



# UPDATE

March 19, 2007

• A Publication of the All Faculty Association at Santa Rosa Junior College •

## Know Your Rights: Article 16

### Hourly Assignments — Adjunct & Overload

As we begin to schedule for the Fall 2007 semester, it's good to review the important elements of Article 16—Hourly Assignments. This is the area that seems to cause the most difficulty in departments, and it's really not surprising. The offer of hourly employment is extremely important, not just because we're talking about someone's livelihood but because it's also a matter of respect. Particularly, in acknowledging the contractual rights of our adjunct colleagues, we are also acknowledging that they are an integral part of our college, teaching 47% of all credit courses and virtually all of the non-credit courses.

Here are some important definitions for your consideration:

- Hourly Assignments: assignments that remain available after all regular, probationary and temporary faculty assignments have been made or determined during the academic year. Hourly assignments also include overload courses for regular faculty and all summer session classes. (Some departments have different procedures for summer assignments.)
- Right of Assignment: The authority for development of class schedules and the right to assign faculty rests with the District, and no obligation to employ faculty engaged in hourly assignments beyond those in law are expressed

or implied in the guidelines described in Article 16. The Supervising Administrators, in consultation with Department Chairs and/or faculty Program Coordinators/Directors, determine the schedule of classes and allied services to be offered, and the times and locations when and where they are to be offered.

- Departmental Date of Hire: date of first paid service (as a Unit A faculty member) in a

department or the date of return to paid service of an adjunct faculty member in the department after a loss of assignment priority. (A faculty member who works in more than one department may have a different date of hire in each department.)

- Length of Service and Length-of-Service List: the period of time calculated from the departmental date of hire or the date of first paid service **in the department**. Typically, this means the first day of the first semester after which a faculty member is hired. (When a group of

regular faculty is hired, the District and AFA perform a lottery to determine placement on the District Date-of-Hire List. Similarly, when regular or adjunct faculty members are hired as a group, AFA recommends that the Department Chair or Program Coordinator perform the lottery to place faculty on the Departmental Date of Hire List.)

**“But, It’s My Class!”**

“I always teach ZYX 10. What do you mean the District doesn’t want to offer ZYX 10 on TTh 5 – 7 pm in Sonoma? I developed it three years ago! I always teach it there. I can’t do it MW 9 – 11 am in Santa Rosa.”

After 5 semesters in a department, adjunct faculty and regular faculty performing an overload establish a like-load. Article 16 protects the right to the offer of a like-load up to 40%. A guarantee of an offer of a like-load is NOT the same as a guarantee of specific courses, days, times, or locations. Load is the percentage of an assignment taught during an academic term.

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- Current Length-of-Service List (updated after each hiring): This list should be available to all faculty and on file in the department office.

## **ASSIGNMENT PRIORITY**

Adjunct faculty must be employed for a six-semester probationary period before they earn assignment priority. (The semesters do not have to be sequential.) The adjunct probationary period dates from the first date of paid service **in the department**. During an adjunct faculty member's first five semesters of employment in a department, the department is under no obligation to repeat the load patterns established in a previous like-semester or to offer an hourly assignment.

Starting in semester six of employment in a department, load patterns that are assigned in each semester shall be repeated in subsequent like-semesters; however, there is no guarantee of a previous like-load if it is greater than 40% or if the assignment was identified as temporary in nature at the time it was offered. At all times, faculty may be denied an hourly assignment if they do not have a satisfactory evaluation.

The determination of assignments is also influenced by other factors, including: "Basic Program Needs," "Additional Program Needs," and "Institutional Needs."

- "Basic Programs Needs": Unless specifically identified by course/service according to procedures outlined in an approved "Special Expertise" policy, minimum qualifications for the discipline will be considered sufficient to meet "Basic Programs Needs" for courses/services offered.
- "Additional Program Needs" include the determination of "special expertise and experience" needed to teach specific classes or offer specific services. In order to make assignments on this basis, the department/program must create and approve a written policy which outlines the rationale for designating the course/service as one needing "special expertise or experience." The policy must outline the expertise or experience

required and the verifiable criteria that will be used to determine who possesses that expertise. The policy must also outline the process for determining who will receive such an assignment if more than one faculty member is qualified.

- "Institutional Needs" considerations include the determination of an array of courses and services, the determination of a time schedule for classes and services, and meeting articulated staff diversity goals as documented by the District Compliance Officer. Supervising Administrators, in consultation with Department Chairs and/or Program Coordinators, make "Institutional Need" determinations.

## **TIMELINES**

By the end of Week 3 of each term, at the time Proof I is given to Department Chairs and Program Coordinators, a written letter should be sent to ALL faculty. Hourly assignment letters also need to go to regular faculty to solicit an interest in teaching an overload. All hourly assignments, whether for adjunct or regular faculty teaching an overload, are determined using the **same** procedures and length-of-service list in the department. One written communication soliciting interest in an hourly assignment is required for each term—Fall, Spring and Summer. AFA recommends that Chairs and Coordinators follow-up if they have not received any response back from faculty members, especially if departments are only sending one message. Typical response time for written communication from department faculty to the Chair/Coordinator is three weeks. (16.04.E.1)

Typically, by the end of Week 10 of each term, the Schedule of Classes is posted on the SRJC Web site for the following term. (Look for Fall 2007 to be posted March 23). The electronic posting of the Schedule constitutes notification of the offer of an assignment. (16.04.E.2)

After electronic posting, there may be new or increased assignments. These assignments occur

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when a program expands, or the number of full-time faculty decreases in a department or program. This results in available hourly assignments after offering the previous like-load to all those with assignment priority. (16.04.C.5) At this time, Department Chairs and Program Coordinators have the right to make assignments to whomever they choose, as long as all faculty members who have earned assignment priority have been offered a like-load.

