

# Preference Forms

(Articles 13 and 13-1)

4/8/2021, MF

Preference Forms are a way for faculty to formally document that we're requesting assignments. There is no standard preference form. Each department does their own. It is a good idea for all faculty to fill out preference forms each semester. It is especially important for anyone on leave or facing a lay-off.

- A preference form helps your chair make a sensible schedule. Forms are due early in each semester, before chairs begin planning of the following semester. Try to meet the deadline, but turning it in late is better than not turning it in at all.
- Part-time faculty are required to fill out a preference form to avail ourselves of our rights under article 13-1. Without a preference form, you still have modal load and seniority, but you do not have a pre-employment right to any particular assignment.
- No one is guaranteed their preference. You may not get what you ask for.
- It is not the chair's responsibility to get you the form. It's faculty's responsibility to take care of it. Most chairs announce the forms and deadlines on flex day, but if your chair didn't announce it, or you missed the department meeting, ask your chair for it. If you're not working but you want to be considered for future assignments, stay in touch with your chair. Ask for a form at the beginning of each semester.

Some departments haven't been using preference forms. If that's the case for your department, you still should put in writing that you are interested in being assigned for next semester, and what you'd like to teach. The point is to make sure your chair has a record that you are requesting assignment.

## **If you want to work, and haven't already filled out a preference form for next semester:**

- 1 -- Talk to your chair. Find out if there's a preference form and what the deadline was.
- 2 -- If there's a form, fill it out even if it's late. Keep a copy for yourself.
- 3 -- If there's no form, you still should put in writing that you are interested in being assigned for next semester, and what you'd like to teach. Write it up, email it to the chair, and make sure you keep the email and can find it later.