

# Columbia College

## Program Planning for the Next Academic Year

<b>NOTE:</b> <b>Must; Shall; Will:</b> <b>Should:</b> <b>May or Could; Can:</b>	<b>Clarification of Terms</b> These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not <i>essential</i> or <i>mandatory</i> . These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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### POLICY

To ensure operational efficiency, the Department Program Chair, Manager or designate will review the faculty resources required for the next academic year.

Once this review is completed, a Course Delivery Schedule update can be initiated if resources are readily available; or steps can be taken to secure these resources at the earliest time possible.

### PROCEDURES

The following steps will be completed by the Department Program Chair, Manager, or designate once per year in order to make sure that faculty is available to facilitate the courses in the program:

1. During the first week of April each year, the Department Program Chair, Manager, or designate will send the document, Facilitating Next Year (Annex 1), to all department/program faculty.
2. The Department Program Chair, Manager, or designate will review the returned information and decide whether or not to recruit additional faculty.
3. If additional faculty is required, please refer to the document, Facilitator Recruitment and Selection Process (ADM-P108).
4. If additional faculty is not required, proceed to preparing the course schedules for next year for the Registrar's approval. Please refer to the document, Course Delivery Schedule Update.
5. The Department Program Chair, Manager, or designate will update the Faculty List as required.

# MEMORANDUM

DATE:

TO:

FROM:

RE: **Facilitating Next Year**

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We are in the process of planning the course schedules for \_\_\_\_\_ (date). Please respond by \_\_\_\_\_ (date) whether you have an interest in facilitating or continuing to facilitate during the upcoming academic year.

## SURVEY

1. Name of facilitator: (print) \_\_\_\_\_
2. Please list the course(s), in order of preference that you would prefer and are academically qualified to facilitate:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
3. Preferred Period in order of preference (#1,#2 and #3)  
Morning and Possibly Weekend \_\_\_\_\_  
Afternoon and Possibly Weekend: \_\_\_\_\_  
Evening and Possibly Weekend: \_\_\_\_\_
4. Some faculty members have indicated a desire to be available only as a back-up facilitator if no one else is available. Do you wish to be listed as a back-up facilitator only? And if so what courses would you prefer.  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
5. Comments: \_\_\_\_\_  
\_\_\_\_\_

## UPDATED RESUME:

1. The Government requires that Columbia College maintains a copy of each faculty member's resume. Please provide us with an up-to-date resume which indicates your formal academic qualifications and date(s) of graduation. Please submit your resume together with your response to this survey.

**NOTE:** If we do not receive your response by the above-mentioned date, we will assume you have chosen not to facilitate next year.