

**Note: This information is based on the 2014-2017 Faculty Collective Bargaining Agreement
(Extended through June 30, 2021)**

1. Assignment of Tenured Faculty, Probationary Faculty, FERP/PRTB Participants, and any work to be taught by Administrators, Teaching Associate (TAs) or other Academic Student Employees (ASEs), Adjunct Faculty (volunteers)
2. Next, offer to three-year full-time appointees
3. Then, offer to three-year, part-time appointees up to their time base entitlement
4. Next, offer to individuals whose names appear on the list for the department (Article 38.48) up to the time base entitlement of their most recent three-year appointment
5. Then, offer work to Visiting Faculty
6. Next, give "careful consideration" to all part-time and full-time temporary faculty with no multi-year appointments who were employed in the academic year prior to the year for which they are being considered. Temporary faculty in this group may be appointed in any order, but must satisfy all provision 12.3 entitlements but may only be appointed up to their time base entitlement. Full-time and part-time temporary faculty with no provision 12.3 appointment rights can be appointed to any time base and for any academic term(s). If a decision is made not to reappoint temporary faculty in this category, the work previously performed by these faculty (if it continues to exist) shall be considered "new or additional" and assigned according to the order set forth in Paragraph 8 below.
7. Next, assign any remaining temporary work to temporary employees as "new or additional" work in the following order:
 - First, offer work to part-time temporary faculty unit employees holding a three-year appointment up to and including a 1.0 time base. In the event the department has a need to assign work for which a temporary part-time faculty unit employee with a one-year appointment is objectively determined to be demonstrably better qualified, the one-year appointee may be assigned the work; (consult with Faculty Affairs)
 - Next, offer work to part-time temporary faculty unit employees holding a one-year appointment up to and including a 1.0 time base; and
 - Last, offer work to any other qualified candidate.

Assignment Order During The Academic Year

During the Academic Year, follow the steps above with one significant change. After offering work to those on the department list (#4 above), and before offering work to visiting faculty (#5 above), offer work to:

- Continuing one-year full-time appointees. If there is insufficient work for which the individual is qualified to support a full-time assignment, the partial or complete reduction in time base of a continuing one-year full-time appointee does not require the layoff of the employee.
- Next, offer work to continuing one-year part-time appointees up to their time base entitlement;