

To: All AFF and TT MTH Faculty
From: Esther Billings, Matt Boelkins, Jon Hasenbank
Re: 2024-25 Staffing Memo
Date: April 2, 2024



This memo outlines how we will proceed from now through July as we prepare teaching assignments for the next academic year.

Most important right now: If you desire to teach any MTH ED course or any MTH course numbered 203 or higher (except 225), please:

- **Review** these spreadsheets: [F24 MTH ED, MTH 203+](#); [W25 MTH ED, MTH 203+](#) (those are two tabs of the same spreadsheet).
- **Indicate Preferences by end of the day Sunday, April 7:**
 - Enter your initials in Column X next to the MTH ED* or MTH 203+ courses (except 225) you are most interested in teaching (please initial your choices; please don't list more than 12 credits total per semester, so we get a sense of one another's first/top choices).
 - ***Note:** Math Ed faculty created a preliminary staffing plan (reflected in the spreadsheets) when we met last Fall to evaluate our staffing capability for PCKET courses and identified CBL offerings. We will use that (Column N) as the starting point for our 4/8 math ed staffing meeting.
- **Attend** the Monday April 8 staffing meeting at 1 pm (Math Ed in MAK A-2173 and TT Math in MAK A-2-117), or **send** Jon and/or Matt your preferences before the meeting.

Many of us will also be planning to teach MTH courses from MTH 108 - MTH 202 + MTH 225. Interest and preferences for those courses will be addressed in the spring once FTIAC enrollment trends become clear (see more details in the timeline below). For now, you can see the full list of those courses as of Monday, April 1, 2024 in this read-only spreadsheet: [F24/W25 MTH \(all\)](#) (there's a tab for each semester).

Save the dates (more details about process and timeline are [later in this document](#)):

- For tenure track faculty planning to be teaching MTH ED courses or any course numbered MTH 203 or higher (except MTH 225), please plan to attend the staffing meeting on **Monday April 8 (1pm)**. If you are unable to attend, contact Jon Hasenbank (MTH ED) or Matt Boelkins (MTH 203+) with your wishes and they will advocate for you.

- If you expect to be teaching courses numbered MTH 108 to MTH 202 and/or MTH 225, please set a calendar reminder for **Monday June 3 (key email) and Monday June 10 (optional F2F staffing meeting, 1-2:30 pm)**.
- **For all faculty:** you will receive an electronic survey about schedule preferences on **Monday June 10** and your response to that survey will be due by **Friday, June 14**.

Guiding Principles for Staffing: Our underlying departmental values guide our staffing process: being cooperative; affording agency to each of us in determining our own teaching and scheduling priorities; and balancing departmental needs.

We should all keep in mind the two primary goals: (1) to staff all of our 24-25 courses appropriately, and (2) to ensure everyone has a reasonable teaching schedule for 24-25. With our decreasing number of math majors and fewer upper-level courses, more TT faculty will be needed to teach foundational courses.

Please remember:

- 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.
- It is unreasonable (without extenuating circumstances) for full-time faculty members to expect to teach only one prep.
- Given our current analysis of staffing/scheduling projections, TT faculty should plan to teach 18 credits and AFF faculty 24-28 credits, modulo any reductions for expected reassigned time.
- Our total number of offerings in fall/winter are more balanced than in prior years. Faculty should strive for relatively balanced fall/winter schedules.
- Tenure-track meetings are MW 1 – 1:50PM; TT faculty members must not select class sections that meet at these times. Affiliate meetings are TR 12 – 12:50PM; AFF faculty members must not select class sections that meet at these times.
- Our staffing process extends beyond the April and June staffing meetings. All teaching assignments are subject to change in response to enrollment trends and/or department needs. The unit head is ultimately responsible for final staffing assignments.
- The class sections that remain unstaffed after our process for continuing faculty will be taught by visitors and part-time adjuncts; these faculty need to have reasonable schedules with the maximum allowable credit hours. Thus, the remaining sections of our courses can't all be at overlapping times or only early in the morning or at night.
- The previous two bullets mean it is possible some schedules may need to be modified after these staffing meetings.
- The leadership team will work hard to accommodate your top 1-2 schedule priorities (collected in the June 10 survey) as we complete the staffing process.

