TO:         Department Chairpersons  
FROM:      Liza Larios, Assistant Dean, Human Resources  
DATE:      October 5, 2006  

ADVISORY MEMORANDUM NO. 4  
FACULTY PROGRAMS

Pursuant to Article IX, Section 9.3.a(2) of the University Bylaws, it is the responsibility of the department chairperson to “assign courses to and arrange programs of instructional staff members of the department.”

Keeping in mind that the period of annual leave for full-time teaching members of the faculty is from the day subsequent to commencement to the third working day prior to August 30 following such commencement (Article 14), the Collective Bargaining Agreement addresses the issue of faculty scheduling in Article 15.1(a) as follows:

“The academic work year shall be from September 1 through August 31 inclusive of annual leave as currently provided in Article 14. Except for such periods of annual leave, classroom teaching members of the Instructional Staff shall be available for assignment to professional activities.”

Therefore, teaching faculty members may be reasonably assigned to perform their professional duties on any working day between September 1 and Commencement.