



# UPDATE

August 28, 2008

[www.santarosa.edu/afa](http://www.santarosa.edu/afa)

## Thinking about the Spring 2009 Schedule? Article 16: Hourly Assignments — Adjunct & Overload

As we begin to schedule for the Spring 2009 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

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### “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.

## Hourly Assignments *(cont. from page 1)*

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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.)

- ⊙ 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 Spring 2009 to be posted October 24). The electronic posting of

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# Outlook E-mail: It's How the College Prefers to Do Business

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While paper junk mail clogs our mailboxes a little less these days, it seems that junk e-mail is proliferating. Here at Santa Rosa Junior College it's particularly annoying to see offers of printer cartridges and folders go out to DL.STAFF.ALL when that message isn't really for everyone and hardly warrants a blanket distribution. However, e-mail is the preferred form of communication for the college AND for our students.

## **New for 2008-09**

Included in the ratified May 2008 Agreement between AFA and the District, is a new paragraph in Article 31: Working Conditions, which says that the District will provide "all Regular, Probationary, Temporary and Adjunct faculty members with an SRJC email account to receive official communications from the District and communication from students. Each faculty member is required to regularly maintain the account so that email may be received when sent."

AFA would like to remind all faculty that there will come a day when all business at SRJC will be conducted on e-mail. Important communications such as the offer of hourly assignments will come to you through the campus e-mail system and not the US Postal Service. This makes sense for so many reasons, but the savings in paper and postage, not to mention the positive environmental impact should convince everyone to get an Outlook account as soon as possible.

## **How to Set Up Your Account**

Go to [www.santarosa.edu/afa/](http://www.santarosa.edu/afa/) and on the Home Page you will find a text link on the left for "SRJC Outlook Account." Simply follow the directions and you will automatically have your account.

The College provides periodic Outlook trainings for Flex Credit. See [www.santarosa.edu/src](http://www.santarosa.edu/src) for dates and times. John Hemenway, working in the Center for New Media in the Doyle Library, is happy to consult with faculty who have questions or need assistance with all kinds of computer and software concerns. He can be reached at (707) 527-4748 if

you would like to set up an appointment for one-on-one training. Day-to-day questions and problems can also be directed to the Computing Services Help Desk at (707) 524-1765.

## **Tips for Managing Your Outlook Account**

- ⊙ Set aside 10 minutes per week to go through your mailbox.
- ⊙ Use the Out-of-Office Assistant to let students and staff know that you will only be checking your e-mail certain days and times. Doing this will avoid any complaints if you can't get back to someone immediately.
- ⊙ Delete your Deleted and Sent Mail on a weekly basis. This will keep your mailbox from going over its size limit.
- ⊙ Set up RULES to help with your email organization, such as automatically moving any email addressed to DL.STAFF.ALL to a separate folder for review at a later time. Directions to set up RULES can be found at <http://www.santarosa.edu/administration/administrative-services/computing-services/outlook/rules/>
- ⊙ Create Folders for specific kinds of messages that you would like to keep for a period of time. Move those kinds of messages to the appropriate folder on a weekly basis.
- ⊙ Set up Junk e-mail filters using the Options Menu in Outlook.

## **Conclusion**

Most colleges in the California Community College System now make the use of an e-mail account a condition of employment. While we have not quite reached that point in our negotiations, Human Resources now requires that newly hired faculty sign up for an Outlook Account. Some faculty would prefer not to have an e-mail account at all, and others say they already have more than one account to manage. Nevertheless, e-mail is a fact of academic life at SRJC, and it certainly can be very effective in communicating with students.

# Hourly Assignments *(cont. from page 2)*

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 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.
- ⊙ 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).

### Departmental Hourly Assignment Procedures Posted On-line

AFA has posted on our Web site copies of all the most recent Approved Hourly Assignment Procedures. To review your Department Procedures go to: [www.santarosa.edu/afa/adj\\_assignprocedures.shtml](http://www.santarosa.edu/afa/adj_assignprocedures.shtml). You may also want to check out all the other parts of the Contract in this special Adjunct Section of the Web site.