

## **ARTICLE 26: CLASS ASSIGNMENT**

### **26.1 CLASS ASSIGNMENT:**

**26.1.1** The appropriate administrator will provide all full-time faculty a document to request assignments, modality, off-campus classes and schedule preferences for each subsequent semester prior to finalization of the class schedule.

**26.1.2** The administrator shall not arbitrarily disregard the faculty member's preferences. If the assignment request is denied, the faculty member may submit a written request to the appropriate administrator who shall provide in writing the reasons for the denial.

### **26.2 REASSIGNMENT OF FACULTY WITH CANCELED CLASSES**

**26.2.1** A faculty member whose regular load has been decreased through cancellation shall consult with their immediate dean on the alternative(s) to complete the faculty member's regular load within the academic year.

**26.2.2** After consultation with, and agreement from, the affected faculty member, the dean may assign any instructional assignment to the faculty member in one of their FSA's or other academic assignments for which the faculty member meets minimum qualifications if necessary to meet their regular load.

**26.2.3** In the situation where the above alternatives do not exist or are not chosen, the faculty member shall work with the dean on a plan to make up the deficit within two (2) calendar years, starting the semester following the semester when they were underloaded.