

## Department of English Scheduling Procedures and Criteria for Teaching Fellows and Academic Assistants

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From: Dr. Kathryn Raign

Below I have outlined the general procedure used for scheduling, including the criteria for assigning courses. However, it is important to remember that I do not work independently but work closely with Dr. Tanner and Dr. Sims and the members of the Teaching Fellow Selection Committee. Also, although I do my best to honor all of your requests, the needs of the department always come first.

- 1) Preference sheets are given to TFs and AAs after pre-registration ends.
- 2) I evaluate the preference sheets based on the following criteria:

I read and record preference sheets in the order in which they are returned to me beginning with the stated due date.

Those students who do not turn in preference sheets are given last consideration.

Decisions I make that are made based on incorrect information on preference sheets may or may not be changed. In other words, if you specify that you wish to teach one class and later tell me you really need two, I may or may not be able to make that change. So double check your form and ask me if you have questions or concerns.

Those students who include more than one option will be more likely to have their requests honored. In other words, if I receive a preference sheet stating that a student can only teach at night or can only teach on Tuesdays and Thursdays from 2-5, I will use my own judgment in choosing alternate times if those requested are not available. I suggest you use the preference sheet to your advantage.

When assigning high demand courses (2210, 2220, or 1320), or third classes, I will use a rotation system in an attempt to ensure that everyone gets a chance to teach as many different courses as possible. When making specific selections, the following criteria will apply:

Students who are ABD get first preference. However, a student who is still ABD after two years as established by the graduate office will move to the bottom of the list.

Students who are making progress towards their degrees as established by the Chair of Graduate Studies will be given preference.

Students who have a record of excellent teaching and professionalism as evidenced by teaching evaluations, observations (procedures for observations are being set up),

etc. and professional activities will be given preference.

If a student is assigned a requested class, such as 1320, which is canceled due to lack of enrollment, he or she will be given top priority for that class next semester.

Students who have not taught a particular class before (such as 2210) will be given preference over those who have taught that class before. Preference sheets will be kept as a record for each semester.

Students who have not recently taught a class will be given preference over those who have. In other words, a student who has not taught 2210 in three semesters will be chosen over one who taught it the past semester.

Departmental need always comes first, so even if someone recently taught a third class, he or she may be given another one if he or she is the only one available at the needed time.

If Dr. Tanner or Dr. Sims makes a specific request regarding scheduling, I am obligated to consider it.

- 3) After evaluating the preference sheets, I begin making initial assignments. I do not guarantee everyone will get everything requested, but I try to make sure everyone gets at least one thing requested. These initial assignments are based on pre-registration figures--approximately 60% of the students pre-register.
- 4) Based on registration Dr. Mathews and I decide whether to open and close sections, and I make the appropriate changes to the schedule. No one will receive a third class until everyone has two. This usually occurs late in the week before school begins.
- 5) After the schedule stabilizes (usually Thursday before classes begin) I give out preliminary teaching assignments. Unfortunately, these schedules are subject to change because registration is still going on and sections are opening and closing and adjustments have to be made. I know this makes it difficult to prepare for class, but it can't be helped. I do my best not to inconvenience you any more than necessary, but until registration is over, I may have to change your schedule. If a change is made, you will be called.
- 6) After the last day of registration (the Saturday before classes begin on Monday) final changes are made and schedules are posted. Teaching assignments should be stable at this point.

The same procedures and criteria used to assign high demand and third classes will also be used to assign summer courses, so you will receive preference sheets for summer teaching.

**MAKE SURE YOU CHECK YOUR BOX ON MONDAY MORNING!!!**