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# GUIDELINES FOR INTERDISCIPLINARY ASSIGNMENTS

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*Purpose:* In the context that faculty sign contracts with TMCC, not with departments, the following guidelines for interdisciplinary assignments are described.

- a. To provide direction for faculty to be assigned to teach in fields/disciplines where they have proper credentials, but for which they were not initially hired.
- b. To promote interdisciplinary activities among faculty for professional renewal and service to the college.
- c. To provide departments stable and predictable faculty to plan for and execute excellence and to meet needs of students.

*Applicability:* All TMCC full-time instructional faculty

*Procedures:* General Statement

TMCC affirms its commitment to all pedagogical philosophies that can enhance student learning, broaden and deepen the knowledge of its faculty and provide opportunities for professional development and growth in order to set a foundation for spreading our faculty's talent across disciplines for the benefit of students. The premise of interdisciplinary studies, additional fields and co-teaching is to improve the academic offerings of the College and benefit student learning.

However, department chairs and deans must have the opportunity to assign faculty in their departments and/or schools prior to a faculty member's acceptance of an assignment outside their regular departments so as not to diminish current academic offerings. The institution recognizes the value of interdisciplinary assignments for faculty growth and student learning enhancement. These guidelines are intended to formalize a process for requesting an interdisciplinary assignment. They help to provide consistency from department to department and school to school.

These guidelines apply only if a faculty requests an assignment outside of his/her residing department. These guidelines do not apply to faculty who are hired to teach in two different departments or disciplines, unless they wish to teach in a department or discipline for which they were not hired. This procedure supersedes other existing practices. The opportunity to teach across disciplines should be available to all faculty; however, it should be used judiciously with tenure-track faculty members.

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## Number of Credits to Teach Outside of Department

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Several factors should be considered when determining the instructional units to be taught outside the department:

- a. The need for the faculty to teach a full load in the department. Consequently, if the faculty member is needed in his/her department, an overload in the receiving department may be appropriate. The residing department has first right of assignment.
- b. The need of the receiving department.
- c. The scarcity of part-time faculty in the two departments.
- d. The frequency with which the faculty member might have taught an interdisciplinary class or a class out of his/her field of contract.
- e. The faculty member's qualifications to teach in the field.
- f. The utilization of other faculty in both departments.

- g. The ratio of full-time to part-time faculty in both disciplines.
- h. The availability of funds to meet the needed expenses.

In total, the extra assignment or the cross-assignment must be of benefit to faculty, students, the departments involved, and must not jeopardize the smooth running of the department, school or the College. It is not a guarantee, but a semester-to-semester potential and holds no right or obligation of permanent departmental assignment nor change in rights or obligations of current departmental assignment.

## Terms

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The term "residing department" is defined as the faculty member's current contractual department assignment. "Receiving department" to mean the department where the faculty member wants to hold an additional assignment.

## Implementation Steps

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A faculty member wishing to teach in another department must have proper qualifications based on the faculty qualifications policy of TMCC. Please note that all these steps apply if the faculty is interested in teaching outside the school of the residing department, but not if the faculty wishes to teach outside the residing department, but within the same school.

- Step 1: A faculty member interested in teaching in a department other than where he/she is faculty makes a request to teach outside the residing department to the residing department chair and dean using the form appended to these guidelines. The chair and dean approves or denies the request. If the request is approved, it moves to step 2.
- Step 2: The faculty member seeks approval from the receiving department. The receiving department will ensure that the faculty meets minimum qualifications to teach in the field, based on the TMCC Qualifications Policy. The receiving department chair approves or disapproves, and sends this information to the dean of the receiving department. A request denial may be appealed to the receiving dean.
- Step 3: The dean approves or denies the request. The decision of the receiving dean is final.
- Step 4: The receiving department compensates the residing department at the part-time rate, if necessary. Compensation is necessary if the residing department must hire a part-time faculty member to teach the load of the full-time faculty teaching outside his/her residing department, but is not necessary if the residing department does not need to hire a part-time faculty member to teach the load of the faculty member teaching outside his/her residing department.
- Step 5: Copies of compiled forms are sent to both department chairs, the residing dean and the VPAA.

## Permanent Reassignment

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This procedure is not intended to address permanent reassignment of a faculty to a new discipline.

## Supervision and Evaluation

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The receiving dean/department chair supervises the reassigned faculty for the portion of the assignment in her/his division.

# INTERDISCIPLINARY ASSIGNMENT REQUEST

## STEP 1

\_\_\_\_\_  
Faculty Name

\_\_\_\_\_  
Course(s) Name, Number and Section

\_\_\_\_\_  
Residing Department Name

\_\_\_\_\_  
Receiving Department Name

For Semester: Fall 20\_\_\_\_ Spring 20\_\_\_\_

Will the course(s) be part of faculty regular workload?  Yes or  No

Will the course(s) be a faculty overload?  Yes or  No

Rationale for Request: \_\_\_\_\_  
\_\_\_\_\_

**Residing Department Chair:** \_\_\_\_\_  Approve  Deny\* Date: \_\_\_\_\_

\*Comments: \_\_\_\_\_

**Residing Dean:** \_\_\_\_\_  Approve  Deny\* Date: \_\_\_\_\_

\*Comments: \_\_\_\_\_

## STEP 2

Meets faculty qualification policy for assignment?  Yes or  No

**Receiving Department Chair:** \_\_\_\_\_  Approve  Deny\* Date: \_\_\_\_\_

\*Comments: \_\_\_\_\_

## STEP 3

**Receiving Dean:** \_\_\_\_\_  Approve  Deny\* Date: \_\_\_\_\_

\*Comments: \_\_\_\_\_

## STEP 4

Account to be Charged: (if necessary) \_\_\_\_\_

## STEP 5

Copies: Following final signature send copies to:

- Dean(s)
- Department Chair(s)
- Faculty Member