

NUPs Teaching Policy

Given that the College has experienced declining enrollments over the past few years and subsequently decreased course offerings, this policy was created to guide the assignment of DCE courses to Bristol staff who are non-unit professionals.

First, this policy is in keeping with the January 4th, 2001, Memorandum of Agreement that was completed with the MCCC, reading:

*The parties agree that no employee who hires and/or fires and/or conducts classroom evaluation(s) and/or completes comprehensive evaluation(s) during any continuing education session shall be eligible to teach a course in the Division of Continuing Education during that session unless all eligible faculty, as determined by Articles 10.02 and 10.03 in the work area shall have been offered the opportunity to teach. For purposes of this provision only, "opportunity to teach" means being offered a course which the College **has determined will run.***

Therefore:

- No courses can be assigned to Deans until all eligible adjuncts have been assigned one course in each area of seniority.
- No courses can be assigned to Deans before cancellations are completed.

Second, this policy emphasizes that NUPs **cannot teach online or face-to-face on Monday through Friday between the hours of 8 am and 5 pm** as these are expected to be engaged in their roles during these hours at minimum.

Third, this policy also emphasizes the expectation that **Deans will hire needed adjuncts to address all teaching needs in a timely manner**; in the very unlikely event of an emergency Deans will develop a plan with the Vice President of Academic Affairs. If such an **emergency**

occurs, the Vice President of Academic Affairs will maintain the option of appointing a NUP to teach on a temporary basis.

Lastly, this policy prescribes **changes over a three (3) year period in the assignment of courses to NUPs** in the following manner:

FY20 (7/1/19 – 6/30/20):

- NUPs at the College may teach a maximum of two (2) course sections each fiscal year, inclusive of the Winter, Spring, Summer, and Fall semesters beginning Summer semester assignments for 2019.
- Area deans will assign NUPs to courses and the Chief of Staff from Academic Affairs will approve these assignments.
- All NUPs hired after 4/1/19 will not teach as adjuncts.

FY21:

- NUPs at the College may teach a maximum of one (1) course sections each fiscal year, inclusive of the Winter, Spring, Summer, and Fall semesters beginning Summer semester assignments for 2020.
- Area deans will assign NUPs to courses and the Chief of Staff from Academic Affairs will approve these assignments.
- All NUPs hired after 4/1/19 will not teach as adjuncts.

FY22

NUPs will not teach as adjuncts.

Approved by PLT on 3/25/19