

## Assignments/Reassignments

Roosevelt University	Elgin Community College	NEIU	City Colleges	Columbia College
<p><b>E. Assignments</b> In making course assignments among adjunct faculty, for the first six semester hours of an adjunct faculty member’s teaching load, the University shall consider the length of service at the University based upon the number of semesters teaching in the applicable program. Beginning with the assignment of classes for the Fall term of the 2002-03 academic year, the University will provide a means by which adjunct faculty may communicate their teaching preferences; preferences are for information only. In the hiring of new adjunct faculty, it is understood that both the Union and the University support the goals and practice of affirmative action/non-discrimination.</p> <p><b>F. Course Load</b> Program Directors of Composition, Mathematics, and English Language Program shall make a reasonable effort to assign six semester hours in a given term to all adjunct faculty members who (1) are at</p>	<p><b>Article IV</b> <b>4.8 Instructor Class Assignments</b> Instructor schedules will be assigned by the dean/supervisor in consultation with the faculty in the division. To the extent feasible, all full-time faculty will be assigned their contractual teaching load between the hours of 8 a.m. and 5 p.m., Monday through Friday. No more than five (5) consecutive days will be assigned during a week.</p> <p>Load will be offered and then assigned as follows:</p> <ul style="list-style-type: none"> <li>• Full-time faculty members shall be assigned their regular load and one (1) overload, if desired.</li> <li>• Unit adjunct faculty II members shall be assigned a minimum of six (6) credit or contact hours up to a maximum of ten (10) credit or contact hours, provided that such hours are available for assignment.</li> <li>• Unit adjunct faculty I members shall be assigned a minimum of three (3) credit or contact hours up to a maximum of six (6) credit or contact hours, provided such hours are available for assignment.</li> <li>• Full-time faculty members may be assigned additional hours up to a total of twenty-four (24) credit or contact hours.</li> <li>• When all contractual loads have been met, it will be at the dean/supervisor’s discretion to assign remaining load.</li> </ul> <p>see Appendix C-5 for Load Assignment Protocol Chart</p>	<p><b>Article 23</b> <b>23.02 Definition of Assigned Obligation for Teaching Professionals</b> A. The assigned obligation of a Teaching Professional shall be two semesters with a range of 21 to 27 Credit Units including three Credit Units assigned for non-instructional professional development activities. The instructional/primary duty assignment of a Teaching Professional shall be two semesters with 18 - 20 credit units. Non-instructional assignments shall include 3 credit units of professional development and may include assignments for research/creative activities and service. Instructional/ primary duty assignment includes a minimum expectation of 18 credit units assigned from Category A, Keys 1 – 8 and 10 – 13, as defined by Article 24, Credit Unit Equivalencies. Other instructional activities (Keys 9 and 14 – 17) shall be assigned once the instructional/primary duty expectation has been met.</p> <p><b>23.03 Assignment Process for Teaching Professionals</b> A. The Provost/Vice President for Academic Affairs shall develop the forms to be used to record officially assigned duties and the timetable for distribution of Credit Unit guidelines for Teaching Professionals, the development of course schedules, the development of unit rotation plans, and the official assignment of duties. A copy of the timetable shall be made available to Employees on NEIUport no later than October 15 unless otherwise agreed to by the Chapter President and the University President.</p> <p>B. The workload process begins with the Department Chair preparing the schedule of classes for the next academic year. When appropriate, Chairs, may request course schedule drafts from program coordinators. A Teaching</p>	<p><b>VIII. JOB SECURITY</b> <b>E. Workloads and Assignments</b> I. Maximum Contact Hours. Probationary and Non-probationary part-time faculty members may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic semester.</p> <p>Part-time faculty teaching Composition may be assigned to no more than three (3) courses or eleven (11) contact hours, whichever is less, per regular academic semester.</p> <p>Part-time faculty may be assigned to teach up to two (2) courses or ten (10) contact hours, whichever is less, during the summer term. The foregoing workloads are exclusive of intermittent substitute assignments.</p> <p><b>2. Assignment of Part-time faculty to teach Course Sections</b></p> <p>a. Request for Contingent Assignment/Availability Form. On or before October 1 and February 15 of each year, part-time faculty members shall complete and submit a Request for Contingent Assignment/Availability Form to the Dean of Instruction which shall indicate their commitment to an assignment during the following semester and shall indicate the disciplines or course sections in which the college has qualified them to teach, the days and times on which they are available to teach, the college(s) at which they are available to teach, and</p>	<p><b>Article VII</b> <b>1. Assignment</b> A. A CCC Teacher Availability Form (the “TA Form”) for each department shall be made available online to part-time faculty on an ongoing basis... Unit members shall submit their completed TA Form to the department not later than six (6) weeks before the due date for completing the course schedule. The receipt and submission of a TA Form by a Unit member does not obligate the College in any way to provide an appointment or a particular assignment to that Unit member.