Extra Teaching Assignment (ETA) Guidelines

Extra teaching assignments shall meet programmatic demands and student needs. Extra teaching assignments are not guaranteed and shall be granted at the discretion of the College.

Any Faculty member or Librarian who desires an extra teaching assignment should submit a written request (email shall suffice) to the Dean during the development of the course schedule or sixty (60) days in advance of class start. After faculty considerations and assignments have ended, adjuncts will be assigned classes where program demands and student needs merit.

In the event class cancellations result in a FT faculty member not being able to make his/her teaching load, classes assigned to adjuncts may be reassigned to FT faculty strategically to a) support the FT faculty member's schedule, and b) to minimize impact on the adjunct's schedule.

In order to ensure program continuity, adjunct faculty shall not lose assigned classes to a FT faculty nor Librarian member's extra teaching assignment.

As additional classes are added during live enrollment periods, FT faculty or Librarians who have pre-noticed the dean during established timelines, and still seek an ETA shall have first right of refusal on such assignments. The Dean retains the right to determine which FT or Librarian faculty receive these assignments per established factors.