

## Public Safety Department Chair process for course recommendations to part time faculty

In pursuant to AP 7211, all part time faculty on the seniority list will be offered courses they are qualified to teach with regards to the different licensing requirements for each discipline for the EMT, paramedic, and fire academy programs as well as the fire science degree courses.

### EMT program course offering guidelines

All part time faculty who has been designated and cleared to teach for the EMS department by Human resources must also have and maintain the required licensing to be offered to teach the various EMT courses and/or corequisites. This may include but not limited to and EMT certificate or higher that remains in good standing as well as other specialties such as DE approval, and Hazmat or CPR instructor level certifications. Those faculty will only be offered the courses they are qualified to teach and those offerings will be made based on their specific seniority rank. Final right of assignment will always be made by the dean.

### Paramedic Program course offering guidelines

All part time faculty who has been designated and cleared to teach for the EMS department by Human resources must also have and maintain the required licensing to be offered to teach the various paramedic program courses and/or corequisites. This may include but not limited to and Paramedic certificate or higher that remains in good standing, as well as other specialties such as DE approval, PHTLS, ACLS and/or PALS instructor level certifications. Those faculty will only be offered the courses they are qualified to teach, and those offerings will be made based on their specific seniority rank. Final right of assignment will always be made by the dean.

### Fire Academy course offerings

All part time faculty who has been designated and cleared to teach for the FIRET department by Human resources must also have and maintain the required licensing to be offered to teach for the Fire Academy. This may include but not limited to State Fire Training Instructor 1 or higher and/or other specialties such as Ethical Leadership, CEET Training and a Regional Instructor Orientation. Those faculty will be offered the course that they are qualified to teach, and those offerings will be made based on their specific seniority rank. Final right of assignment will always be made by the dean.

### Fire Science course offerings

#### EMT, Paramedic and Fire Academy Program Course offering Procedures

The Fire Academy, EMT and paramedic programs have fixed classes for both of the traditional terms. These courses are filled with both adjunct and full-time faculty. Those course offerings are then rolled over from semester to semester. Should a part time faculty member turn down a course for whatever reason, then the perspective program director will offer the available course to a qualified faculty member based on their seniority ranking either via email or phone. The dean will then make the final decision.

### Fire Science course offerings

The majority of the fire science (FIRET) courses are taught by part time faculty. Each semester, the pool of part time faculty members all agrees to hold a meeting where they will choose their desired course in the order of their seniority and qualifications. Each instructor will choose one course at a time starting with the person most senior. After they all have chosen one course, the most senior member will then choose a second course and then the rest will continue

until all courses have been filled. In the event there are three courses to be offered to one or more part time faculty, the one with the highest seniority will be given first opportunity and if they choose to turn it down, then the third class will go to the next person in line and so on. The meeting will conclude with all the part time faculty agreeing to their chosen assignments.

In a situation where no meeting is able to be held, each adjunct will be emailed with their choice of offerings. They are shown the classes they taught the semester prior and is given the opportunity to keep the same courses or pick a different one. Then the list is sent to the next in line and so on until all the courses are filled. The finalized list is sent to the dean for final right of assignment.