Process and timeline from now through summer

Now: The 24-25 MTH course spreadsheets are available:

[F24 MTH ED, MTH 203+](#); [W25 MTH ED, MTH 203+](#) (editable in the “Initials” column)
[F24/W25 MTH \(all\)](#) (read only; there’s a tab for each semester)

Phase 1: Now - midnight Sunday April 7: (TT faculty) Identify preferences for MTH 203+ courses (MTH 225 is excluded) in the spreadsheets using your initials (just your first choices; please don’t list more than 12 credits total per semester). Check the spreadsheet periodically to learn of your colleagues’ interests and make potential adjustments or start conversations. For MTH ED courses, MTH ED faculty should only include initials if they have different preferences than those from the Fall meeting.

Note: Some sections are “greyed-out”; these are sections that we have rooms for and that are held in reserve in the event that student demand calls for us to open them. We are not staffing these sections at this time.

Monday April 8, 1 pm: Collaborative in-person staffing meeting for TT faculty teaching MTH ED and MTH 203+ (except MTH 225): the goal of this meeting is to develop a tentative plan for staffing all MTH ED courses and all MTH courses 203 and higher (except MTH 225). If you are unable to attend, contact Jon Hasenbank (MTH ED) or Matt Boelkins (MTH 203+) with your preferences and they will advocate for you.

April 10 - April 16: The assistant chairs prepare a tentative staffing plan for 203+ and MTH ED courses based on the results of the staffing meeting. We will not be assigning particular sections of MTH 108 through MTH 202 plus MTH 225 at this time.

This spreadsheet will be shared with department faculty once it is ready. When the spreadsheet is available, we will survey TT faculty about the number of additional credits they expect to need in F24 and W25 in order to complete their teaching load.

April 23: Survey responses are due from TT faculty. Information we will gather on the survey includes: affirmation that the current tentative assignments match what we discussed at the meeting, the number of additional credits needed to complete your teaching schedule, anticipated reassigned time, and any special circumstances you want to share.

Phase 2: April 24 - May 31: Monitor enrollment trends. The leadership team analyzes student enrollment trends, particularly among 108 - MTH 202 + MTH 225 and makes any needed updates to the schedule of courses we are offering.

Monday June 3 - Sunday June 9, noon: Add initials to spreadsheet. An important email will be sent on Monday, June 3 with full details, including the (editable) spreadsheets of F24/W25 offerings for MTH courses numbered MTH 108 - MTH 202 + MTH 225 and any remaining

unstaffed classes. All faculty still needing additional courses will identify their staffing preferences by putting their initials in the spreadsheet.

Monday June 10

- **1-2:30 pm: MTH 108-202 + 225 staffing meeting.** You can attend in-person or communicate your preferences to Jon and Matt who will advocate for you; we can also try to work with people by call or text during the meeting. In this meeting, we will work to collaboratively staff as many of the open sections as we can. Faculty not planning to teach these courses need not attend.
- **Survey of Scheduling Preferences Distributed (for all faculty).** All faculty complete the online survey (by Friday, June 14) to communicate your scheduling preferences and priorities.

By Friday, June 14, 9 am: Scheduling preferences/priorities survey due.

June 17-25: Prepare complete staffing plan. The leadership team will prepare a draft of the full staffing plan in light of survey responses and enrollment trends.

By June 26: Plan released, confirmation surveys sent. We'll post a full draft of the plan for AY 24-25 and send a short confirmation survey for you to respond to.

By July 1: Confirmation surveys due: Complete and submit the staffing confirmation survey for the courses you've been assigned.

July 15: Staffing plans due to the Dean's Office

July 15ff: The leadership team follows up with faculty as needed. By July 15, we expect to have all assignments for fall semester completed; remember that final assignments may still change due to unforeseen circumstances such as low enrollments, reassigned time, etc.

In advance, thank you for your flexibility and patience as we respond to current challenges, and do so in a way where we end up with a collectively reasonable schedule for all.