Basis for the Procedures of Assigning Classes
These systems of determining class assignments are based on the Agreement between the Seattle Community College District and the Seattle Community College Federation of Teachers, Local 1789. (See the Agreement for more specific information.)

Class Assignments for Fall, Winter, and Spring Quarters
In NSCC's Adult Basic Education Department, class assignments are made by the director of the department, whose responsibility it is, in consultation with the ABE/ESL faculty coordinator, to determine the instructor best qualified to teach a particular class. The best qualified instructor is determined by evaluating an individual's teaching experience and training. Class assignments for Fall, Winter and Spring Quarters in our department are offered to instructors in the following order:
1. full-time tenured instructors
2. full-time pretenured instructors
3. Priority Hiring List part-time instructors
4. all other continuing part-time instructors
5. newly Hiringd part-time instructors

Class Assignments for Summer Quarter
Class assignments for Summer Quarter are based on rotation lists and follow the procedures specified in the Agreement. For the Summer Quarter assignments, there are two rotation lists / wheels for each discipline or set of classes. (See below.) Full-time tenured instructors, full-time pretenured instructors, and Priority Hiring List instructors are on the first list / wheel, and all other part-time instructors are on the second.

For the following two sets of classes, there are two rotation lists or wheels:

- ABE (primarily L1 students) and GED classes -- two lists or wheels:
  1) full-time faculty and Priority Hiring List part-time faculty
  2) all other part-time faculty

- ABE/ESL classes -- two lists or wheels:
  1) full-time faculty and Priority Hiring List part-time faculty
  2) all other part-time faculty

The order in which each instructor is placed on the appropriate summer rotation list / wheel is determined by the following criteria:
--full-time instructors and Priority Hiring part-time instructors: placed on the list by the date when they became either full-time or priority, whichever was first.
--part-time instructors: by Hiring date (ties broken by number of accumulated hours as of Sp96, for the original list, or through Winter Quarter for later additions).
When it is time to assign summer classes, "...it will be the responsibility of the unit administrator to inform each eligible faculty member of the opportunities and potential arrangements." (Agreement, "Summer School") In other words, the unit administrator must announce the summer classes being offered and, beginning with the rotation list / wheel containing the full-time and Priority Hiring List instructors, must ask the instructors what they wish to teach. The administrator assigns one class to each instructor wishing to teach, according to his/her placement on the rotation list and his/her qualifications to teach the available courses. Then the same list is gone through a second time to accommodate, as much as possible, the instructors who want to teach two classes. After that, the unit administrator goes to the second rotation list / wheel containing all other part-time instructors and repeats the above procedure.

An instructor is offered an available class only if he/she is qualified to teach it. For example, for an ESL pronunciation class, an instructor must have had specific training and education in teaching pronunciation, previous experience in teaching it, and/or motivation and willingness to expend the effort to learn a new discipline in order to be qualified for the course assignment. The final decision between equally qualified instructors is made by the unit administrator.

**Summer Rotation Lists for Subsequent Summers**

Within each separate list / wheel, the order of names stays the same (except for updating) but the rotation takes place each summer. The instructor at the top of the list this summer will go to the bottom for the next Summer Quarter, and the second instructor will move to the top, and each successive instructor will move up one place. This rotation happens each summer so that each year, all instructors (except the previous #1, who goes to the bottom of the list) moves up one place on the list. In other words, the previous #1 goes to the bottom of the list and the previous #2 becomes the new #1, etc. The rotation occurs regardless of whether a person teaches in a given summer.

The lists must be reviewed and updated at the beginning of each Winter Quarter in case an instructor's status changes, such as placement on the Priority Hiring List, retirement, receiving a full-time position, etc. If an instructor becomes eligible to be placed on the first list / wheel during Spring Quarter after the Summer Quarter schedule has already been submitted, the assignment of summer classes may have to be revised.

**In the event that a class is canceled**

1. If a class assigned to a person on the first wheel / list for Summer Quarter is canceled before Summer Quarter begins due to low enrollment, a class that was assigned to a person on the second wheel / list can then be assigned to the first person. This will be done according to which classes the first person is qualified to teach and which people have the lowest ranking on the second wheel.
2. If a class assigned to a person on the first wheel / list for Summer Quarter is canceled after Summer Quarter begins due to low enrollment, that instructor will not be assigned another class.

(These two provisions were passed by an in-person, counted vote at the ABE/ESL meeting on Jan. 15, 2003.)