</p> <p>The College will notify Unit members of an offer(s) prior to class registration if the teaching assignment is known.</p> <p>B. Teaching assignments are first made to full-time faculty and full-time staff who teach as part of their job position. The total number of courses that full-time staff who teach as part of their job position are required to teach shall not exceed forty (40) courses in an Academic Year. Teaching assignments shall then be made to Unit members in accordance with this Article VII.</p> <p>C. To the extent that course sections are available and the Unit member is qualified to teach the course, the College shall follow a process outlined in section VII.C.i-v when making assignments:</p> <p>D. Notwithstanding anything to the contrary in the foregoing, the College may assign graduate students in the Graduate Student Instructorship (GSI) Program to teach course sections in a manner in accordance with that program.</p> <p>E. When a Unit member has developed and designed a course at the request of a Department Chair, and the course will be taught, the College</p>

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<p>the top of the current pay scale, (2) taught in both of the previous two terms (exclusive of Summer) for a total of at least nine semester hours, (3) are not in remediation; and (4) request such a teaching load.</p> <p><b>G. Re-Assignments/Bumping</b> In the event a Bargaining Unit member loses an assigned course as a result of (1) being bumped by a full-time faculty member, (2) low student enrollment, or (3) the course being cancelled for other reasons, he or she will be entitled to bump a non-bargaining unit member who has taught fewer than two terms at the University or another Bargaining Unit member at Step 1 of the Course Compensation Schedule in Appendix A of this Agreement under delineated conditions...exceptions may be granted.</p>		<p>Professional may submit a written proposal for an assignment of teaching/ primary duty, research/creative activities, and service for consideration by the Teaching Professional's Department Chair by the date specified in timetable described in section 23.03.A.</p> <p>C.</p> <ol style="list-style-type: none"> <li>1. A Teaching Professional shall have an opportunity to discuss an assignment, in advance of an official assignment or any modification of an official assignment</li> <li>2. The Department Chair shall develop and approve the written assignment of duties when the workload assignment falls within the negotiated range (21-27 CUs) and the instructional/primary duty assignment is within 18 – 20 Credit Units. The approved assignment of duties will be forwarded to the appropriate Dean and Provost/Vice President for Academic Affairs for review.</li> <li>3. If the proposed workload assignment exceeds 27 CUs or the instructional/primary duty assignment is below 18 instructional/primary duty Credit Units or exceeds 20 instructional/primary duty Credit Units then the Department Chair shall submit it to the appropriate Dean for review and the Provost/Vice President for Academic Affairs for review and approval.</li> <li>4. If the proposed workload assignment exceeds 6 CUs of research/ creative activities and/or service combined, the Department Chair may assign overload from the pool of research/creative activities and/or service overload CUs .</li> </ol> <p>D.</p> <ol style="list-style-type: none"> <li>1. A Teaching Professional shall receive her/his approved written assignment of duties including</li> </ol>	<p>reliable contact information.</p> <p>c. Order of Contingent Assignment Offers for Regular Academic Semesters. After assignment of full-time faculty, a College shall attempt to make contingent assignments with a credit hour load sufficient, to maintain membership in the bargaining unit to the part-time faculty members who are fully qualified, who have had a continuing history of successful performance at a College and who are available to teach at times that are consistent with the College's scheduling needs.</p> <p>f. Cancellation of Contingent Assignments. Colleges shall advise part-time faculty members if their contingent assignments are cancelled as soon as possible. In the event that a part-time faculty member's contingent assignment is cancelled, the College shall work with the part-time faculty member in a good faith attempt to find another available assignment at the College or at another College.</p> <p>g. Time that Contingent Assignments Become Irrevocable. Contingent Assignments shall become irrevocable after the 1st class meeting.</p>	<p>shall offer the Unit member an opportunity to teach the course in the first semester that the course is taught....