

PROCEDURE

Number: 41-17
Title: Scheduling of Full-Time Faculty
Responsibility: Academic Affairs
Original Approval Date: 2/3/2004
Last Cabinet Review: 4/1/25
Last Revision: 4/1/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

PURPOSE

To provide guidelines governing the scheduling of full-time faculty.

PROCEDURE

To the extent possible, all full-time faculty members will be given priority over part-time/adjunct faculty in course scheduling. Faculty members should be consulted regarding their anticipated teaching schedules in relation to their professional and programmatic responsibilities. This should support faculty development and create a learning environment that is in the best interest of student success, college goals, faculty members, the department, and the division.