

## Order of Assignment

The order in which classes are assigned is dictated by Provision 12.29 of the Collective Bargaining Agreement (CBA). Prior to work being assigned to lecturers, we use the following order of assignment:

1. Tenured and probationary faculty
2. FERP, and PRTB faculty
3. Administrators
4. Teaching Assistants (Unit 11)
5. Volunteer faculty (requires approval of AVP for FASE)

We then turn to the subsections of 12.29 which define the order in which classes should be assigned. The order for the start of the year differs from the middle of the year. Self-support intersession classes do not need to follow this order.

Lecturers should fill remaining assignments based on what they are qualified to teach, after “careful consideration” according to the following:

### Start of Year

- 1. 3-year Full-Time Appointees (those with 30 WTU entitlement), “half” of AY entitlement\***
2. Continuing Multi-year Full-Time (very rare)
- 3. 3-year Part-Time Appointees, up to entitlement\*\***
4. CBA 38.48 List\*\* (rare, as of Fall 2022 CI has no one on such a list)
5. Continuing Multi-year Part-Time (very rare)
6. Visiting Faculty per CBA 13.32 (very rare)
- 7. Those employed in previous academic year**
  - a) Returning AY up to entitlement\*\***
  - b) Those that taught in last year that do not have entitlements (up to any time base)**

Any remaining classes are considered “New or Additional Work.”

\* Normally 15 WTU, but could be 14 or 16, check with Faculty Affairs.

\*\* Entitlement is for the full academic year, so in one semester the goal should be to provide an assignment that would appear likely to meet the entitlement over the course of both semesters.

In the table above, those items identified as “rare” are unlikely to be something that you must deal with. These are unique enough that if you had one, you would be aware of it and already be taking it into account.

Please note that 7b would be a situation like Lecturer Alpha taught a class for us last spring as a last-minute hire when no one else was available. As they didn’t teach both terms, they don’t have an entitlement. However, they can be hired, after having met the entitlements of all other part time faculty, to ANY time base in the fall of the next year before that work was considered “new or additional.”

## Middle of Year

- 1. 3-year Full-Time Appointees, to complete entitlement**
2. Continuing Multi-year Full-Time (fairly rare)
- 3. 3-year Part-Time Appointees, up to entitlement**
4. CBA 38.48 List\*\* (rare)
- 5. Continuing One-year Full-Time Appointees (this is different from start)**
- 6. Continuing One-year and Multi-year Part-Time Appointees, up to entitlement**
7. Visiting Faculty per CBA 13.32 (very rare)
- 8. Those employed in this or previous academic year without AY appointment**

Any remaining classes are considered “New or Additional Work.”

Similar to 7b at the start of the term, those in category 8 mid-year would be someone who taught in the fall of this year or either of the terms in the previous academic year but have not earned an entitlement. They can be assigned at any time base so long as we’ve been able to satisfy our requirements of 1-7.

## New or Additional Work

If there is work remaining after following the above process, it should be filled according to the following priority:

1. Part-time faculty with 3-year appointment up to 1.0 time base
2. Part-time faculty with AY appointment up to 1.0 time base
3. Any other qualified candidate (i.e. hire from off the street)

## Additional Notes

If a lecturer declines a class, those units count towards meeting their entitlement.

No one is “entitled” to any specific course. Per 20.2 of the CBA, instructional assignment is made by the dean in consultation with the chair and faculty member and is based on student and department needs. Operationally, the assignments are typically delegated by the dean to the chair, but the dean has the final responsibility.

In general, if a lecturer has taught the class in the past, they should be considered qualified to teach that class. Situations where this might not remain the case: a) documented issues with the class (typically as part of a periodic evaluation, b) a substantial curriculum update, or c) other uncommon issues that makes the circumstances significantly different from the past (e.g. significant modality change, accreditation). If, as chair, you feel that a person is NO LONGER qualified to teach a class that they have previously taught, please consult with dean and/or AVP FASE at earliest opportunity.