

Academic Affairs Key Process

Course Scheduling Pool

Program Details

As of February 4, 2021

- 1) The College will continue the course scheduling pool as a pilot program to manage part time faculty course assignments for veteran faculty who are approved for inclusion in the program. The parties originally agreed to the establishment of a course scheduling pool as a pilot program that commenced in the Fall Semester of 2017, and further agreed that the program will be discontinued on the expiration date contained in the Terms of Agreement Article. Continuation of the program could be a subject of bargaining, if during the next negotiation cycle, either party submits a proposal to enable continuation. As stated in Article 15.7 of the part time faculty collective bargaining agreement, the program details will be maintained as a key process on the Academic Affairs website. The program details are outlined below.
- 2) Veteran part time faculty, as defined in Article 15.2, are eligible to apply for entry into the course scheduling pool. Eligible faculty members make application by opting in when submitting their assignment preference sheet for the upcoming fall term.
- 3) The College will determine who is assigned into the course scheduling pool from the list of veteran part time faculty who opt in. The determination shall be based on an assessment of College enrollment figures and the employees' performance. If the College determines that the performance of two (2) or more employees is equal, seniority as defined under Article 15.1 of this Agreement shall be the deciding factor.
- 4) Veteran part time faculty assigned into the course scheduling pool shall remain in the course scheduling pool for the entire Academic Year, meaning the fall, spring, and summer terms.
- 5) Those veteran part time faculty who are assigned into the course scheduling pool shall be given first consideration for course assignment in accordance with Article 15.6, and will be offered classes totaling an average of ten credit hours per term for the Academic Year.
- 6) To be assigned into the course scheduling pool the faculty member must be available and willing to accept a teaching load averaging ten credit hours per term for each term of the Academic year. Management will make efforts to have the offer of course assignment align with the faculty member's course assignment preferences, but there is no requirement for the course assignment offer to align with the faculty member's course assignment preferences.
- 7) If a faculty member's load falls below an average of ten credit hours per term during the Academic Year for any reason, during any part of the process, continuation in the pool is at the sole discretion of management.
- 8) If a veteran part time faculty member declines an offer, there is no guarantee that an additional course will be offered or that first consideration will be granted when evaluating whether it is feasible to offer an additional course.