

MEMORANDUM OF UNDERSTANDING
Course Preparations

The College has had a long-standing practice of attempting to allow Instructors some degree of overlap in the courses that they teach in a particular term, so that all of their courses are not separate preparations. In an environment in which the normal courses load was five 3-credit courses, this meant that no more than four of the five would normally be a separate preparation. This was the intent behind 6.234.

With the conversion of much of the transfer curriculum to four-credit courses, the typical course load has shifted to four courses. These four courses may be four separate preparations without a need for the Instructor's consent; Management will, however, attempt to limit the assignment to three separate preparations for these Instructors, as departmental needs allow.

Signed by Michael Dembrow, 1/13/06, and Lisa Bledsoe, 1/17/06.