

PROCEDURE

Number: 41-25
Title: Course Assignment to Part-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: 30-4.5 Employment Practices/Hiring

Other:

Procedure Description

PURPOSE

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

PROCEDURE

Teaching assignments for temporary faculty will be made if the course(s) cannot be assigned to a permanent faculty member, and will be the responsibility of the Department Chair. Semester course assignments will be based on a variety of factors appropriate to the particular situation, including the pool of available potential candidates with the proper credentials and expertise in the subject area.

It shall be the general goal of the Department Chair to assign courses to the individual best suited to curriculum needs. Course assignments shall be made on a per-semester basis, and previous employment will neither guarantee nor imply future teaching assignments. To the extent practical and possible, all part-time faculty members will accept course scheduling as presented to them by Department Chairs or Program Directors, relative to their availability and documented credentials, after considering the scheduling requirements of full-time faculty members.

Course assignments will be made without regard to race, sex, creed, color, religion, age, national origin, political affiliation, handicap, veteran, or marital status.