



RE: **Assignment of classes and retention matters**

Did you know that . . .

The college president or designee (usually the Dean) determines the master schedule for each department.

[Article 8, A & G,]

Faculty assignments may be prepared by the department chair but approval rests with president or designee. Faculty preferences *may* be considered (e.g. “No 8 a.m. classes,” “No evening classes,” “MW assignments only,” “TR assignments only”) but assignments must adhere to contract requirements only.

“The faculty member shall . . . Participate with chair and educational administrator to develop and implement a plan to improve retention if class size at the end of the semester is unreasonably low as a pattern”

[Article 4, C.17.d, page 19]