

ARTICLE: _____

TEACHING ASSIGNMENTS

A. CONTINUITY OF EMPLOYMENT

1. The parties recognize and agree that stability and continuity in the relationship between the School and the individual members of its faculty are of value to both. They further agree, therefore, that the School will seek to assign each member of its faculty not fewer than an amount of activities at the School, whether teaching or other, that has been set as mutually agreeable to both parties. In making such assignments, the Dean and Director and/or their designees shall give to members of the faculty who are also members of the bargaining unit preference over other persons teaching at the School; provided always that nothing in this paragraph shall derogate from the right and responsibility of the Dean or Director or their his/her designees to assign available private and classroom instruction to such persons as he or she deems best qualified to teach them; and provided further that nothing in this provision shall require a Dean or Director or his/her designees to cancel a teaching assignment already made to any person in order to make private and classroom instruction available for assignment to any other person.

2. It is the purpose of the preceding paragraph to require of the School, acting by the Dean or Director, or his/her designee, to make its best efforts to ensure that a faculty member's income from all of his or her activities at the School, whether teaching or other, does not, in any semester, unless the faculty member otherwise agrees, fall below a level that has been set as mutually agreeable to both. Furthermore, the School shall not penalize a faculty member in any way for teaching an amount of that faculty member's choosing.

3. The parties hereby acknowledge that it is the intention of the School to allocate the enrollment of students as they affect each faculty member - on an equitable basis and to do so by having regard both to the total number of students enrolled at the time in question as well as to the number of students that has been taught by such faculty member in prior years. It is also the intention of the School to assign classroom instruction so as to avoid class sizes that are either too large or too small from an academic or pedagogic point of view.

The parties hereby further acknowledge that it is their common purpose to offer courses at the School whose enrollments are neither too large nor too small from an academic or pedagogic point of view it being the understanding of the parties for these purposes that the maximum student enrollment for the following courses _____ is _____. The parties further recognize that regulations (i.e. from licensing or certification boards or standards) may limit class size. The parties agree that the School

Longy Faculty Union Initial Union Proposal Presented 6/21/10

will cooperatively work with each department in determining appropriate class limits.

4. The parties do further agree that minimum and maximum numbers of student enrollments in courses are to be established in each case by agreement between the faculty members, the Department Chair and the Dean of the Conservatory, and in Community Programs by faculty members, the Associate Director and the Director. These agreed to minimums and maximums will be documented in the faculty member's contract. Should a course taught by a single faculty member exceed the previously agreed to maximums, the faculty member must be consulted and agree and be compensated according to stipulations set forth in this document. This agreement will be in writing.

B. ASSIGNMENT OF PRIVATE AND CLASSROOM INSTRUCTION AND CHAMBER MUSIC AND SMALL ENSEMBLE COACHING

1. Private Instruction

A. Conservatory: Students are assigned private faculty instructors by the Department Chair in consultation with their departmental colleagues and the Dean of the Conservatory. Student requests are considered and honored whenever possible. Students specifically recruited by a faculty member are assigned to that teacher. Studio assignments may be reviewed at the request of the student, instructor, or Department Chair. Students are reassigned following consultation with the teacher and the Department Chair, and with the approval of the Department Chair and the Dean of the Conservatory.

B. Community Programs: Students are assigned private faculty instructors with the following criteria in order of priority:

1. Student requesting a particular instructor
2. Faculty with 18 or more benefit units on their previous annual benefit unit report that have current benefit units less than 22.
3. Faculty with 15-18 benefit units on their previous annual benefit unit report that have current benefit units less than 18.
4. Faculty with 3-4 benefit units on their previous annual benefit unit report that have current benefit units less than 5.
5. Faculty with 14-15 benefit units on their previous annual benefit unit report that have current benefit units less than 15.
6. Rotational system in which all faculty are given equitable assignment of private and classroom instruction.

C. Faculty availability sheets and student preferences may be used as a guide for student placement. However, faculty will be contacted by the Community

Longy Faculty Union Initial Union Proposal Presented 6/21/10

Programs office for any students who request lessons on a day they are listed as teaching. Faculty will then contact the student to establish a mutually agreeable time slot for the student. Should a faculty member be unable to accept the student he/she will be referred to the Community Programs office for placement with another faculty instructor.

D. Once a semester the Director of Community Programs will publish and provide to faculty a document clearly listing the number of inquiries for instruction, number of students assigned, discipline requested, age, level, which days/times were requested, and to which faculty members students were assigned.

2. Chamber Music and Small Ensemble Coaching

A. Conservatory: Chamber music groups and small ensembles are assigned coaches with the following criteria in order of priority:

1. Student requesting a particular instructor
2. Faculty with 18 or more benefit units on their previous annual benefit unit report that have current benefit units less than 22.
3. Faculty with 15-18 benefit units on their previous annual benefit unit report that have current benefit units less than 18.
4. Faculty with 3-4 benefit units on their previous annual benefit unit report that have current benefit units less than 5.
5. Faculty with 14-15 benefit units on their previous annual benefit unit report that have current benefit units less than 15.
6. Rotational system in which all faculty are given equitable assignment of private and classroom instruction.

B. Once a semester the Dean of the Conservatory will publish and provide to faculty a document clearly listing all chamber groups and small ensembles and the coaches to which they were assigned.

C. Community Programs: Chamber music groups and small ensembles are assigned coaches with the following criteria in order of priority:

1. Student requesting a particular instructor
2. Faculty with 18 or more benefit units on their previous annual benefit unit report that have current benefit units less than 22.
3. Faculty with 15-18 benefit units on their previous annual benefit unit report that have current benefit units less than 18.
4. Faculty with 3-4 benefit units on their previous annual benefit unit report that have current benefit units less than 5.
5. Faculty with 14-15 benefit units on their previous annual benefit unit report that have current benefit units less than 15.
6. Rotational system in which all faculty are given equitable assignment of private and classroom instruction.

D. Once a semester the Director of Community Programs will publish and provide to faculty a document clearly listing all chamber groups and small ensembles and the coaches to which they were assigned.

3. Classroom Instruction

A. Conservatory: Faculty members are appointed to teach Conservatory classes for which they have submitted a course proposal and which have been approved by the Department Chair, the appropriate Dean, and the Conservatory Advisory Council, acting on the advice of the Curriculum Advisory Committee, with the primary responsibility for making these faculty class appointments resting with the appropriate Department Chair. The appropriate Dean may ask the faculty at large to design and submit new course proposals through this process. Assignment of academic credit to courses, as well as their designation as fulfilling requirements for Conservatory degree and diploma programs, is determined by Department Chairs (in consultation with their departmental colleagues), the Dean of the Conservatory, and the Conservatory Advisory Council, acting on the advice of the Curriculum Advisory Committee.

B. Community Programs: Preparatory and Continuing Studies classroom instruction, including faculty assignment and curriculum development, is coordinated by the Director of Community Programs, Associate Director of Community Programs (in consultation with departmental colleagues), and the President. Faculty currently teaching a course will continue as the course instructor as long as that course is being offered.