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 the Deans, Directors and Vice Presidents.

Beginning of the Process:
The Deans and Directors will develop a two year schedule in August.

The Scheduling Specialist will send a proposed assignments schedule to fulltime faculty by the 5th week of the semester.

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 and, also, the courses the associate faculty member prefers to teach.

End of the Process:
Fulltime faculty should confirm within one week after receiving the proposed schedule. The Deans and Directors have the discretion to revise the timetable. In the event that the fulltime faculty member fails to respond to the assignment provided by the Deans and Directors within one week time (or another time they specify), the Deans, Directors and Vice Presidents will be at liberty to move forward with fulltime faculty teaching schedule as proposed.

Associate faculty accepts the class assignments via email no later than the 10th week of the semester. In the event that an associate faculty member fails to submit and/or update the Associate Faculty Availability Form, the Deans, Directors and Vice Presidents will be at liberty to fill staffing vacancies using another instructor.

Forms:
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, recommendations from the faculty, the seniority list provided by Human Resources and “best fit” considerations.

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

1. The Scheduling Specialist will use the Associate Faculty Availability Form disseminated with the fall contracts to staff the spring and following fall schedule (one year out).

2. The Faculty Assignments Form will be submitted electronically via Survey Monkey to the Division secretaries (the list of divisions is attached) by Friday at 5:00 of the 5th week of the term.
   - Associate faculty, in order to be considered to teach classes for each term, must complete and submit the form by the deadline.
   - The Saturday and Sunday 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 as a possible instructor for a future term, this should be indicated in the appropriate box on the form and “Not Available” should be entered in all the time slots.

3. An email reminder will be sent to all fulltime and associate faculty at the end of the 4th week of the semester by the Scheduling Specialist with a link to the Associate Faculty Availability Form for associate faculty.

4. Assignments may be made by the Deans and Directors between the 6th and 7th weeks of the semester based on the fulltime and associate faculty preferences for location, course, and day/time availability. The Scheduling Specialist will send a proposed schedule to faculty once assignments are made.
   - 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 Dean, Director, and Vice President or designees. 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. We will also consider the “best fit” between the faculty member and class. (For example: some faculty may not be suited for a dual enrollment class CR may offer even though that faculty member may be senior to another faculty who is assigned the class.)

5. An email will be sent by the Scheduling Specialist to notify faculty of their assignments during the 8th week of the semester.

6. Associate Faculty will send 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 fulltime and associate faculty.

8. Contracts sent out to associate faculty members by mid-April.
Spring Semester

1. The Scheduling Specialist will use the Associate Faculty Availability Form disseminated with the spring contracts to staff the fall and the spring schedule (one year out).

2. The Faculty Assignments Form will be submitted electronically via Survey Monkey to the Division secretaries (the list of divisions is attached) by Friday at 5:00 of the 5th week of the term.
   - Associate faculty, in order to be considered to teach classes for each term, must complete and submit the form by the deadline.
   - The Saturday and Sunday 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 as a possible instructor for a future term, this should be indicated in the appropriate box on the form and “Not Available” should be entered in all the time slots.

3. An email reminder will be sent to all fulltime and associate faculty at the end of the 4th week of the semester by the Scheduling Specialist with a link to the Associate Faculty Availability Form for associate faculty.

4. Assignments may be made by the Deans and Directors between the 6th and 7th weeks of the semester based on the fulltime and associate faculty preferences for location, course, and day/time availability. The Scheduling Specialist will send a proposed schedule to faculty once assignments are made.
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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-November.
Faculty Availability Form

<table>
<thead>
<tr>
<th>Schedule Plan For:</th>
<th>Date Sent by CR:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Return to Division Secretary</td>
</tr>
</tbody>
</table>

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

Name: 

Discipline: 

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

<table>
<thead>
<tr>
<th>Number of classes you are available to teach? (Check all that apply)</th>
<th>☐ One ☐ Two ☐ Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Mondays ☐ 8:30-10 ☐ 10-11:30 ☐ 11:30-1 ☐ 1-2:30 ☐ 3-4:15 ☐ 4:30-6 ☐ 6-7:30</td>
<td></td>
</tr>
<tr>
<td>☐ Tuesdays ☐ 8:30-10 ☐ 10-11:30 ☐ 11:30-1 ☐ 1-2:30 ☐ 3-4:15 ☐ 4:30-6 ☐ 6-7:30</td>
<td></td>
</tr>
<tr>
<td>☐ Wednesdays ☐ 8:30-10 ☐ 10-11:30 ☐ 11:30-1 ☐ 1-2:30 ☐ 3-4:15 ☐ 4:30-6 ☐ 6-7:30</td>
<td></td>
</tr>
<tr>
<td>☐ Thursdays ☐ 8:30-10 ☐ 10-11:30 ☐ 11:30-1 ☐ 1-2:30 ☐ 3-4:15 ☐ 4:30-6 ☐ 6-7:30</td>
<td></td>
</tr>
<tr>
<td>☐ Fridays ☐ 8:30-10 ☐ 10-11:30 ☐ 11:30-1 ☐ 1-2:30 ☐ 3-4:15 ☐ 4:30-6 ☐ 6-7:30</td>
<td></td>
</tr>
<tr>
<td>☐ Saturdays ☐ 8:30-10 ☐ 10-11:30 ☐ 11:30-1 ☐ 1-2:30 ☐ 3-4:15 ☐ 4:30-6 ☐ 6-7:30</td>
<td></td>
</tr>
</tbody>
</table>

Days and times you are available to teach? (Check all that apply)

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 willing to go through the certification process? (didn’t we decide this should say "online training" since we don’t have a cert process yet?) ☐ Yes ☐ No

What courses are you most interested in teaching in your discipline?

What courses are you least interested in teaching in your discipline?

If there is other information (such as day and class preferences) that will help in the assignment process?

***Completion of this form is neither a contract, nor an assurance you will teach the requested courses.***

***Most communication will be through your CR email. ***