



Off-Campus and Online Course Offerings

Office Use Only

(date received)

(date advertised)

(date released)

FACULTY TEACHING PREFERENCE FORM

For **Faculty Association** and **Union of Teaching Faculty** Bargaining Unit Members

Please Note the Following Information:

- This form is due in Faculty Approval Services, 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 your bargaining agreement and the requirements of CMU at <https://www.cmich.edu/global/Faculty/Pages/procedures-forms.aspx>.
- 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 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.
 - Signatures: type in the appropriate authorizing signature or use your digital signature and forward to the next person as an attachment to e-mail.
 - Routing: Faculty Member > Chairperson or Supervisor > Dean > Chairperson or Director of department (if applicable) > Faculty Approval Services (globalfas@cmich.edu).

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

NAME: _____

BARGAINING UNIT (check one): FA UTF

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

COURSE TITLE: _____

CLASS DATES (including times): _____

LOCATION: _____

ASSIGNMENT TYPE (check one): SUPPLEMENTAL ASSIGNMENT INLOAD ASSIGNMENT

FACULTY SIGNATURE: _____ DATE: _____

CHAIRPERSON OR SUPERVISOR _____ APPROVE DENY DATE: _____

DEAN _____ APPROVE DENY DATE: _____

DIRECTOR (if other than instructor's department) _____ APPROVE DENY DATE: _____

FACULTY TEACHING PREFERENCE FORM (continued)

GENERAL INFORMATION FOR **ALL BARGAINING UNIT MEMBERS**:

- If your bargaining unit status changes, CMU reserves the right to cancel your assignment.
 - Once the selection of faculty takes place 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 Faculty Assignment, globalassign@cmich.edu or (248) 526-2624.
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GUIDELINES FOR **FACULTY ASSOCIATION BARGAINING UNIT MEMBERS**: See Article 25-5.c.3-5 of the CMU/CMUFA Bargaining Agreement:

- Faculty may teach a maximum of **nine** credit hours for CMU during the academic year - the beginning of Fall semester to the end of Spring semester.
 - When Off-Campus courses have **overlapping** start/stop dates, a bargaining unit member may teach only one of the overlapping courses.
 - 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.
 - 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 (CID) 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 774-3288. An Online Instructional Training Workshop is regularly offered through the CID to help faculty become conversant in online instructional "best practices.")
 - If you are on **sabbatical** or will be on sabbatical during the time the requested class is scheduled, you are not eligible to teach courses delivered off-campus or online unless this teaching was included and approved as part of the sabbatical leave application.
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GUIDELINES FOR **UNION OF TEACHING FACULTY ASSOCIATION BARGAINING UNIT MEMBERS**: See Article 15-D. of the CMU/UTF 2015-2020 Bargaining Agreement:

- Supplemental assignment preference is given **first** to Faculty Association members, then **second** right of refusal goes to those instructors represented by the Union of Teaching Faculty who hold a normal workload appointment of not less than 0.5 FTE.
- If the course is to be taught in an **online** (or Web-based) format, the Employee, by signing the Faculty Teaching Preference Form, attests that he or she has successfully completed CMU's Center for Instructional Design's Online Teaching Workshop (or an equivalent approved by the Center for Instructional Design), and that he or she will adopt or adapt online teaching "best practices" in a manner appropriate to the course in order to help ensure that the course learning objectives are met.