Administrative Process: Faculty Assignment Process

Overview of the Assignment Process

Purpose:
The purpose of the assignment process is to ensure that faculty are scheduled in a consistent manner across the district, that course assignments are made early in the scheduling process, appropriate coverage of classes is achieved, and adequate time is provided for faculty preparation.

Coordination:
Faculty teaching assignments are managed by Deans, Directors and Vice Presidents.

Beginning of the Process:
Once during each semester of every academic year, an Associate Faculty Availability Form will be distributed to all associate faculty members. This form is designed to provide a mechanism by which the District can be advised of the future availability of a given associate faculty member for continued employment and, also, the courses the associate faculty member prefers to teach.

In the event that an associate faculty member fails to submit and/or update the Associate Faculty Availability Form, the District will be at liberty to fill staffing vacancies using another instructor.

End of the Process:
Associate faculty accept the class assignments and a master class schedule is prepared.

Forms:
Associate Faculty Availability Form

Process:
Assignments shall be scheduled by the Office of Instruction and Student Development. The office will use information provided by the individual instructors via the Associate Faculty Availability Form.

The District is committed to scheduling at least one year into the future. The scheduling timeline will be as follows:

Fall Semester

1. Scheduling Specialist uses the Associate Faculty Availability Form disseminated with the fall contracts to build a draft spring schedule. The proposed spring schedule (for the next year) sent to Deans and Directors in August. An email will also be sent by the Scheduling Specialist to all associate faculty with a link to the Associate Faculty Availability Form the second week of the term (two terms prior) for which the assignments are being made (i.e. Spring for Fall term, Summer for Spring term, Fall for summer term).

The Faculty Assignments Form is submitted electronically to the Scheduling Specialist by Friday at 5:00 of the 3rd week of the term.

- Associate faculty, in order to be considered to teach classes for each term, the form must be completed and submitted by the deadline.
- Friday and Saturday fields should be filled out if the associate faculty is available to teach on weekends.
- If the associate faculty member is not interested in teaching for the term, but would like to remain on the associate faculty mailing roster, this should be indicated in the appropriate box on the form and “Not Available” should be entered in all the time slots.

2. An email reminder will be sent to all faculty at the end of the 4th week of the term.

3. Deans and Directors review proposed schedule to ensure seniority and faculty load in September.

4. Assignments are made by the Deans and Directors between the 5th and 6th weeks of the semester based on faculty preferences for location, course, and day/time availability. The Scheduling Specialist sends propose schedule to associate faculty.
   - Assignments are matched to course offerings to the greatest extent possible.
   - We will make a good faith effort to accommodate the requested schedule of the instructor given available facilities and scheduling restrictions; however, it’s important to remember that, to meet the needs of the District, the scheduling and assignment of faculty shall be at the discretion of the appropriate Deans, Directors, Vice Presidents or other appropriate administrator. Whether sections are offered to an associate faculty member may be made in accordance with demonstrated consistent pattern of satisfactory evaluations, ranking on the appropriate seniority list, relevant expertise, specialization and/or recognized accomplishments, maintaining a qualified, diverse pool of Associate Faculty and consistent adherence to district policies and procedures.

5. An email is sent by the scheduling specialist to notify faculty of their assignments during the 8th week of the semester.

6. Associate Faculty member sends an acceptance email no later than the 10th week of the semester.

7. Final adjustments of the schedule will be made to the Deans and Directors, Scheduling Specialist, and Vice Presidents by end of December, and will be distributed to the associate faculty.

8. Contracts sent out to Associate Faculty members by mid-April.

Spring Semester

1. Scheduling Specialist uses the Associate Faculty Availability Form disseminated with the fall contracts to build a draft spring schedule. The proposed spring schedule (for the next year) sent to Deans and Directors in January. An email will also be sent by the Scheduling Specialist to all associate faculty with a link to the Associate Faculty Availability Form the second week of the term (two terms prior) for which the assignments are being made (i.e. Spring for Fall term, Summer for Spring term, Fall for summer term).

The Faculty Assignments Form is submitted electronically to the Scheduling Specialist by Friday at 5:00 of the 3rd week of the term.
- Associate faculty, in order to be considered to teach classes for each term, the form must be completed and submitted by the deadline.
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2. An email reminder will be sent to all faculty at the end of the 4th week of the term.

3. Deans and Directors review the proposed schedule to ensure seniority and faculty load in January.

4. Assignments are made by the Deans and Directors between the 5th and 6th weeks of the semester based on faculty preferences for location, course, and day/time availability. The Scheduling Specialist sends propose schedule to associate faculty.
   • Assignments are matched to course offerings to the greatest extent possible.
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5. An email is sent by the scheduling specialist to notify faculty of their assignments during the 8th week of the semester.

6. Associate Faculty member sends an acceptance email no later than the 10th week of the semester.

7. Final adjustments of the schedule will be made to the Deans and Directors, Scheduling Specialist, and Vice Presidents by end of May, and will be distributed to the associate faculty.

8. Contracts sent out to Associate Faculty members by mid-November.
Associate Faculty Availability Form

Schedule Plan For: | Date Sent by CR: |
---------------------|-----------------|
| Return to Scheduling Specialist: |

We are about to begin planning for next year’s schedule. Please complete this form and return it to the Scheduling Specialist by the above date. Failure to return this form may jeopardize your course assignment at CR.

Name:  
Address:  
Home Phone: | Business Phone:  
The best hours to call are:

Department:  

Please fill out a separate form for each department with whom you would like to teach.

Time of day you are available to teach? (Check all that apply)  
☐ Mornings ☐ Afternoons ☐ Evenings

Number of classes you are available to teach? (Check all that apply)  
☐ One ☐ Two ☐ Three

Days you are available to teach? (Check all that apply)  
☐ Mondays ☐ Tuesdays ☐ Wednesdays ☐ Thursdays ☐ Fridays ☐ Saturdays

Are you available to teach summer sessions?  
☐ Yes ☐ No

At what locations are you available to teach? (Check all that apply)  
☐ Eureka Area ☐ Del Norte ☐ KT ☐ Garberville ☐ High Schools sites

Some adjunct instructors are able to teach online courses. Are you able and available to teach online courses?  
☐ Yes ☐ No

What courses are you available to teach?

Are you interested in teaching other courses, within your discipline, which you did not list?  
☐ Yes ☐ No

If there is other information (such as day and class preferences) that will help in the selection process, complete the attached form.

***completion of this form is neither a contract, nor an assurance you will teach the requested courses. ***
**Instructor Name:**

**Phone:**

**Semester:**

**Year:**

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