



TO: Gil Slouchick
FROM: Dr. David Hodge, Vice President/Dean of the College
DATE: January 2, 2013
RE: Lead Faculty Assignment for Spring and Summer Semesters 2013

As a primary component of your role within the Workforce and Technical Education Division, I would like to assign you to serve as **Lead Faculty in the area of Criminal Justice** for the 2013 spring and summer semesters. As Lead Faculty, you will coordinate all aspects of the Criminal Justice Program, including:

1. Developing program curriculum and reviewing developed program curriculum with your division chair or supervisor.
2. Presenting curriculum changes with your division chair or supervisor to the Curriculum Committee.
3. Aiding in the planning for future learning technology needs and assuring appropriate development, review, and maintenance of all program offerings.
4. Participating in the institutional effectiveness and college planning processes.
5. Recommending scheduling sequencing to your division chair or supervisor.
6. Assisting in identifying, orienting, and monitoring adjunct faculty in criminal justice.

During any semester in which you are teaching a full-time faculty course load and serving as Lead Faculty, you shall receive compensation equivalent to one three-credit-hour course overload. During any semester in which you are teaching less than a full-time faculty course load and serving as Lead Faculty, your Letter of Appointment shall be prorated based upon the course load. No release time will be given for this assignment and this assignment may not be considered a substitute for any course.

Thank you for your willingness to consider this important assignment.

ACCEPTANCE:

I, Gil Slouchick, hereby accept the above-described assignment effective January 2, 2013, subject to the terms and conditions above stated.

Gil Slouchick

Date

APPROVAL:

Division Chair or Supervisor

Date