</p> <p><b>2. Reassignment</b></p> <p>A. When appropriate under the conditions stated here, the Department Chair shall assign to eligible Unit members course(s) that had been previously assigned to another part- time faculty member. Unit members must meet the following criteria:</p> <ol style="list-style-type: none"> <li>i. taught a minimum of fifty-one (51) credits at the College.</li> <li>ii. lost an assigned course for any other reason except remediation or discipline.</li> <li>iii. Without such reassignment, the Unit member would have fewer than two (2) classes for that term.</li> <li>iv. The Unit member taught the course in any one of the four (4) semesters prior to the term in which reassignment takes place and, in the judgment of the Department Chair, the course is substantially the same as when the Unit member last taught it; or the Department Chair approves an exception</li> </ol> <p>B. Unit members undergoing remediation may be limited to one (1) course at the discretion of the Department Chairperson.</p> <p>C. In all cases, reassignment will apply only until such time as the eligible Unit member's teaching assignment reaches two (2) classes.</p> <p>D. Unit members who meet the criteria described in Section A above may be reassigned courses originally assigned to another Unit member who has taught fewer than thirty- three (33) credits or</p>

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		<p>any Credit Units to be assigned by June 1 or at the time of appointment, whichever is later.</p> <p>2. An Employee shall be given an opportunity to discuss any modification of the official written assignment of duties, and shall receive a written copy of the modification in assignment, including any modification in Credit Units, within 10 Days of the modification.</p>		<p>to a part-time teacher in his or her first semester at the College. Unit members may also be reassigned a course originally assigned to: (i) a graduate student, excluding graduate students in the GSI Program and all other graduate students who are teaching as part of a graduate school curriculum, and (ii) full-time staff, excluding full-time staff who teach as part of their job position</p> <p>E. In the event that a conflict arises between two Unit members with fifty-one (51) credits or more in the reassignment of classes, first priority will be given to the Unit member who would have no classes and secondly to the Unit member who has accumulated more credits. In the case of a dead heat, the tie will be broken by the flip of a coin.</p>

## Assignments/Reassignments (Cont'd)

American University	Georgetown University	George Washington University	Tufts University
<p><b>Section 6.3 – Administration of Assignments.</b>  <b>(A) Scope.</b> Management and the Union recognize that it is in the best interests of the University and its employees to make an assignment as early as possible.  <b>(B) Requesting Good Faith Consideration.</b> To ensure that Management has sufficient information to make assignments in as timely a manner as is possible, an employee who desires good faith consideration for assignment(s) in a subsequent semester must submit a written request to the Office of Human Resources (HR.) using the request form provided by HR. and also available on the Adjunct Faculty web page no later than December 1 for the following Fall semester, February 1 for the following Summer semester and May 1 for the following Spring semester in which the good faith consideration is sought. An employee who is not provided an assignment under this Section 6.3(B) retains the right to good faith consideration for future assignments. An employee who inadvertently fails to meet the requirements of this Section 6.3(B) will, upon request, be provided an assignment unless Management has identified an alternate instructor...  <b>(C) Acceptance of Assignment.</b> An employee who is provided notice of assignment(s) must notify Management of the acceptance of the assignment(s) within one (1) week of receiving notice of assignment(s). If the employee has provided written notice to the Department Chair or equivalent academic unit administrator that the employee will be unreachable for a specific period of time, the employee and the Department Chair or equivalent academic unit administrator may confirm intended acceptance of the assignment before the employee is unreachable. Alternatively, if the notice of assignment is made while the employee is</p>	<p><b>Article 4</b>  <b>(A)</b> - Appointments of adjunct faculty members covered by this Agreement may be made only by the Provost or his/her designee. The listing of a course in the schedule of classes does not constitute an appointment.  <b>(E)</b> - An adjunct faculty member who is notified in writing of his/her re-appointment to teach a course shall notify the University of the acceptance of the appointment as soon as possible. If the adjunct faculty member fails to respond within two (2) weeks of receiving notice of the re-appointment, unless some other time period is agreed upon, in writing, between the University and the adjunct faculty member, the adjunct faculty member will be deemed to have declined the appointment.  <b>(G)</b> - If an adjunct faculty member declines a re-appointment, or accepts and then subsequently declines or fails to teach the course, the adjunct faculty member shall forfeit good faith consideration to teach that course in the future.</p>	<p><b>Article V</b>  <b>(A)</b> - Appointment to a position covered by this Agreement may be made only by the Provost and Executive Vice President for Academic Affairs, or designee. The listing of a course in the schedule of classes does not constitute an appointment.  <b>(B)</b> - Appointments for Faculty members who are compensated by the course may be for periods of a semester, parts of an academic year, or, in special circumstances, for longer periods. Appointments for regular part-time Faculty shall generally be for one academic year.  <b>(C)</b> – Regular part-time Faculty members who are in their second consecutive academic year of appointment in that status will receive good faith consideration for re-appointment at the same base course load (defined as the average annual course load over the preceding four (4) semesters taught, excluding overload courses, if any.). Faculty members who are compensated by the course and have previously taught a course for a minimum of four (4) semesters within a period of four (4) academic years at the University will receive good faith consideration for appointment to teach the same course if it is offered by the University within one academic year of the most recent appointment provided that the University intends for the course to be taught by a Faculty member covered by this Agreement. Effective in the 2015-16 academic year, the time period for Faculty members who are compensated by the course to achieve good faith consideration will be extended to five (5) academic years, but in all other respects shall remain the same.  <b>(E)</b> - Faculty members who are compensated by the course and whose re-appointment will be recommended to the Provost and Executive Vice President for Academic Affairs will be so notified by the applicable University Department or Program as soon as reasonably possible, but no later than (4) weeks before the beginning of the course... A Faculty member must notify the Dean/Department Chair/ Program Director of his/her intention to accept an offer of re-appointment no later than one (1) week after he/she actually receives notice of recommendation for re-</p>	<p><b>Article 11</b>  <b>Section 1</b> – All appointments and assignments will be made by the Dean, or by another appropriate administrator of the University, following Dept. Chair or Program Dir. Recommendation.  <b>Section 2</b> - Normally, the University will appoint a part-time faculty member to a term of one academic year. However, the University shall retain the right to determine whether to hire a part-time faculty member for a limited duration of one semester in order to cover a sabbatical, leave of absence or for other legitimate reasons to meet departmental or program needs.  <b>Section 3</b> -- Except as otherwise specifically provided for in this Agreement, no appointment shall create any right, interest or expectancy in any further appointments beyond its specific term.  <b>Section 4</b> - For those faculty members with 4 or fewer years of service, the University shall decide in its discretion whether or not to offer another appointment to such faculty member for another academic year or semester. If the University decides not to offer another appointment, no formal notice of non-reappointment will be required.  <b>Sections 5</b> – Faculty in their 4<sup>th</sup> year of service  <b>A</b> – A faculty member who is in his/her 4<sup>th</sup> consecutive academic year of University service will undergo a comprehensive evaluation in the spring semester of that fourth year...to aid the University in determining whether or not to reappoint such faculty member.  <b>B</b> - If the faculty member is reappointed following such comprehensive evaluation, s/he will receive an appointment for (2) years. If the faculty member is not reappointed in that 4<sup>th</sup> year, s/he will receive written notice of that decision by June 1 and will be separated from the University upon completion of his/her final semester of work.  <b>Sections 6</b> – Faculty in their 6<sup>th</sup> year of service  <b>A</b> – A faculty member who is in his/her 6<sup>th</sup> consecutive academic year of University service will undergo a comprehensive evaluation in the spring semester of that fourth year...to aid the University in determining whether or not to reappoint such faculty member.  <b>B</b> - If the faculty member is reappointed following such comprehensive evaluation, s/he will receive an appointment for (2) years. If the faculty member is not reappointed in that 6<sup>th</sup> year, s/he will receive written notice of that decision by June 1 and will</p>

