Only faculty with satisfactory evaluations will be considered for an hourly assignment: however, a faculty member with a “needs improvement” evaluation may be allowed, at the department’s discretion, the opportunity to demonstrate improvement (in accordance with the Evaluation article of the Contract). A faculty member with an ‘unsatisfactory’ evaluation will not be re-employed in an hourly assignment.
4. **Expertise and Experience.** Any Special Expertise or Experience needed to teach a course will be established as an Additional Program Need and appended to these procedures. Any scheduling request requiring special expertise or experience will be considered only after the faculty making the request submits the documentation *and completes any review procedures* specified in the Additional Program Need. The Department will make every effort to consider its Additional Program Needs when determining hourly assignments.
5. **Institutional Needs.** Academic Affairs will determine institutional needs (such as the need for staff diversity) and the department will make every effort to assist the institution in addressing those needs.
6. **Assignment Priority.** Of those faculty who indicated an interest in receiving an hourly assignment and responded by the deadline, assignments will be made in order of length of service in the Department based on the faculty member’s initial date of hire in the Department.

Length of service in the department will be determined by first date of paid service in the department (the departmental “date of hire”).

An hourly faculty member may decline an assignment for two consecutive semesters without losing his or her priority. If an hourly faculty member in the department does not accept an assignment for more than two consecutive semesters, he or she will lose his/her assignment priority in the department and must establish a new date of hire in the department should he or she return.

An emeritus (retired) faculty member will retain his/her original departmental date of hire unless he or she has no paid service in the department for more than two consecutive semesters (as above). Emeritus (retired) faculty are considered adjunct faculty.

7. **Repetition of Load.** The loads of those who had hourly assignment in the previous like semester (fall for fall, spring for spring) will be repeated whenever possible. A repetition of load does not imply any guarantee about specific course assignments, specific day assignments, specific time assignments, or specific location assignments for hourly assignments.

If an individual faculty member has assignment priority but did not have an assignment the previous like semester the department will offer the faculty member the same load as in the like semester before that.

For a regular faculty member seeking overload or an emeritus faculty member seeking an hourly assignment who does not have a recent prior hourly load, the department will initially offer him or her one assignment (that is, one course) based on his or her assignment priority.

8. **Remaining Assignments.** 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 as well as requests for increased loads.
9. **Increasing Loads.** Whenever feasible, and based on the areas of expertise of the adjunct faculty member, 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. When departmental need exists, adjunct hourly loads may be increased to 60% with approval of the Vice President.
10. **Adjunct Hiring Pool.** Once all interested adjunct and regular faculty in the department have received hourly assignments, any remaining assignments may be made to applicants from the approved Adjunct Hiring Pool
11. **Schedule Review.** The Department Chair will post a copy of the submitted second proof (in a place accessible to all faculty) for review the day after the second proof is submitted to the Dean.
12. **Final Approved Schedule.** Academic Affairs will notify faculty of the final approved schedule as soon as possible after approval of Proof 2.
13. **Additional Assignments:** 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 principle of length of service will be applied to qualified interest faculty to determine the assignment.
14. **Summer Session.** The longer it has been since an instructor has taught in summer session, the higher that instructor's priority will be for summer teaching. If an instructor will not have completed four semesters teaching in the department prior to a particular summer session, he/she will have the lowest priority to teach for that summer session. These are the main criteria to be used in making summer session assignments. In the event that these criteria do not enable the chair to make a choice, the chair will be permitted to use other criteria such as length of service in the Department and need, but this is to be left to the discretion of the chair. If it is consistent with the needs of the department and of students, instructors with the highest priority will be offered two classes.

If an instructor is scheduled for two summer session classes and one of these is canceled, the single class taught will not be considered in determining priority for the following year.

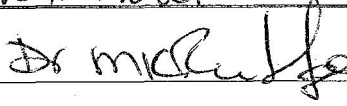
Review and Approval:

These procedures and the updated seniority list have been reviewed by the following faculty, and discussed and approved at a scheduled department meeting on (state the date).

Reviewed by:

Michael Aparicio 

Tyra Benoit 

Mary Kay Rudolph 

Date 11-11-08