

**Note: This information is based on the 2014-2017 Faculty Collective Bargaining Agreement
(Extended through June 30, 2021)**

Per Article 12.29 of the Collective Bargaining Agreement, in the event that the department determines that a need exists to assign work to temporary faculty unit employees after the assignment needs of Tenured Faculty, Probationary Faculty, FERP/PRTB Participants have been satisfied, and after any work to be taught by Administrators, Teaching Associate (TAs) or other Academic Student Employees (ASEs), Adjunct Faculty (volunteers) have been assigned;

The work shall first be offered to qualified temporary faculty in the department who have performed satisfactorily, in the following order:

- **Assignment Order At the Beginning of the Academic Year**

1. First offer work to three-year full-time appointees pursuant to provisions 12.12 and 12.13 of the Agreement;
2. Next, offer work to other continuing multi-year (not three-year) under provisions 12.12 and 12.13 full-time appointees;
3. Next, offer work to three-year, part-time appointees pursuant to provisions 12.12 and 12.13 up to their time base entitlement;
4. Next, offer work to individuals whose names appear on the list for the department established pursuant to Article 38.48 up to the time base entitlement of their most recent three-year appointment;
5. Next, offer work to continuing multi-year (not three-year under provisions 12.12 and 12.13) part-time appointees up to their time base entitlement;
6. Next, offer work to Visiting Faculty subject to the limitations in provision 12.34; (Note: this provision is currently not applicable. Provisions related to the Visiting Faculty job classification are subject to bargaining);
7. Next, pursuant to provision 12.7 give careful consideration to all part-time and full-time temporary faculty with no multi-year appointments who were employed in academic year prior to the year for which they are being considered. Temporary faculty in this group may be appointed in any order, but must satisfy all provision 12.3 entitlements but may only be appointed up to their time base entitlement. Full-time and part-time temporary faculty with no provision 12.3 appointment rights can be appointed to any time base and for any academic term(s). If a decision is made not to reappoint temporary faculty in this category, the work previously performed by these faculty (if it continues to exist) shall be considered "new or additional" and assigned according to the order set forth in Paragraph 8 below.
8. Next, assign any remaining temporary work to temporary employees as "new or additional" work in the following order:
 - First, offer work to part-time temporary faculty unit employees holding a three-year appointment up to and including a 1.0 time base. In the event the department has a need to assign work for which a temporary part-time faculty unit employee with a one-year appointment is objectively determined to be demonstrably better qualified, the one-year appointee may be assigned the work;

- Next, offer work to time temporary faculty unit employees holding a one-year appointment up to and including a 1.0 time base; and
 - Last, offer work to any other qualified candidate.
- **Assignment Order During The Academic Year**
 1. First offer work to three-year full-time appointees pursuant to provisions 12.12 and 12.13 of the Agreement;
 2. Next, offer work to other continuing multi-year (not three-year) under provisions 12.12 and 12.13 full-time appointees;
 3. Next, offer work to three-year, part-time appointees pursuant to provisions 12.12 and 12.13 up to their time base entitlement;
 4. Next, offer work to individuals whose names appear on the list for the department established pursuant to Article 38.48, up to the time base entitlement of their most recent three-year appointment;
 5. Next, offer work to continuing one-year full-time appointees. Where, as a consequence of following the order of assignment in 12.29.b 1-4, there is insufficient work for which the individual is qualified to support a full-time assignment, the partial or complete reduction in time base of a continuing one-year full-time appointee does not require the layoff of the employee pursuant to Article 38.
 6. Next, offer work to continuing one-year and multi-year (not three-year under provisions 12.12 and 12.13) part-time appointees up to their time base entitlement;
 7. Next, offer work to Visiting Faculty subject to the limitations in provision 12.34; (Note: this provision is currently not applicable. Provisions related to the Visiting Faculty job classification are subject to bargaining);
 8. Next, pursuant to provision 12.7 give careful consideration to all part-time and full-time temporary faculty with no one-year or multi-year appointments who were employed during the current or immediate past academic year. Temporary faculty in this group may be appointed in any order. Full-time and part-time temporary faculty with no provision 12.3 appointment rights can be appointed to any time base and for any academic term(s). If a decision is made not to reappoint temporary faculty in this category, the work previously performed by these faculty (if it continues to exist) shall be considered "new or additional" and assigned according to the order set forth in Paragraph 9 below.
 9. Next, assign any remaining temporary work to temporary employees as "new or additional" work in the following order:
 - First, offer work to part-time temporary faculty unit employees holding a three-year appointment up to and including a 1.0 time base. In the event the department has a need to assign work for which a temporary part-time faculty unit employee with a one-year appointment is objectively determined to be demonstrably better qualified, the one-year appointee may be assigned the work;
 - Next, offer work to time temporary faculty unit employees holding a one-year appointment up to and including a 1.0 time base; and
 - Last, offer work to any other qualified candidate.

Pursuant to Article 20.2(b), the instructional assignments of individual faculty members will be determined by the appropriate administrator after consultation with the department chair or designee and/or the individual faculty member.