



UPDATE

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www.santarosa.edu/afa

(707) 527-4731

Know Your Rights — Article 16: Hourly Assignments

In the current budget crisis, the Spring 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 Spring 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.)

- **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-

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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.

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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.

“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 and, for Fall 2009, an MOU to do just that was negotiated with the District. Stay tuned for future developments.

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

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Hourly Assignments *(cont. from page 2)*

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 Spring 2010 to be posted October 26, 2009). 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.
- 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.



Attn: Adjunct Faculty Want a One-Year FACCC Membership for Free?

Through an agreement between the Faculty Association of California Community Colleges (FACCC) and AFA, ten eligible adjunct faculty members will receive a one-year FACCC membership at no cost. FACCC is a statewide, nonprofit association that lobbies on behalf of community college faculty before the State legislature, governor, California Community Colleges Board of Governors, CalSTRS board and other important political forums.

If you are a member of AFA, have at least a 40% load this semester and have been an adjunct faculty member for six or more semesters at SRJC, you are eligible to enter our lottery to select the lucky SRJC ten.

Call the AFA office at 527-4731 or send an e-mail to afa@santarosa.edu with your name, department, telephone number, and email address, by Thursday, October 1, if you wish to be entered in the lottery. This is a great opportunity to become more informed about what's happening at the state level.

After all the cancellations and restorations of sections, are you confused about whether or not your like load has been preserved?

AFA strongly encourages you to take the time to read two very important MOU's, which are posted at www.santarosa.edu/afa/mou.shtml. The Article 16 MOU dated December 5, 2008 addresses assignment priority and like-load protections related to Spring 2009 schedule cancellations, and the Article 16 MOU dated June 15, 2009 addresses assignment priority and like-load protections related to Fall 2009 schedule cancellations. If you have questions after reviewing these two MOU's, contact the AFA office at 527-4731 or afa@santarosa.edu.

Adjunct Faculty Medical Benefits Program Applications Deadline 5:00 p.m., September 30

New This Year: Forms Distributed Via Email Only

At the end of August, the Human Resources Department sent 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 were included as an attachment. Completed applications must be postmarked or delivered to the Human Resources Department by 5:00 p.m., Wednesday, September 30. Coverage will be effective October 1, 2009 through March 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.

Overload and such

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 the Spring 2010 semester. (Adjunct faculty who have full-time jobs elsewhere also have those same rights at SRJC.) Given the extent of the current budget crisis, AFA encourages those faculty members (full and part-time alike) who are in a position to consider foregoing an hourly assignment to do so, in order to support their adjunct colleagues who are not. The Article 16 MOU dated 6/15/09 (see www.santarosa.edu/afa/mou.shtml) protected like-load for those who chose to voluntarily relinquish load for Fall 2009 and AFA is working on a similar MOU for Spring 2010.