

Memorandum of Understanding
Redwoods Community College District (District)
College of the Redwoods Faculty Organization (C.R.F.O.)

The following Fulltime and Associate Faculty Scheduling process is referenced in Article XI Faculty Tenure and Evaluation. The District and CRFO agree that this process will be utilized effective Spring semester 2015.

Fulltime and Associate Faculty Scheduling Process

Purpose:

The District is committed to developing a two year course schedule that aligns with student education plans and facilitates student completion of their education goals. The purpose of the assignment process is to ensure that faculty and associate 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/Associate Faculty teaching assignments are managed by the Deans, Directors and Vice Presidents. The right of assignment is retained by the District.

Development of course offerings:

In the summer, the Deans and Directors will develop a **list of courses** to be offered over the next two years. The draft list of course offerings will be sent to the appropriate faculty for review and feedback by the second week of each fall semester.

Full-time Faculty Scheduling Process:

By the second week of each semester, the Scheduling Specialist will send a **discipline schedule template** that includes courses meeting times and locations for that discipline for the following semester to the full time faculty in that discipline. Full-time faculty will have ten (10) days to submit their recommendations for their load to the Scheduling Specialist. By the end of the 6th week of the semester, the Scheduling Specialist will send out proposed assignments on behalf of the appropriate Dean or Director to full-time faculty. At this time, Full-time faculty will have one week to respond to their assignment so as to give our associate faculty time to work through the class assignment process with their Deans and Directors. In the event that a fulltime faculty member fails to respond to the assignment provided by the Dean or Director within one week time (or another time specified by the Dean or Director), the Dean, Director and Vice President may assign the full time faculty member the proposed teaching schedule.

Conflicts in assignment and load requests shall be decided by the appropriate dean or director.

Associate Faculty Scheduling Process

Associate faculty Assignments are determined by the Office of Instruction and Student Development. The office will use information provided on the associate faculty availability form and the criteria listed below:

- 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
- Consistent adherence to district policies and procedures

By the end of the second week of Spring 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 associate faculty and, also, the courses associate faculty prefer to teach.

Conflicts in assignment and load requests shall be decided by the appropriate dean or director.

End of the Process:

The Deans and Directors have the discretion to revise the timetable.

Associate faculty accept their class assignments via email no later than the 10th week of the semester (one week response time). 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.

If an associate faculty member has a class that is cancelled, the cancellation will not give that associate faculty member a right to automatically “bump” an already assigned class from a less senior associate faculty member. However, reasonable effort will be made to provide a class for the associate faculty member depending upon the needs of the District.

Process:

The Associate Faculty Availability Form drives the Associate Faculty scheduling process. In order to have scheduling preferences considered, the availability form must be submitted by the associate faculty member by Friday at 5:00 of the 5th week of Spring semester an email reminder will be sent to all 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. By the end of the 9th week of the semester, the Scheduling Specialist will send out proposed assignments on behalf of the appropriate Dean or Director to

associate faculty. At this time, associate faculty will have 1 week to respond. In the event that an associate faculty member fails to respond to the assignment proposed by the Dean or Director within the 1 week window (or another time specified by the Dean or Director), the Dean, Director or Vice President may assign all or part of the load to another associate faculty member.

If an associate faculty member has a class that is cancelled, the cancellation will not give that associate faculty member any right to “bump” an already-assigned class from another associate faculty member. However, reasonable effort will be made to provide a class for the associate faculty member whose class was cancelled.

Conflicts in assignment and load requests shall be decided by the appropriate dean or director.

Associate Faculty Availability Form

Academic Year:		Date Sent by CR:	
		Date Submitted:	

We are about to begin planning for next year's schedule. Please complete this form and return it to the division secretary
In order to have scheduling preferences considered, the availability form must be submitted by the associate faculty member by
Friday at 5:00 of the 5th week of Spring semester

Name:				
Discipline:				
<i>Please fill out a separate form for each department with whom you would like to teach.</i>				
Number of classes you are available to teach? (Check all that apply)	<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three	<input type="checkbox"/> Not Available
When you are available to teach? (Check all that apply)	<input type="checkbox"/> Mondays <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Tuesdays <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Wednesdays <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Thursdays <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Fridays <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Saturdays <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Sundays <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening			
Are you available to teach summer sessions?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
At what locations are you available to teach? (Check all that apply)	<input type="checkbox"/> Eureka Area <input type="checkbox"/> Del Norte <input type="checkbox"/> KT <input type="checkbox"/> Garberville <input type="checkbox"/> High Schools sites <input type="checkbox"/> Other			
If the opportunity arises, would you be willing to go through the online training process to teach online?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
What courses are you most interested in teaching in your discipline?				
What courses are you least interested in teaching in your discipline?				
Are you interested in teaching non-credit courses?				
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.*****

*****Communication shall be through your CR email.*****

The District and CRFO further agree that this MOU will expire on June 30, 2016 unless mutually agreed to by the District and CRFO.

For the District

Kathy I Smith
Kathy Smith – President

AJ
Ahn Fielding – Director Human Resources

9-26-14

Date

For C.R.F.O.

P Blakemore 9/26/14
Peter Blakemore – President

J Johnston
John Johnston – Chief Negotiator

9-26-14

Date