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<p>unreachable, and the Department Chair or equivalent academic unit administrator has agreed to the delay, the employee shall be permitted to provide notice of acceptance within one (1) week of the date the employee stated he or she would be reachable.</p> <p>(D) Termination of Assignment. An employee who has accepted assignment(s) shall provide one (1) month notice of the employee's inability to fulfill the assignment(s), except in circumstances beyond the employee's reasonable control. Failure to provide such notice may be grounds for denying, reducing, or canceling reassignment in subsequent semesters, unless the employee identifies a substitute employee qualified to teach the course who is acceptable to Management.</p>		<p>appointment.</p> <p>(F) - Regular part-time Faculty members who are in their second consecutive academic year of appointment in that status will be notified of re-appointment no later than four (4) months before the beginning of the following academic year whether their re-appointment will be recommended to the Provost and Executive Vice President for Academic Affairs. ...A faculty member must notify the Dean/ Department Chair/Program Director of intention to accept re-appointment no later than one (1) month of receiving notice.</p> <p>(G) – A Faculty member shall not be required to perform any work on behalf of the University for a course to be taught in a subsequent semester or academic year until the Faculty member has been notified of his/her recommendation for re-appointment.</p> <p>(H) - The University retains the right to modify the title and/or content of a course that a Faculty member has been appointed to teach.</p> <p>(I) - If the University determines that there is a need for an additional regular part-time position and/or a need to fill an existing regular-part time position that has become vacant, the University will post the position so that existing Faculty members have notice of the position and an opportunity to apply in a manner consistent with University policy.</p>	<p>be separated from the University upon completion of his/her final semester of work.</p> <p><b>Section 7</b> – Faculty in their eighth (and subsequent yrs) of service A faculty member who is in his/her 8th consecutive academic year...will undergo a comprehensive evaluation in the spring semester of that 8th year...to aid the University in determining whether or not to reappoint such faculty member. If the faculty member is reappointed following such comprehensive evaluation, s/he will receive an appointment for (3) years.</p>

<p><b>Section 6.2 (A)</b> - Management may deny, reduce, or cancel the assignment(s) of an employee for:</p> <ol style="list-style-type: none"> <li>i. Elimination, downsizing, merging of a departments;</li> <li>ii. Creation of full time faculty position that absorbs course taught by employees;</li> <li>iii. Reduction in number of courses offered or cancellation of a course due to under-enrollment;</li> <li>iv. Unsatisfactory performance of an employee;</li> <li>v. Discharge, misconduct, or neglect of duties;</li> <li>vi. Availability of an alternate adjunct instructor who holds or would be appointed at a higher rank; has greater professional qualifications; or who has a demonstrably better performance record;</li> <li>vii. Where an employee exceeded the maximum number of courses or credit hours permitted</li> </ol> <p>If an employee is affected under subsection (vi), and no alternate assignment is available, the employee shall forego future good faith consideration and receive a onetime payment of 75% of the amount he/she would have received for teaching the course.</p>	<p><b>Article 4 (C)</b> – Good faith consideration shall mean that re-appointment to teach a specific course may be denied, reduced, or subsequently cancelled only in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Elimination, downsizing of a dept. or program, or reduction in the number of courses or sections</li> <li>2. Creation of a full-time position that absorbs existing courses taught by an adjunct faculty</li> <li>3. Cancellation of a course or section due to under-enrollment</li> <li>4. Elimination, decrease or substantial modification of courses due to changes in curriculum or program offerings</li> <li>5. Poor performance</li> <li>6. Discharge, misconduct, neglect of duties</li> <li>7. Availability of an alternate adjunct faculty member not currently employed by the University who, in the University’s reasonable discretion, has substantively greater qualifications to teach the specific course taught by the impacted adjunct faculty member.</li> <li>8. Where the appointment would result in exceeding the maximum number of courses or credit hours.</li> <li>9. Other demonstrated reasons, as determined by the University in its reasonable discretion</li> </ol> <p>In the circumstances set forth in subparagraphs 1, 2, 3, 4, 7 or 9, the University shall reasonably consider appointing the impacted adjunct faculty member to teach an available scheduled course that the adjunct is qualified to teach. If the adjunct is displaced by an alternate adjunct faculty member pursuant to subparagraph 7 and is not offered another course, the affected adjunct shall receive a one-time payment equal to seventy-five percent (75%) of the amount the adjunct received the last time he/she taught the course.