

1. 3rd week of April. The selection will be from a list of unassigned classes prepared by the Associate Dean during the second week of April. This list shall include the vast majority of classes. The Associate Dean may reserve from this list classes that he/she is not ready to guarantee.
2. 3rd week of June. The selection will be from a list of unassigned classes prepared by the Associate Dean during the second week of June. This list shall include all day and evening classes and, at the discretion of the Associate Dean include select weekend and off-campus classes.
3. 1st or 2nd in-service day. This selection shall be from a list of all unassigned classes.

If a class remains unassigned and has not been cancelled, it is included on the list of available classes for each subsequent selection meeting.

For Levels 3, 4 & 5, classes may be assigned in accordance with Article 6G after June 30th provided the class has been subject to level 1 & 2 selection during at least one selection meeting described above.

Fall classes created after 1st or 2nd in-service day.

These classes shall be offered/assigned to the interested full time faculty member with the least amount of assigned overload. If a full-time faculty member does not accept, then the class should be offered in order to Level 3, 4 & 5 faculty.

Summer Semester

For levels 1 & 2, there will be two formal overload selection periods. The list of unassigned classes shall be communicated to each faculty member at least one week before the opportunity for selection. The Associate Dean shall schedule an overload selection meeting during the following periods:

1. 3rd week of April. The selection will be from a list of unassigned classes prepared by the Associate Dean during the second week of April. This list shall include all classes that begin during the first half of the summer semester and the vast majority of other summer semester classes. The Associate Dean may reserve from this list 2nd half classes that he/she is not ready to guarantee.
2. 3rd week of June. This selection shall be from the list of all unassigned classes.

If a class remains unassigned and has not been cancelled, it is included on the list of available classes for each subsequent selection meeting.

For Levels 3, 4 & 5, classes may be assigned in accordance with Article 6G provided the class has been subject to level 1 & 2 selection during at least one selection meeting described above.

Summer classes created after 3rd week of June

These classes shall be given to the interested full time faculty member with the least amount of assigned overload. If a full time faculty member does not accept, then the class should be offered in order to Level 3, 4 & 5 faculty.

*Van Precodent setting & due to abnormal decrease in enrollment
* For Summer & ~~Winter~~ FALL 2015, the dates of these meetings will be determined by the Assoc. Dean. The faculty member will be sent a list of available classes at least 1 week prior to the meeting.*

*May 12, 2015
Markus Healy
Jeff Spitzer
May 12, 2015*