

Suggestions for Contents for Chairs manual:

Yes include	Not needed	Topic
		Faculty MOU in contract for chairs
		Process for election of chairs; term of assignment dates
		Scheduling blocks and numbering
		Scheduling worksheet as to turn in to scheduler (Miriam)
		Room grid (May be used to build schedule)
		Short term durations i.e. number of weeks and start week
		How to use EIS data (Gio will help with this part)
		Approximate scheduling dates i.e. Fall: November for room assignments sheets to scheduler due by Christmas break
		Process for getting keys mail box voice mail set up for part-timers
		FTEF chart for decimal values based on units with part-time limit
		Time sheets for working during non-contract dates
		Process for ordering supplies
		Process for handling student complaints
		Process for recommendations and hiring of part-time faculty
		Room list with updated features and caps
		Academic calendars
		Program initiation process
		Program discontinuance process
		Scheduling matrix by discipline
		Dual enrollment process/ forms
		Process for setting course caps
		Forms AC9 AC10 others???? Professional development and office hours for part-time
		Curriculum links to curricUNet and curriculum handbook also non credit and Program and course approval handbook includes process for course approval and articulation(Link)
		Minimum quals handbook (link)
		Enrollment management stuff (work with Gio)
		Catalogue information what will this have?
		Link to DE approval and intent to teach
		Links to policies on harassment, grievances, grade appeals
		Hiring committee training (link)
		Substitute teacher exchange (see contract)
		Suggested syllabus items (link)

		Program to program review and annual plan (link to PPR site and schedule)

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