</p>	<p><b>Article 5 (C)</b> - Good faith consideration shall mean that re-appointment may be denied, reduced, or subsequently cancelled only in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Elimination or downsizing of a dept. or program, or a reduction in the number of courses or sections;</li> <li>2. Creation of a full time position that absorbs existing courses taught by part time faculty, or any other circumstance in which the course will be taught by a full-time faculty member;</li> <li>3. Cancellation of a course(s) due to under enrollment;</li> <li>4. Elimination or decrease in courses due to changes in General Curriculum Requirements or major or minor or program offerings, or a decision by the University to adopt a “4 credit/4 course per semester” curricular structure;</li> <li>5. Poor performance by the Faculty member, as evidenced by student evaluations, classroom observation(s), or Faculty member’s failure to correct a performance problem identified in an evaluation;</li> <li>6. Discharge or serious misconduct or neglect of duties resulting in a suspension or written reprimand; or</li> <li>7. Other bona fide reasons necessitating a relevant change in academic, fiscal, or programmatic needs.</li> </ol> <p>In the circumstances set forth in subparagraphs 1, 2, 3, 4, and 7, the Department Chair/Program Director shall reasonably consider appointing the impacted faculty member to an available scheduled course that the Faculty member is qualified to teach.</p>	<p><b>Section 8 – Setting annual course assignment for three-year appointments</b></p> <p><b>A-</b> Once a faculty member is given a 3-year appointment, her/his course load for the 3-year appointment will be set by taking the average number of courses s/he taught per year for the previous three (3) years and rounding up or down. However, this number may be reduced in the administration’s reasonable discretion...</p> <p><b>B –</b> Where a faculty member was previously benefit-eligible, and has courses reduced as a result of actions taken under Section 8 (a) above, such faculty member will maintain health insurance benefit continuation of (12) months if they elect COBRA benefits and pay the employee portion of the cost of such insurance and the administrative fee associated with the benefit extension...</p> <p><b>C –</b> Once the course guarantee number is finally determined, s/he will be guaranteed the same number of courses for each of the three years of the appointed period.</p> <p><b>Section 11</b> - A decision to not reappoint a faculty member...may be based on any of the following considerations:</p> <ol style="list-style-type: none"> <li>a. The faculty member’s teaching performance;</li> <li>b. The faculty member’s disciplinary record;</li> <li>c. Elimination or downsizing of a department or program; a reduction in the number of courses or sections offered; or other general curriculum modifications or needs;</li> <li>d. The hiring of a full-time faculty member or professional staff member, or a spousal hiring, or the reassignment of course work to current full-time faculty members or professional staff...</li> <li>e. Serious financial considerations that warrant reduction in teaching staff...</li> </ol> <p><b>Section 15</b> - The University shall notify the Union prior to creating and posting or advertising for a full-time lecturer position, or otherwise appointing a full-time faculty member.</p>
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		<p><b>Article XVII</b>  <b>(B)</b> - Each appointment ceases at the end of the designated appointment period. The expiration of an appointment or the University's failure to offer re-appointment shall not be considered as a disciplinary or corrective action.</p>	<p><b>Section 17</b> – Part-time faculty shall be given the opportunity to give input to the department on what courses s/he would like to teach and shall also indicate to their Chair or designee their availability to do so as to days of the week and times of the day...the University shall formally notify the faculty member of his/her course assignment in writing no later than July 1 for the fall semester and December 1 for spring semester...</p> <p><b>Section 19</b> - ...The University shall consider the following factors... in deciding how many course assignments a faculty member will receive:</p> <ul style="list-style-type: none"> <li><b>a.</b> The credentials and qualifications...of current part-time faculty members compared to other University faculty and professional staff and other available faculty from outside the University;</li> <li><b>b.</b> The teaching experience of current part-time faculty members compared to other University faculty and professional staff and other available faculty from outside the University;</li> <li><b>c.</b> The evaluations and work performance of the part-time faculty members;</li> <li><b>d.</b> The availability and preferences expressed by the part-time faculty members to the Chair/ Program Director/Coordinator;</li> <li><b>e.</b> The needs of the dept, program, School and Uni.</li> <li><b>f.</b> Seniority.</li> </ul> <p><b>Article 14 – Open Full-time Lecturer Positions</b>  <b>Section 1</b> – ...part-time faculty shall be notified by their Department Chair via department posting or other means whenever an open full-time lecturer position is available for their department.  <b>Section 2</b> –The University shall notify the Union prior to creating or advertising a fulltime lecturer position  <b>Section 3</b> - ...Any part-time faculty member who applies for such position and meets the minimum qualifications for the position will be guaranteed an interview during the hiring process.</p>