

# CMU PROFED FACULTY TEACHING PREFERENCE FORM

## For Faculty Association Bargaining Unit Members ONLY

Office Use Only

(date received)

(date advertised)

(date released)

### Please Note the Following Information:

- This form is due in Faculty Approval Services (ProfEd), **15 business days** after the course announcement appears.
- By signing the Teaching Preference Form you understand and agree to abide by all requirements contained within the CMU FA Bargaining Agreement and the requirements of CMU Off-Campus Programs at [www.cel.cmich.edu/faculty/procedures-forms/policies.html](http://www.cel.cmich.edu/faculty/procedures-forms/policies.html).
- If the course is to be taught in an online (or Web-based) format, you attest, by signing this Teaching Preference Form, that you have contacted CMU's Center for Instructional Design to discuss what are considered to be the current "best practices" for teaching in an online format, or that you intend to become conversant with these "best practices" prior to teaching the course, and that you will adopt or adapt these "best practices" in a manner appropriate to the course in order to help assure, as best as one can, that the course learning objectives are met. (The Center for Instructional Design may be contacted at 774-7140. An Online Instructional Training Workshop is regularly offered through the Center for Instructional Design to help faculty become conversant in online instructional "best practices.")
- **SABBATICAL:** If you are on sabbatical or will be on sabbatical during the time the requested class is scheduled, *you are not eligible* to teach an Off-Campus Programs course *unless* this teaching was included and approved as part of the sabbatical leave application.
- Use a separate form for *each* course request.
- When submitting a teaching preference request, the following signatures are *required* when the form is received by ProfEd's Faculty Approval Services:
  - "Faculty Member" (please read Section A on the back of this form): Your signature indicates a commitment to teach the indicated course and that you are available to teach on the advertised dates.
  - "Chairperson or Supervisor": This signature indicates that the instructor has the subject matter expertise to teach the course and may teach at the time and location of the course; also, if this is a graduate course, the signature certifies the instructor is recognized by the College of Graduate Studies as a member of CMU's graduate faculty.
  - "Dean" (of the faculty member's college): This signature indicates that the course will not interfere with the instructor's normal on-campus responsibilities or with professional accreditation standards.
  - The "Chairperson or MSA Director" signature is needed only if the course originates in a department different from that of the instructor. For courses with an MSA designator, the MSA director must sign. The signer indicates that the instructor is qualified to teach the course.

I am indicating a preference to teach the course listed below:

NAME: \_\_\_\_\_

COURSE (*i.e.*, MSA 600): \_\_\_\_\_ EPN: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

CLASS DATES (*including times*): \_\_\_\_\_

LOCATION: \_\_\_\_\_

### SIGNATURES:

(Faculty Member)

Approve

Deny

DATE \_\_\_\_\_

(Chairperson or Supervisor)

Comments:

Approve

Deny

DATE \_\_\_\_\_

- Inload* – Part of campus teaching assignment – no additional compensation paid
- Overload* – Outside regular assignment duties at departments request. Additional compensation.
- Out of load* – Not related to regular assignment ProfEd compensation rate.

DATE \_\_\_\_\_

(Dean)

Approve

Deny

DATE \_\_\_\_\_

(Chairperson or MSA Director)

➡ (over)

ALREADY SIGNED

## SECTION A

**GUIDELINES FOR BARGAINING UNIT MEMBERS:** See Article 25-3.b.2 of the CMU-FA bargaining Agreement

1. Faculty may teach a maximum of nine credit hours for CMU's ProfEd during the academic year – the beginning of Fall semester to the end of Spring semester.
2. When ProfEd courses have overlapping start/stop dates, a bargaining unit member may teach only one of the overlapping courses.
3. Faculty may teach a maximum of twelve credit hours during the summer session **including** the on-campus teaching assignment. Course dates may overlap in the summer.

## SECTION B

### GENERAL INFORMATION:

The selection of faculty takes place within two business days after the deadline for receiving a preference form. An e-mail will be issued indicating whether the course has been assigned.

- *Texts and syllabi need to be submitted twelve weeks prior to the first class date.*
- Complete information is needed to place book orders. This means we *must have the ISBN, title, author, publisher, edition, and year.*
- For questions regarding this teaching assignment, please contact Jennifer Jones, Faculty Assignment Coordinator at (248) 526-2624 or **berry1jj@cmich.edu**.
- This form may be returned to ProfEd by:

e-mail attachment to:

**fasocp@cmich.edu** *or*

fax to:

(989) 774-2468, *or*

campus mail to:

Central Michigan University

ProfEd (CMU North)

802 Industrial Drive

Mount Pleasant, MI 48858

Attn: Faculty Approval Services