

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

This policy superseded by
Article 20 of Unit 3 MOU

NUMBER: 78-30

FILE: Assignments,
Teaching

SUBJECT: TEACHING ASSIGNMENT POLICY

The following policy statement, recommended by the Academic Senate at its meeting of May 11, 1978, and approved by the President on May 24, 1978, is as follows:

TEACHING ASSIGNMENT POLICY

The Department Chairperson is responsible for scheduling assignments for the members of the departmental faculty.

In making such assignments, the Department Chairperson will take into consideration other University responsibilities of the faculty member concerned, the nature of the subject matter involved, the needs of the department, its educational program, and all applicable State law. The School Dean's approval of a department schedule of assignment constitutes certification that an appropriate workweek is scheduled for each faculty member employed during the specific semester or summer term concerned. Thereafter, the signature of the Department Chairperson on the monthly payroll certifies that scheduled workweek obligations have been fulfilled.

Each faculty member is expected to be available for teaching assignments during any part of the week, during any nine-hour span between the hours of 8:00 a.m. and 10:00 p.m. It is understood that in developing the schedule, a late evening assignment should not be followed by an early morning assignment, although exceptions may be made for cause. The School Dean shall be consulted before "exceptions for cause" are granted.

The following guidelines are to be followed by the Department Chairperson:

1. Departmental course schedules must harmonize with other schedules in the total schedule of classes for the University.
2. A faculty member shall not be required or permitted to accept excessive teaching loads on any one or two days, but a reasonable distribution shall be maintained.

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3. Bizarre or punitive schedules shall not be permitted--but no single semester of inconveniences will be accepted as evidence of "punitive" scheduling.
4. Within the flexibility of the schedule, the faculty member shall exercise personal choice and every effort shall be made to accommodate the faculty so long as no unreasonable disadvantage to the students or colleagues is involved.
5. Faculty members shall be assigned courses they are competent to teach, for example by reason of graduate training or other professional experience.
6. Courses shall be assigned in a manner to avoid unreasonable inequities of teaching load within the department.
7. The Department Chairperson or scheduler shall make every good faith effort to consult with the departmental faculty and to make available the complete initial schedule with due notice to the faculty before initial submission to the office of the School Dean and subsequent publication by the University Scheduling Office. Any method of publicizing the initial schedule shall be subject to disapproval by the departmental full-time faculty by majority vote.

Effective: Immediately

DEG:bjp
6/6/78