



UPDATE

February 18, 2010

www.santarosa.edu/afa

(707) 527-4731

Know Your Hourly Assignment Rights (The District may be re-engineering, but Article 16 is still in force.)

In the current budget crisis, the Fall 2010 semester will continue to present unprecedented challenges to department chairs and program coordinators in terms of assuring that Article 16 (Hourly Assignments) is followed throughout the scheduling process. As classes are cut from the schedule, it becomes more of a challenge than ever. In addition to the need for those charged with creating the schedule to understand Article 16, faculty members need to know their rights. As the college embarks upon this endeavor for Fall 2010, AFA suggests a review of the important elements of Article 16.

Here are some pivotal 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 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. 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.)

Chasing 20,436 FTES

In light of the ongoing State budget condition, which by now most faculty realize is a disaster of a higher magnitude than any SRJC has weathered in the past 30 years, the downsizing of SRJC (what Dr. Agrella has referred to as “re-engineering”) isn’t going to be over any time soon. The overall number of sections is not going to increase significantly above the new normal of the past two semesters. But it is probably not going to decrease significantly either. The District is chasing a very specific enrollment target: 20,436 FTES. Above this target courses are unfunded and therefore the District is paying faculty to teach courses that do not generate funding. If we fall below 20,000 FTES, a huge amount of funding (specifically \$1 million) will be forfeited. The shuffling that has occurred where classes are added last minute (and others cut at the last minute) will likely continue as the District attempts to hit the target number. The somewhat good news is that overall schedule cuts will level off at the current level (the new “normal” for the foreseeable future). Certain departments will continue to be effected more than others. To date, some departments have experienced almost no cuts to course offerings while others have suffered greatly.

(cont. on page 2)

Know Your Rights *(cont. from page 1)*

- **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 seniority 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 length-of-service list. Every department should update its length-of-service list after each hiring, keep it on file in the department office, and make it available to all faculty.

ASSIGNMENT PRIORITY

Adjunct faculty members do not earn assignment priority until their sixth semester of employment and completion of their first and second adjunct probationary evaluations. (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 6 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 any point in this process, a faculty member may be denied an hourly assignment if s/he does not have a satisfactory evaluation. (See Article 16.04.A.1.)

The determination of assignments is also influenced by other factors, including:

- **“Basic Program 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 program needs for courses/services offered.

- **“Additional Program Needs”** include the presence of special expertise and experience requirements for teaching specific classes or offering specific services. In order to make assignments on this basis, the department/program must create and approve a written policy that outlines the rationale for designating a course or 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”** include determinations related to courses and services, and time schedules for classes and services. Supervising administrators, in consultation with department chairs and/or program coordinators, make institutional need determinations.

(cont. on page 3)

“Why Can't I Get the Same Class I've Always Taught?”

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%. If there is available load over 40%, a like-load above 40% should be offered following the departmental length-of-service list. A guarantee of an offer of a like-load, however, is NOT the same as a guarantee of specific courses, days, times, or locations. In the current financial climate it is likely that more shuffling than usual is going to take place and, unfortunately, there isn't anything AFA can do to prevent that from happening. AFA *can* protect your right to an assignment. Be sure to carefully review Article 16: Hourly Assignments: www.santarosa.edu/afa/Contract/Articles/art16.pdf.

Know Your Rights *(cont. from page 2)*

TIMELINES

By the end of Week 3 of each term, at the time Proof I is given to department chairs and program coordinators, an email should be sent to ALL faculty soliciting adjunct faculty interest in hourly assignments, and regular faculty interest in overload assignments. 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 email 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 email 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 2010 to be posted April 27, 2010). The actual electronic posting of the schedule by the District Scheduling Office constitutes official 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 is 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 members have received their loads, departments post the classes that will be available in the subsequent semester for the hourly faculty (adjunct faculty 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 s/he has listed ALL of his/her options.

(cont. on page 4)

Departmental Hourly Assignment Procedures Posted On-line

The most recent versions of every department's Hourly Assignment Procedures (that have been approved by Academic Affairs and reviewed by AFA for Contract compliance) are posted on the AFA Web site at: www.santarosa.edu/afa/hourly_assign_proc.shtml. AFA recommends that you take the time to carefully review and understand your department's procedures. Contact the AFA office at 527-4731 if you have questions.

Adjunct Faculty Medical Benefits Program Applications Deadline 5:00 p.m., March 31

New This Year: Forms Distributed Via Email Only

At the end of February, the Human Resources Department will be sending out an email to DL.STAFF.FAC.ADJ.ALL regarding the Adjunct Faculty Medical Benefits Program. (All adjunct instructors are now required to maintain a *santarosa.edu* account.) The application and enrollment forms will be included as an attachment. Completed applications must be postmarked or delivered to the Human Resources Department by 5:00 p.m., Wednesday, March 31. Coverage will be effective April 1, 2010 through September 30, 2010. **Even if you are currently enrolled in the program, you still must complete and submit a signed application form by the deadline.** Contact Susan Muskar in Human Resources at 524-1624 with any questions.

After all the cancellations and restorations of sections, are you confused about whether your like load has been preserved?

AFA strongly encourages you to take the time to read Article 16: Hourly Assignments, which is posted on the AFA Website at: www.santarosa.edu/afa/Contract/Articles/art16.pdf . If you have questions after reviewing the article, contact the AFA office at 527-4731 or afa@santarosa.edu .

Know Your Rights *(cont. from page 3)*

- As soon as the assignments are made, AFA recommends that departments inform faculty members of their assignments in writing. Now that all faculty members are required to maintain an SRJC Outlook account, email is the official method through which assignments are communicated. Even though the electronic posting of the schedule is considered the legal and formal offer of employment, it is best to communicate individually with faculty. It is at this point that 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 and 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 make 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 you are confused about the process, contact the AFA office at 527-4731 or afa@santarosa.edu.



Overload and Adjunct Assignments — The Same Procedures Apply

The AFA/District Contract assures contract faculty the same hourly assignment rights as adjunct faculty up to 40%, therefore contract faculty members have a right to an overload for Fall 2010. (Adjunct faculty who have full-time jobs elsewhere also have those same rights at SRJC.) **Note that no faculty member (adjunct or regular) may bump another faculty member when his or her hourly assignment is lost for any reason.**