

To: All tenure-track and affiliate faculty
From: Jonathan Hodge, Chair
Re: 2016-2017 Staffing
Date: September 18, 2015



Dear Colleagues,

The time has come for us to begin thinking about staffing our courses for the 2016-2017 academic year. We will follow the same process as last year, which is described in more detail below.

Monday, September 21 to Friday, September 25

A hard copy of the 2016-2017 schedule will be available in the math office on the morning of Monday, September 21, for faculty to indicate the courses they are interested in teaching. During this phase, tenure-track and affiliate faculty should write their initials next to the courses they would most prefer to teach. Tenure-track faculty should initial next to courses that comprise a total of 9-12 credits per semester (depending on their area of significant focus). Affiliate faculty should initial next to approximately 14 credits per semester, mainly at the foundations level.

It is often the case that more than one faculty member is interested in teaching the same course. When this occurs, the interested faculty may: (i) write their initials next to the course, even if others have already done so; or (ii) write their initials next to a different course for which there is less demand. If conflicts remain after the staffing meeting on Monday, September 28, the Chair and Assistant Chairs will strive to resolve these conflicts in a reasonable and equitable manner.

Staffing Meeting for Tenure-Track Faculty

On Monday, September 28, tenure-track faculty will meet to work out staffing for the following courses:

Mathematics Courses (A-2-155 MAK)

- Downtown sections of MTH 201, 202, 203
- All mathematics courses MTH 210 and above, with the exception of MTH 225
- If all of the above courses are staffed, all other sections of MTH 201, 202, 203, and MTH 225

Mathematics Education Courses (A-2-173 MAK)

- All mathematics education courses: MTH 221, 222, 223, 229, 322, 323, 324, 329
- Teacher assisting and student teaching: EDI 331, 432

David Austin will facilitate staffing of mathematics courses in A-2-155 MAK, and Esther Billings will facilitate staffing of mathematics education courses in A-2-173 MAK.

All tenure-tenure track faculty who wish to teach one of the courses listed above should plan on attending the staffing meeting. If you are not planning on teaching any of the above courses, then you do not need to attend the staffing meeting but should indicate your preferences on the schedule spreadsheets in the math office by Friday, September 25.

Staffing Meeting Instructions (for tenure-track faculty)

- Courses will be written on the whiteboard, along with the initials those who have indicated an interest in teaching each course. Please bring your own copy of the schedule with you, since the days, times, and rooms will not be written on the board.
- In the initial phase of the meeting, all faculty members should write their initials next to the courses they wish to teach, even if others have already indicated interest. During this initial phase, no one should attempt to influence their colleagues' choices.
- Once all faculty have had a chance to select their initial choices, negotiation will begin for those courses with more than one set of initials, assisted by the Chair and Assistant Chairs if necessary.
- Please be as flexible as possible in your negotiations. If you have taught a course recently while another faculty member requesting the course has not, please consider relinquishing that course this time around. If possible, work together to reduce, as much as possible, the number of preparations for all involved.
- If you have your heart set on teaching a particular course, make your reasons clear to the others requesting the course. You should not feel pressured to give up a course simply because others also want to teach that course.
- Please consider the needs of the department in selecting your courses, particularly if there are unstaffed courses that fit your interests and expertise.
- Any conflicts that cannot be resolved in the staffing meeting will be resolved by the Chair and Assistant Chairs, with advice from the Advisory Committee. Per our bylaws, the Chair is ultimately responsible for teaching assignments and will make the final decision in any staffing conflicts.
- All teaching assignments are subject to change and must be approved as part of the workload planning process. If you have questions about the feasibility of your intended teaching schedule or area of significant focus, please talk Jon, Esther, or David.