



Teaching Assignment Process Explained

Once you are hired you are placed into the “Pool” of vetted, qualified adjuncts. This pool serves as the starting place for the Teaching Assignment Process.

The Dean of e-Learning Faculty gathers information from a myriad of sources when determining teaching assignments. Such sources include but are not limited to:

- Faculty Qualifications
- Prior Teaching Experience
- Student Reaction Form Data
- Faculty Evaluations

A draft of the assignments for a given semester is developed, several months in advance of the semester. The Dean of e-Learning Faculty collaborates with each School’s Dean to utilize faculty effectively and appropriately.

Once the final assignments are made, e-Learning sends Confirmation Emails to each instructor informing you of the assignment and asking that you confirm acceptance of or decline the assignment in an email to the e-Learning Department.

Once you confirm the assignment, your name is entered into the Datatel System.

Instructors typically gain access to their courses 60 days prior to the start of the term.

Note: Newly hired instructors are typically given only one online course assignment in their first semester teaching online.

