Bumping Process for Cancelled Classes

The teaching loads of both full and part-time faculty have occasionally been affected by last minute course cancellations. When cancellations do occur, faculty then are often placed in a situation in which they must "bump" other faculty from their assignments. The "bumping" procedure which will be outlined below was developed jointly by the FA and the College Administration in the late 1970's in order to provide all full-time faculty with full teaching loads where ever possible, to comply with the contractual provisions that affect the assignment of courses, and to be as least disruptive as possible to the schedules of other faculty. Before we outline the bumping process in such instances, you should know that the Administrators' first priority in scheduling the full-time faculty regular teaching assignments is to provide each full-time faculty member with a full load during the day program in the discipline on the campus to which he/she is assigned. This scheduling of basic load assignments should also accommodate the contractual provisions of seniority, compact scheduling and maximum number of preparations. After full-time basic load assignments are made, all other unstaffed courses are assigned as overload or adjunct courses on the basis of seniority to faculty within each discipline, first to fulltime faculty and then to adjunct faculty according to the contractual provisions affecting such assignments and the preference sheet submitted by each faculty member. However, once a course is cancelled, regardless of whether the course is staffed by a full-time faculty member or an adjunct, the procedure known as "**bottom bumping**" should be implemented. The following is a general outline of this procedure: A faculty member wishing to bump another member teaching in an online modality must accept, have been certified in, and have already developed the course in the platform previously chosen for that course.

1. The full-time faculty member who has lost a regular day section may select any section in the master schedule (that he/she is qualified to teach) which is either unstaffed, part of an adjunct assignment, or part of an overload assignment. A fulltime faculty member who is thus removed from an adjunct or overload assignment may take a section from the least senior adjunct.
2. In the event that there are no unstaffed, overload or adjunct day courses available, a faculty member may bump a course assigned to the least senior faculty member in the discipline on his/her home campus.
3. Should there be 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, a faculty member may bump a course assigned to the least senior faculty member in the discipline college-wide.
4. Any faculty member who is cancelled from a section and such cancellation results in fewer than three-fifths of the load provided on the home campus, must bump the least senior faculty member in the discipline on the home campus in order to maintain his/her home campus designation.
5. No full-time faculty member may be bumped from more than two sections in his/her schedule.

NOTE: Obviously, when a shortage of courses in any one discipline on a campus occurs, the administration will try to work with the affected faculty members to allow for light loading, split loading between the day and evening programs and between campus, etc. so that the basic load requirements of a full-time faculty member can be met in a reasonable manner, given both individual and institutional constraints.

6. A faculty member whose overload course is cancelled may bump an overload course from the least senior adjunct in the discipline. In the event that the only course available is an overload assignment of the least senior full-time faculty member in the discipline, bumping may occur only if the more senior faculty member does not have an overload assignment or if the more senior faculty member has only one assignment but had requested two.
7. For adjuncts, the 'bottom bumping' process is also followed. A more senior adjunct may bump the least senior adjunct in the discipline with the stipulation that no adjunct gets two courses before another adjunct gets one. One complicating factor to the adjunct bumping scenario is that bumping assignments will be allowed **only on those campuses the adjunct designated in his/her preference sheet.**