### **CREATING A TRANSPARENT PROCESS**

In order to avoid confusion and consternation among and between faculty members, it's important that the process of assigning courses and load be as transparent as possible. To that end, here are some suggestions for implementing Article 16:

- Approved Hourly Assignment Procedures should be on file with Academic Affairs and AFA. The approved Special Expertise Policy should also be on file with Academic Affairs and AFA. Both documents should be provided to faculty members in the department when they are hired or when the policy is updated.
- In order to avoid confusion, AFA recommends that, after regular faculty have received their loads, departments post the remaining classes for the hourly assignment faculty (adjunct and regular faculty teaching overloads) to see and review.
- At the same time, Department Chairs and Program Coordinators should make available the Length-of-Service List with accurate hire dates. This gives faculty members a chance to ascertain where they are on the list and to verify their date of hire in the department.
- In some departments, a "Wish List" form is used to solicit interest in classes. Faculty members in those departments need to understand the importance of being specific on that form to help guide the scheduling of desired days, times and locations. (Remember, however, that assignment priority guarantees a percentage of load, not specific classes.) If Department Chairs, Program Coordinators or

scheduling committees receive a form that is vague, AFA recommends that they follow up with the faculty member to be sure that they have listed ALL of his/her options.

- As soon as the assignments are made, AFA recommends that departments inform faculty members of their assignments in writing. Even though the electronic posting of the schedule is considered the legal and formal offer of employment, it's best to communicate individually with faculty. At this point, faculty members can check the accuracy of the schedule and insure receipt of their like-loads.

The development of the Schedule of Classes is a complicated process. Chairs, Coordinators, and Administrative Assistants put in hours of work to make sure that students are served. Supervising Administrators review and approve the Schedule, and the Scheduling Office then performs the enormous task of putting it all together. It's important to remember that people makes mistakes, but if we all follow the processes outlined in Article 16 of the Contract, then we can avoid unnecessary problems or eventual grievances. If there are difficulties or confusion about the process, contact the AFA office at 527-4731 or [afa@santarosa.edu](mailto:afa@santarosa.edu).

**Stay Informed!**  
**Add [www.santarosa.edu/afa](http://www.santarosa.edu/afa)**  
**to Your Favorites!**

Our newly designed Web site includes the Contract, your Council's upcoming agenda and latest minutes, a new search function powered by Google, archived publications, and an updated calendar of events to keep you in touch with the latest developments affecting faculty.

## AFA Council Election Results

AFA is pleased to announce the results of the recent Council representative elections. Ballots were due back at 5:00 p.m. on February 20 and were counted the following morning.

Eight regular faculty members ran for the seven open regular faculty seats on the Council. John Daly, Cheryl Dunn, Peggy Goebel, Johanna James, Warren Ruud and Greg Sheldon were elected to serve as regular Council representatives for a two-year term, beginning Fall 2007, and Janet McCulloch was elected to serve for a one-year term, beginning Fall 2007. AFA would like to thank Joyce Johnson for throwing her hat into the ring in the closely contested election.

Out of the 265 regular faculty ballots that were delivered to campus mailboxes of current AFA dues-paying regular faculty members, 130 ballots were returned by the deadline (a 49% return rate).

AFA would also like to thank Mike Starkey, Computer & Information Sciences, and Linda Weiss, Art — the two adjunct faculty members who ran unopposed for the two open adjunct faculty seats on the Council. Both were elected to serve as adjunct Council representatives for a two-year term, beginning Fall 2007. Out of the 663 adjunct faculty ballots that were mailed to current AFA dues-paying adjunct faculty members, 153 ballots were returned in time to be counted (a 23% return rate).

AFA welcomes competition and differing points of view because effective negotiations requires effective and representative group decision-making — the more diverse the perspectives, the better the outcome. We encourage all interested faculty members of AFA to run for a seat on the Council during the next election for Council representatives in early Spring 2008.

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Contact the Help Desk at 524-1765 or log onto [www.santarosa.edu/outlook](http://www.santarosa.edu/outlook) and sign up today!

## AFA Members Approve Constitutional Changes

AFA is pleased to report that AFA members approved the recently proposed changes to the AFA Constitution that include, among other items, the creation of two AFA Vice President positions: a Vice President for Santa Rosa and a Vice President for Petaluma. Out of 928 ballots distributed to adjunct and regular faculty members of AFA, 283 were returned. Of those 283 ballots, there were 254 votes in favor of the change, 17 opposed, and 12 abstentions. The approved changes will go into effect immediately. The election of the Vice Presidents will occur along with the election of other AFA officers and appointment of other positions, and results will be announced in the *AFA Update*.

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### For Adjunct Eyes Only: Deducting Business Auto Expenses

**Disclaimer: AFA is not in a position to offer financial counseling or tax advice. Please consult your tax professional before claiming your vehicle expenses as a tax deduction.**

Operating a car for the purposes of business travel can be expensive; therefore, it's important to take advantage of the available tax breaks. If you use a car for business purposes, here's what you will need to know.

The IRS defines business use as the miles you drive your car between two or more business locations. In the case of adjunct faculty, who are often employees in more than one location, this means that you can deduct the expense of driving between two different jobs, or between your home and any other temporary work site(s) regardless of the distance traveled. Commuting from your home to your regular place of business is not deductible.

If you are employed in more than one district or in more than one job capacity for different employers, you should definitely contact your tax professional. There could be a rather large deduction on your next tax return. (Source: CPA Client Bulletin, June 2004)