

## GUIDELINES FOR MULTI-CAMPUS SCHEDULING

These guidelines shall only apply with regard to regular load for members of a discipline in which there are an insufficient number of contact hours being offered on a campus to provide faculty on that campus with a full load during the day program. These guidelines shall not apply to scheduling in any other situation, and scheduling shall not be construed as the sole means for responding to a situation of an excess number of full-time faculty.

I. Initial Scheduling

- A. Each faculty member in the discipline shall be asked to volunteer to teach in another discipline for which they are qualified. The evening sections shall be offered to volunteers on a seniority basis.
- B. The following formula shall be applied on each campus (with any fraction being dropped):

$$N = \frac{\text{Total Day Sections in the Discipline}}{\text{Full-Time Faculty in the Discipline}}$$

(less a fraction representing released time)

Each faculty member shall then be scheduled in the day on the home campus, by normal procedures, for the number of sections equivalent to the lowest N result of the three campuses in the above formula.

- C. All remaining day and evening sections (College-wide) shall be placed in a pool. Day sections will be assigned on a seniority basis with a course on the home campus being assigned if available. No one with greater seniority shall be assigned to another campus (or to a second section on another campus) until those with less seniority have been so assigned. Faculty volunteering for evening sections or having released time or work in another discipline shall be treated as having an assignment on another campus.

- D. No faculty member shall be assigned to a three campus schedule except as a volunteer or if all other faculty in the discipline have a two campus schedule.
- E. Faculty assigned to six hours in the evening as part of regular load may, if possible, be provided a three-day schedule.

## II. Cancellations

Note 1: Every effort should be made to evaluate the master schedule after pre-registration and cancel sections prior to making the adjunct/overload assignments.

Note 2: The supervisor may consider the use of light loading to avoid bumping.

- A. The following shall be the sequence of substituting for the cancelled section:
  - 1. The faculty member who has lost a regular day section must select any day section on their campus master schedule which is either unstaffed, part of an adjunct assignment or part of an overload assignment.
    - a) A faculty member who is thus removed from an adjunct or overload assignment, if desiring a replacement section, must first take an unstaffed section on the campus in the same session (i.e. day or evening). (Faculty may volunteer for unstaffed sections on other campuses or in the other session.) If there is none that fits in the faculty member's schedule for which he/she is qualified, then bumping in reverse seniority order shall apply. If the faculty member cannot be reassigned in this manner, he/she may follow this same process on another campus or in another session.
  - 2. Day sections assigned to other full time faculty in the discipline on the campus, in reverse order of seniority,



or assigned to the junior college-wide faculty member.

- a) Faculty thus removed from a section shall substitute with a section assigned to other full-time faculty in the discipline at the College, in reverse order of seniority.
- b) If such faculty member is the junior College-wide person in the discipline, or cannot bump a junior person, refer to paragraph 3 below.

3. Evening sections as per Nos. 1 - 2 above, in that order.

- B. Any faculty member who is cancelled from a section, and such cancellation results in fewer than three-fifths of the load being provided on the home campus, must bump another faculty member in the discipline on the home campus in order to maintain the home campus designation.
- C. No faculty member may be bumped from more than two sections on a schedule. No faculty member can be bumped from more than one section until all others have been bumped from one section.
- D. No faculty member may be bumped into or, through cancellation be forced to take, an evening assignment or an assignment on another campus, if he/she already has such an assignment and there is a more senior faculty member with fewer assignments outside his/her discipline, in the evening and on another campus.

### III. Sections Added After Scheduling

- A. The faculty member with the greatest seniority and a split load or evening section in regular load, will be offered this section.

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Office of Executive Vice President