ARTICLE 14: FACULTY ASSIGNMENTS AND OVERLOADS

14.1 – Instructional Assignments

A. A spirit of cooperation and collaboration should prevail between supervising administrators and bargaining unit members in determining course schedules and faculty assignments. At all times, the needs of the student population and academic programs shall be the paramount consideration in determining course schedules. Prior to determining course schedules for future semesters, each immediate supervisor shall request each bargaining unit member’s availability for assignments and should make reasonable attempts to accommodate bargaining unit member’s requests with regard to his/her required load for that semester. Reasonable attempts should be made to resolve conflicts with assignments.

B. Teaching assignments will be made in a fair and equitable manner among qualified and credentialed faculty based on criteria including, but not limited to, credentials, expertise, performance, experience with the same or similar courses and seniority. When these criteria are essentially comparable, full time faculty will be given first preference of teaching assignments before adjunct assignments unless it is in the best interests of the students and the academic program.

C. Course cancellations. In the event cancellation of any courses prior to the end of the “drop/add” period results in reduction of a bargaining unit member’s assigned courses below a full load, the bargaining unit member may request to have the immediate supervisor replace the cancelled courses. In such event, upon approval of the immediate supervisor, courses may be transferred from adjunct faculty or other full-time faculty teaching more than a full load as necessary to replace the bargaining unit member’s cancelled courses.

D. For the purposes of this Article “seniority” is defined as, in the following order: professional rank, number of years in rank, and the total cumulative years a faculty member has held a full-time faculty position at this College/Time served as an Academic Department Chair or Program Director does accumulate for seniority purposes. Any time period during which the individual may have been on approved leave while in a full-time teaching position shall be included.

E. Teaching assignments shall be made known to bargaining unit members in writing not less than one (1) week prior to release of the schedule for registration. Changes to teaching assignments may become necessary due to factors beyond the administration’s reasonable control, including but not limited to enrollment shifts, new programs or initiatives, closing programs, etc. Should it become necessary to make changes in a bargaining unit member’s assignment, the immediate supervisor shall notify the employee as soon as practicable prior to making such a change and shall specify such change in writing.

F. No bargaining unit member’s assignment shall be arbitrary, capricious, or unreasonable.
G. Equitable Opportunity. Each bargaining unit member shall be given assignments which provide equitable opportunities, in relation to other employees in the same department/unit, to meet the required criteria for promotion, tenure, continuing multi-year contracts, successful performance evaluations, and merit salary increases.

H. It is the responsibility of the administration to establish course schedules and assignments for bargaining unit members.

I. “Qualified and credentialed” shall mean that the faculty member as reasonably determined by the supervisor has the necessary knowledge and expertise to teach a specified course as well as the required degree credentials expected by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and established in the SCF Credentials Handbook.

14.2 – Overload Assignments

A. An overload is defined as any class load or other compensated workload assignment that is assigned in addition to the regular teaching load for a bargaining unit member. For the purposes of this article, “a course overload” shall be construed as any teaching or compensated workload in excess of the fifteen (15) instructional load hour (ILH) obligation pursuant to Article 10, Section XX of this Agreement whether a single course or multiple courses of lesser credit.

B. Bargaining unit members may teach courses above the base workload. These optional added courses in excess of the base contract are deemed to be overload assignments and will be compensated appropriately.

1. Bargaining unit members shall not be required or obligated to teach overload assignments.
2. If the need arises, an administrator may request bargaining unit members to accept overload hours to meet the needs of the College.
3. Overload instructional hours are in addition to the bargaining unit member’s basic work week duties and responsibilities.

C. Any bargaining unit member who desires an overload assignment should submit a written request to the appropriate supervising administrator as applicable during the development of the course schedule.

1. Overload requests by bargaining unit members will be fulfilled prior to making instructional assignments to adjunct faculty as provided below.
2. Overload assignments will be made in a fair and equitable manner among qualified and credentialed faculty with the same considerations set forth in Section 14.1,B.

D. The supervising administrator shall equitably distribute overload assignments to those bargaining unit members who request one or more overloads and who received all “Meets Expectations” or better on their last annual performance evaluation. Bargaining unit members receiving less than all “Meets Expectations” or better may be assigned overloads at the discretion of the department chair/dean. All overload assignments shall be made with the same considerations provided in Section 14.1, B and as follows.
1. Each qualified and credentialed bargaining unit member who requests an overload assignment shall receive one course overload prior to any bargaining unit member receiving a second overload course assignment.

2. Once all qualified and credentialed bargaining unit members who requested an overload have received one course overload assignment, the supervisor shall assign a second course overload to those requesting more than one course overload.

3. The supervisor shall continue to assign course overloads in this manner until all qualified and credentialed bargaining unit members requesting overloads have received six (6) ILH overload (21 ILH total) per semester. Assignment of overloads greater than 21 ILH total per semester shall require approval of the appropriate Dean, and assignment of overloads greater than 24 ILH shall require approval of the chief academic officer of the College when deemed in the best interest of the College.

4. Bargaining unit members with an overall “Meets Expectations” or better rating will receive preference over those with an overall “Needs improvement” rating who are approved for an overload by his/her immediate supervisor.

5. A bargaining unit member who has received an overall “Needs Improvement” may be approved for overloads at the supervisor’s discretion based on performance since the last annual performance evaluation.

E. Overload Office Hour Requirements.

1. For overloads of one (1) to five (5) contact hours, a bargaining unit member will be available to schedule by appointment one (1) additional office hour.

2. For course overloads of six (6) contact hours or more, the bargaining unit member will be available to schedule by appointment two (2) additional office.

3. The availability of office hours by appointment for overloads must be noted on the member’s office schedule and comply with all office hour requirements stated in this Agreement.

F. All overloads shall be paid as provided in this Agreement.

14.3 – Summer Assignments (Off contract)

A. A Summer Assignment is defined as any class load or other compensated workload assignment that is assigned during the Summer when the bargaining unit member is “off-contract.”

B. Bargaining unit members may teach courses during their “off-contract” time in the Summer.

1. Bargaining unit members shall not be required or obligated to teach Summer Assignments.

2. If the need arises, an administrator may request bargaining unit members to accept Summer Assignments to meet the needs of the College.
C. Any bargaining unit member who desires a Summer Assignment should submit a written request to the appropriate supervising administrator as applicable during the development of the course schedule.

   1. Summer Assignment requests by qualified and credentialed bargaining unit members will be fulfilled prior to making instructional assignments to adjunct faculty as provided below.

   2. Summer Assignments will be made in a fair and equitable manner among qualified and credentialed bargaining unit members with the same considerations set forth in Section 14.1.B.

D. The supervising administrator shall equitably distribute Summer Assignments within a discipline to those qualified and credentialed bargaining unit members who request one or more such assignments and who received all “Meets Expectations” or better on their last annual performance evaluation. All Summer Assignments shall be made with the same methodology set forth in Sections 14.1 and 14.2.

E. These optional Summer assignments beyond the basic contract period will be compensated as provided in this Agreement.