

CMU FACULTY TEACHING PREFERENCE FORM

PROFED

Office Use Only

(date received)

(date advertised)

(date released)

Please Note the Following Information:

- This form is due in Academic Services (ProfEd), **15 business days** after the course announcement appears
- All required signatures *must* be on this form when it is received, or it will be returned to you.
- By signing the Teaching Preference Form you understand and agree to abide by all requirements contained within the CMU-CMUFA bargaining *Agreement* and the requirements of CMU's off-campus programs policies and procedures as specified on the Off-Campus Programs Web site at 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 774-7410. 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 Academic 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:

COURSE (i.e., MSA 600): _____ EPN: _____

COURSE TITLE: _____

CLASS DATES (including times): _____

LOCATION: _____

SIGNATURES:

(Faculty Member) – Sign and PRINT

DATE _____

Approve

Deny

DATE _____

(Chairperson or Supervisor)

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.

Approve

Deny

DATE _____

(Dean)

Approve

Deny

DATE _____

(Chairperson or MSA Director)

➡ (over)

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SECTION A

GUIDELINES FOR BARGAINING UNIT MEMBERS: – See Article 25-3.b.2)b) 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. A memo 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 campus mail:

Central Michigan University
ProfEd
802 Industrial Drive
Mount Pleasant, MI 48858
Attn: Academic Services

or fax to:

(989) 774-2468, or

as an e-mail attachment to:

bohan1bl@cmich.edu or **kenny1ea@cmich.edu**.

