

## CHEMISTRY DEPARTMENT HOURLY ASSIGNMENT PROCEDURE

### Criteria used by the department chair in determining hourly assignments:

1. Hourly assignments are those assignments remaining available after all regular contract and long-term substitute assignments have been determined.
2. Only faculty (adjunct and full-time) with satisfactory or better evaluations will be considered for an hourly assignment. Any faculty member receiving an “unsatisfactory” or a “need improvement” evaluation will be removed from consideration for an hourly assignment until such time as the faculty member, in consultation with the department chair, resolves the area(s) of concern to the department chair’s satisfaction. This faculty member will then be subject to subsequent evaluations by the department chair to see that the initial concerns were indeed resolved.
3. Assignment criteria (in order of consideration) are as follows:
  - a. Chemistry department program needs
  - b. Length of service in department
  - c. Previous load.

### Department procedures:

1. Faculty (full-time and adjunct) will receive a request form by the end of the 1<sup>st</sup> week of the semester to determine their interest in teaching an hourly assignment for the **following semester** (summer school assignments are determined solely by the department chair in consideration of Chemistry Department program needs and a request form for these assignments **will not** be sent to the faculty).
2. The written responses to the request form for hourly assignment is due from interested faculty by the end of the second week of the semester.
3. The department chair, in consultation with the department’s regular contract faculty will prepare the recommended schedule (Proof #1) according to the assignment criteria outlined in the AFA/District Contract.
4. After all contract faculty assignments have been made, whatever class assignments remain become “hourly assignments”. In the event that a class assigned to a regular contract faculty member is canceled, the department chair will augment that faculty member’s load from the hourly assignment classes so as to bring the contract faculty member’s load up to the district requirement of 15 contract hours (or as close to this number as the available classes will allow). This may result in bumping a faculty member (either full-time or adjunct) from an hourly assignment already awarded by the department chair. In this event the choice of which hourly assignment to “bump” will be made by the department chair with a consideration to the teaching schedule and the area of expertise of the affected regular contract faculty member.
5. The department chair will notify in writing all selected faculty members of their hourly assignments by the tenth week of the semester.
6. The Academic Affairs office will send official confirmation of assignments.

**Criteria for the selection of hourly assignments:**

1. Hourly assignments will be determined by the department chair employing consideration of the teaching expertise and knowledge of the subject matter by the faculty member for the class being assigned. The Chemistry Department endeavors to give its students the best classroom experience along with the most knowledgeable instructor who meets the class's needs. To this end, we attempt to assign an instructor available from the pool of instructors who have specified a desire for an hourly assignment, that best meet the department standards as they relate to teaching expertise and knowledge of the subject matter.
2. In the event that two or more faculty members satisfy the first criterion, then the assignment will go to the faculty member (whether that be a full-time or an adjunct faculty member) with the greatest length of service in the department.
3. In the event that two or more faculty members satisfy the second criterion, then the assignment will go to the faculty member in which the hourly assignment in question was part of that instructor's previous load.
4. No faculty member (full-time or adjunct) will have automatic rights to teach hourly assignments based upon:
  - a. Specific courses
  - b. Specific times
  - c. Specific locations
  - d. Courses not in their specific area of expertise.
5. All hourly assignment faculty will be evaluated regularly by the department chair (and other contract faculty of the Chemistry Department if the chair so desires) to determine their level of fitness.
6. AFA/District contract provisions regarding the size of an instructor's load prevail at all times.
  - a. No adjunct faculty member's load may exceed 55% without district approval.

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