

Resolving Conflicting Teaching Requests (Summer, Intersession, and Special Session)

Accepted as Department policy effective April 29, 2011

Votes in attendance on April 22, 2011: Yes (9), No (1), Abstain (2)

Votes via email (ending April 29, 2011): Yes (0), No (1), Abstain (0)

Policy revised on March 22, 2013

Votes in attendance: Yes (19), No (1), Abstain (0)

No one faculty “owns” any given course. The following policy establishes criteria for the assignment of teaching responsibilities when two or more faculty within the same Order of Assignment (see Department Policy, “*Staffing in Summer, Intersession, and Special Session Terms*”) request to teach the same course in the same term when fewer sections are being offered than there are requests (hereafter referred to as “conflicting teaching requests”). This policy applies to class assignments during summer, intersession, and special session terms, whether the term is State-funded or Self-Support.

When confronted with conflicting teaching requests, the Department shall assign work using the following criteria:

- a. In all cases faculty applying to teach a course in the summer intersession, or special session must have the course as a part of their academic year teaching portfolio. In the case where an instructor “would be willing” to have a course as part of their academic year offerings, but have not taught the course at SJSU, determination of eligibility for summer, intersession, or special session shall be made by the Chair.
- b. Summer, intersession, and special session terms shall be considered independently when determining priority for an assignment.
- c. A faculty member who has taught the course in question more recently than other faculty within the same order of assignment shall have lower priority for the teaching assignment. Courses that were offered but were canceled do not count toward this determination.
- d. If more than one faculty member remains in highest priority after this determination, then the faculty member that has taught the course least starting at the most recent relevant session (i.e., summer, intersession or special session) and working backward until a tie is broken shall have the highest priority.
- e. If a final determination cannot be made, then the assignment will be made at the judgment of the Chair.