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 and/or Dance performance experience and/or training, and 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 and one or more of the following: mime, mask, Butoh, Laban, Commedia dell’ arte, or 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.

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 1st 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
Maryanne Scozzari, Theatre Arts Faculty
Laura Downing-Lee, Theatre Arts Faculty
James Newman, SRT Artistic Director
Risa Aratyr, Adjunct Faculty
Lara Branch-Ahumada, Adjunct Faculty
Thea Brandt, Adjunct Faculty
Peter Crompton, Adjunct Faculty
Elliot Fintushel, Adjunct Faculty
Kathye Hitt, Adjunct Faculty
Julia Kwitchoff, Adjunct Faculty
Reed Martin, Adjunct Faculty
John Rustan, Adjunct Faculty

Mailing a Signed Copy

Special expertise and updated course addendum scheduled to be completed Spring 2013
Leira V. Satlof, Adjunct Faculty
John Shillingston, Adjunct Faculty
Tom Watts, Adjunct Faculty
Janis Wilson, Adjunct Faculty
Wendy Wisely, Adjunct Faculty

Sara Beast
Dean

Dr. Michael
V.P.A.A.
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.)

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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.