

To: All tenured, tenure-track, and affiliate faculty
From: Karen Novotny, Chair
Re: 2018-2019 Staffing
Date: October 4, 2017



Dear Colleagues,

We will follow a somewhat different process for staffing this year, as described in more detail below.

Purpose/Goals of the Staffing Meetings:

Over the years, we have revised our staffing process into a cooperative procedure that allows each of us to be proactive in the determination of our own teaching assignments; however, we should all keep in mind the following:

1. The **primary** goal is to staff **all** of our courses appropriately.
2. Next, **all** of us should end up with a **reasonable** teaching schedule by the end of this process.

This year, in order to accomplish the above goals, there will be a few changes to our process. First, please keep the following in mind:

- It is unreasonable (without extenuating circumstances) for full-time faculty members to expect to teach and/or be on campus only two days a week.
- We offer many more courses in the fall semester than in the winter semester, so some of us, especially affiliates, should plan to teach more credit hours in the fall than in the winter.
- Tenure-track faculty meetings are **Mondays and Wednesdays from 1 – 1:50PM**, so tenure-track faculty members must not select class sections that meet at these times (but Fridays from 1 – 1:50 is OK).
- Affiliate faculty meetings will occur on **Tuesdays and Thursdays from 12 – 12:50PM**, so affiliates must not select class sections that meet at these times.
- All teaching assignments are subject to change and must be approved (for tenure-track faculty) 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 to me *before* the staffing meetings.
- The class sections that are unstaffed after our staffing meetings must be taught by visitors and part-time adjuncts, and these faculty also appreciate reasonable schedules with the maximum allowable credit hours. So, the “left-over” sections of, in particular, our foundations courses and/or calculus can’t all be at overlapping times or only early in the morning or at night.

In preparation for our scheduling meetings, you each need to rate the following **personal staffing priorities** from most (1) to least (4) important for your own teaching schedule:

- a) The particular courses (but NOT particular sections for multi-section courses) you teach.
- b) The number of preparations you teach each semester and over the academic year.
- c) The time of day you teach.
- d) The number of days a week you teach.

We should all expect that, *at most, our top two choices from the above will be satisfied at the end of this process*. So, for example, if it’s important to you that you teach between the hours of 9AM and 3PM and you only want two preparations, then you should expect to teach 5 days a week and you might be unable to teach your favorite course next year. On the other hand, if you are determined to teach a particular

course and to teach fewer than 5 days a week, then you should expect up to 3 preps (not all new to you) per semester and up to 5 preps total next AY as well as a late night and/or early morning class.

Thursday, October 5 to 10AM on Monday, October 9

The Fall 2018 and Winter 2019 schedules will be available online on Google sheets so that faculty members can access the spreadsheets at their convenience during this time period. I will also send out spreadsheets via email. Faculty members may indicate the courses and sections they are interested in teaching by typing their initials in the online spreadsheet next to the sections they would most prefer to teach. Tenure-track faculty should usually initial next to sections that comprise a total of 9-12 credit hours per semester (depending upon their area of significant focus and any reassigned time). Affiliate faculty should initial next to approximately 14 credit hours (on average) per semester of sections from among the following: foundations courses, calculus courses, MTH 225, and MTH 302.

It is often the case that more than one faculty member is interested in teaching the same section of a course. When this occurs, the interested faculty members, and this applies to **both tenure-track and affiliate** faculty members, may: (i) write their initials next to the section, even if others have already done so; or (ii) write their initials next to a different course or section for which there is less demand. Keep in mind that some faculty members may neglect to take advantage of this pre-meeting opportunity, so just because your initials are the only ones next to a course at 10AM on Monday doesn't mean you automatically will be teaching that course because changes are likely to occur at the meetings.

Staffing Meeting for 200-level and above Courses

On **Monday, October 9**, all faculty members interested in teaching these courses, both tenure-track and affiliates (if available), will meet from **1 – 1:50 PM** to work out staffing for the courses listed below. If you are unable to attend this meeting, I will serve as your advocate during the meeting (so you might want to meet personally with me or send me an email offering several possible options for your desired courses and sections *before* the meeting).

Mathematics Courses (A-2-155 MAK)

- Downtown sections of MTH 201, 202, & 203
- All mathematics courses and sections MTH 210 and above with the exception of MTH 225 & 302
- **Only after all of the above courses & sections are staffed**, will all other calculus sections, MTH 225, & MTH 302 be open for final staffing negotiations

Mathematics Education Courses (A-2-173 MAK)

- All mathematics education courses and sections: MTH 221, 222, 223, 229, 322, 323, 324, 329
- Teacher assisting and student teaching: EDI 331, 430, 432

Firas Hindeleh and I will facilitate staffing of the mathematics courses in A-2-155 MAK, and Esther Billings will facilitate staffing of the mathematics education courses in A-2-173 MAK.

If you are not planning on teaching any of the above courses, then you do not need to attend this staffing meeting. After this meeting, I will send out the list of all unstaffed sections of calculus & MTH 225 & MTH 302 to affiliates, so they can consider teaching those sections.

Staffing Meeting for Foundations Courses (and still unstaffed sections of calculus & MTH 225 & 302)

On **Tuesday, October 10**, all faculty members interested in teaching these courses, both tenure-track (if available) and affiliates, will meet in **MAK D1-117 from 1:30 – 2:30 PM** to negotiate the (partial) staffing of the remaining unstaffed courses. I will facilitate this staffing.

If you are unable to attend this meeting, I will serve as your advocate during the meeting (so you might want to meet personally with me or send me an email offering several possible options for your desired courses and sections *before* the meeting).

Due to the HLC highly-qualified standards for teaching all courses except MTH 097, affiliates and tenure-track faculty members should pick MTH 097 sections as part of their teaching load **only with a compelling reason** for doing so. We need to reserve the MTH 097 sections for our long-term, part-time faculty members who are allowed to teach only MTH 097.

Staffing Meeting Instructions

- Courses and sections will be written on the whiteboard, along with the initials of those who have already indicated an interest in teaching that course and section. Please bring your own copy of the schedule with you, since the days, times, and rooms will not be written on the board. Also, bring your **personal staffing priorities** (ratings of a) – d) on page 1) with you to the meeting.
- In the initial phase of each meeting, all faculty members should write their initials next to the courses and sections 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 everyone has selected their initial choices, negotiation will begin for those courses and sections with more than one set of initials, assisted by Esther, Firas, and me if necessary. In all negotiations, we will use the personal staffing priorities to guide the decisions.
- 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. *Work together, as much as possible, to satisfy everyone's top two personal staffing priorities. Everyone should eventually get at least their top personal staffing priority satisfied*, so if you have your heart set on teaching a particular course, especially if it has only one section or a few sections, you should choose a) as your top personal staffing priority. In any case, make your reasons for teaching the course clear to others requesting the course in your negotiations. You should not feel pressured to give up a course or section simply because others also want to teach that course. Final decisions will be made based upon a number of factors, but will *rely heavily upon the personal staffing priority ratings of the individuals involved*.
- Please consider departmental needs in selecting your courses, particularly if there are unstaffed courses that fit your interests and expertise.
- Esther, Firas, and I, with advice from the rest of the Advisory Committee, and **using your personal staffing priorities ratings**, will resolve any conflicts that cannot be resolved in the staffing meetings. As in the past, you will be asked to fill out a post staffing meeting survey that will help us in this process. Per our bylaws, I am ultimately responsible for teaching assignments and will make the final decision in all staffing conflicts.