



UPDATE

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• 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 2008 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 five semesters in a department, adjunct faculty and regular faculty performing an overload establish a like-load. Load is the percentage of an assignment taught during an academic term. 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.

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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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Hourly Assignments *(cont. from page 2)*

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.

Stay Informed! Add www.santarosa.edu/afa to Your Favorites!

Our newly designed Web site includes the Contract, Executive Council members photos and contact information, the 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.

Online Staff Directory Linked to Outlook E-mail Accounts

Regular and adjunct faculty members who do not have SRJC Outlook e-mail accounts may be interested in the following announcement that Dr. Mary Kay Rudolph, Vice President of Academic Affairs, sent out to all faculty, staff and managers on January 17:

Dear Colleagues:

I am delighted to report that the team of college representatives from Computing Services, Human Resources, Public Relations, AFA, and Academic Affairs has found an efficient solution to including all full-time and adjunct faculty, administrators and permanent classified employees in the SRJC Web-based Staff Directory. This new process will begin in February. The actual steps in this process are in the document attached, but the key changes are:

Entries for Adjunct faculty members without an SRJC Outlook account will include the department telephone number.

Entries for Adjunct faculty members with an SRJC Outlook account will also include their e-mail addresses.

Only employees with an Outlook account can edit their own online Staff Directory information. Therefore, I strongly encourage every adjunct faculty to sign up for an SRJC Outlook e-mail account now. Not only will you be able to edit and control your information on the online Staff Directory, your students and colleagues will have a quick and easy way to communicate with you to exchange timely information about the College and your department. Thank you all for your patience as we resolved this together.

Special thanks go to Ken Fiori, Gina Waggoner, Janet McCulloch, Steve Johnson, and Susan Bagby-Matthews for developing such an elegant solution.



If you already have an Outlook account, check to make sure that your entry in the Staff Directory is accurate. If it's not, follow the onscreen directions to make corrections. If you don't have an Outlook account, sign up for one now. Contact the Help Desk at 524-1765 or log onto www.santarosa.edu/outlook and sign up today!

Upcoming Spring '08 Deadlines

February 12:

AFA Executive Council Nomination Form & Candidate Statement due to AFA. Call 527-4731 or e-mail afa@santarosa.edu to request a form.

February 15:

Application to add new Faculty Service Area(s) (FSA's) due to Human Resources. See Article 15 in the Contract or contact Sarah Hopkins at ext. 4831 with questions.

February 22:

2009-10 Sabbatical Leave applications due to the office of Steve Cohen, Dean of Business, CIS, CFS and Culinary Arts. See Article 25 in the Contract and contact Alicia Jourdain at ext. 1792 to pick up a form.

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)