

Trade Technology Hourly Assignment Departmental Procedures

1. The Department Chair will send a written notice to all faculty prior to the beginning of the semester, no later than the end of the first week of classes, to permit them to indicate whether they would like to receive an hourly assignment for the following semester.
2. Written response is required by the deadline noted on the form in order to qualify to use the length of service priority for recommendation for fulfilling an hourly assignment.
3. Only those faculty with satisfactory evaluations will be considered for an hourly assignment, unless it is a case of adjunct faculty re-employment following an unsatisfactory evaluation according to the terms of the Evaluation Policy.
4. The Department will determine those hourly assignment courses that require special expertise and make recommendations for those assignments first.
5. Academic Affairs will determine institutional needs, and if such needs are to be met by this department, those hourly assignment course assignment recommendations will be made second.
6. The third set of recommendations for an assignment will be made from the list of those who indicated an interest in receiving an hourly assignment and responded by the deadline. These recommendations for assignments will be made based on date of hire into the Department, in chronological order starting with those with greatest length of service.
 - A. The loads of those 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.
 - B. Note, if due to a break-in-service the faculty member did not receive an assignment in the previous like semester, the one prior to the most previous may be considered.
7. If assignments are available after all who indicated an interest in receiving an hourly assignment and responded by the deadline have been recommended for an assignment, others who decided after the deadline they would like an assignment will be considered. Those assignments will be made fourth.
8. Whenever feasible, and based on the areas of expertise of the adjunct faculty member, the loads of adjunct faculty members may be increased up to three classes (not to exceed 60%) before assignments are offered to others not previously employed by the Department. These assignments will be made fifth.
9. If no qualified adjunct or regular faculty members are available to receive any remaining hourly assignments, the Department will hire from the approved Adjunct Hiring Pool.
10. The Department Chair will post a copy of the submitted second proof of recommendations for assignments (in a place accessible to all faculty) for review the day after the second proof is submitted to the Dean.
11. Academic Affairs will notify faculty of the final decisions for assignments as soon as possible after approval of Proof 2.

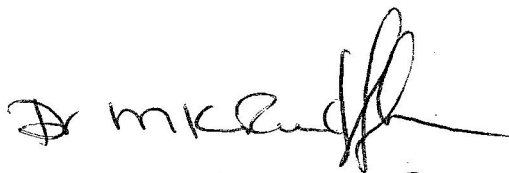
Superseded by Contract.
See 16.04.C.1.c

12. Summer session and Inter-session assignments will be handled by the department following the Summer Assignment Procedure for Trade Technology Department on the back of this page

Summer Assignment Procedure for Trade Technology Department

Priority for the selection of summer assignments is as follows:

1. First priority will be given to the faculty in each program who have historically taught summer classes and respond in writing by the dead line.
2. Any classes that become available or new summer classes will assigned all faculty in that program who respond in writing by the dead line. One class will be assigned to each interested faculty based on teaching expertise and length of service until all available classes have been assigned.


1.12.09