

Priority Consideration for
OVERLOAD and SUMMER WORK

The University and the Union recognize that problems have occurred in the past in guaranteeing that currently employed faculty, librarians and professional staff shall have priority consideration for overload work. Such priority consideration is required by the State/Union Agreement.

The University and the Union have met to discuss procedures to ensure compliance with the relevant provisions of the State/Union Agreement and agree that the following procedures shall be followed:

1. Faculty from other departments may request a similar evaluation and placement upon a department's list of individuals qualified to handle courses taught within that department; formal approval by the Board would not be required.
2. As soon as a department is approved to utilize adjunct/overload time, overload shall be offered to members of the department competent to teach such courses. After members of the department have been offered the opportunity to teach such courses, the opportunity must be offered to individuals who have been placed on the priority list pursuant to #6. of local agreement C180, SUMMER LOAD ASSIGNMENT. If need still remains, the expected opportunities shall be posted and circulated, soliciting members of other departments, librarians professional staff, and adjuncts competent to teach such courses.
3. Professional Staff should, well prior to the semester or summer session in which they might wish to teach, contact the department in which they feel competent to teach and request placement on the priority list for that department. All normal procedures for such placement would be followed including evaluation of professional background and recommendation through the Dean, Academic Vice President, and President to the Board of Trustees.
4. Normally, placement of professional staff on the priority list for a particular department or placement of faculty, including librarians from another department on a particular department's approved list should occur at least two weeks before the beginning of the semester in which the individual is to be employed in the department. In emergency situations, the requirement may be waived but the approval process must still be followed as quickly as possible.
5. Before adjunct faculty are assigned to teach courses that cannot be covered by faculty within a department, the chairperson of the department will offer the approved professional staff, librarians, and the faculty of other departments competent to teach the course an opportunity for assignment. If approved professional staff, librarians, or faculty of other departments accept the invitation, the assignment is forwarded to the Dean for confirmation. If no approved professional staff, librarian or faculty of other departments apply for the courses, the department attests to that fact and recommends the assignment of approved adjunct faculty.
6. To ensure that priority consideration is given to faculty, librarians, and professional staff, each department chairperson shall be reminded of this provision of the contract through the office of the appropriate Dean at least twice each year.
7. The Administration and the Union agree to review the status of the processes and procedures relating to this agreement as needed.
8. Nothing in these principles abrogates or supersedes any managerial or Union rights or responsibilities as stipulated in the master contract or in State regulation.