

## Guidelines for Assigning Winter Session Courses Article 38 (Winter Session)

In accordance with Article 38 of the Collective Bargaining Agreement, the following points are offered to guide the course assignment process for Winter Session.

The principal criteria for determining an eligible pool of faculty for a given course are interest, expertise, and experience. Seniority and rank are not criteria.

After the Chair/Director's initial call for proposed courses, faculty interest may be determined through written communication between prospective instructors of record and a Chair/Director.

Assessment of expertise may focus on a range of evidence, including, but not limited to, syllabi or course materials developed by the prospective instructor of record, pertinent research or creative work, and/or pertinent professional development. For courses that involve a significant experiential component, documented accomplishments in the pertinent context (profession, community, host country, research or creative field, etc.) may also be considered.

Assessment of experience may focus on prior successful offerings of the course under consideration or on demonstrated success in teaching generally. For courses that involve a significant experiential component, documented accomplishments in the pertinent context (profession, community, host country, research or creative field, etc.) may also be considered.

To establish an eligible pool, Chairs/Directors should first consider whether an interested prospective instructor of record meets a sufficient threshold of expertise and experience.

When there are multiple interested prospective instructors of record who meet sufficient thresholds of expertise and experience, the Chair/Director will make assignments.