

## **Applied Technology Department Procedures for Making Hourly Assignments**

1. The Department Chair will send a written notice to all faculty at the beginning of the semester, no later than the end of the third week of classes, to permit them to indicate whether they would like to receive an hourly assignment for the following term (semester, inter-session or summer session).
2. Written response is required by the end of the fourth week of the semester in order to qualify to use the length-of-service priority for recommendation for fulfilling an hourly assignment.
3. Only those faculty with satisfactory evaluations will be considered for an hourly assignment, unless it is a case of adjunct faculty re-employment following an unsatisfactory evaluation according to the terms of the Evaluation Policy.
4. The Department will properly document those hourly assignment courses that require special expertise and make recommendations for those assignments first.
5. Academic Affairs will determine institutional needs, and if such needs are to be met by the Applied Technology Department, those hourly assignment course assignment recommendations will be made second.
6. The third set of recommendations for hourly assignments will be made from the list of those who indicated an interest in receiving an hourly assignment and responded by the deadline. These recommendations for assignments will be made based on length of service in the Department, in chronological order starting with those with greatest length of service, an assignment will be offered, even if no hourly assignment was performed by that faculty member in the previous like semester.
  - A. The loads of those who had hourly assignments in the previous like semester will be repeated whenever possible. A repetition of a load does not imply any guarantee about specific course assignments, specific day assignments, specific time assignments, or specific location assignments for hourly assignments.
  - B. Note, if due to a break-in-service the faculty member did not receive an assignment in the previous like semester, the one prior to the most previous may be considered.
7. If assignments are available after all who indicated an interest in receiving an hourly assignment and responded by the deadline have been recommended for an assignment, others who decided after the deadline they would like an assignment will be considered. Those assignments will be made fourth.
8. Whenever feasible, and based on the areas of expertise of the adjunct faculty member, the loads of adjunct faculty members may be increased up to 55% before assignments are offered to others not previously employed by the Department. These assignments will be made fifth.
9. If no qualified adjunct or regular faculty members are available to receive any remaining hourly assignments, the Department will hire from the approved Adjunct Hiring Pool.
10. The Department Chair will post a copy of the submitted second proof of recommendations for assignments (in a place accessible to all faculty) for review the day after the second proof is submitted to the Dean.
11. Electronic posting of the schedule will constitute notification of faculty of the final decisions for assignments.
12. Summer session and Inter-session assignments will be handled in the same way as those for the Fall and Spring semester.


## Hourly Assignment Notice Applied Technology Department

The purpose of this notice is to offer an opportunity for you to indicate if you are interested in receiving an hourly assignment for the upcoming term, Spring 2008.

If you are interested, please sign and return the form below. **DUE SEPT. 14, 2007**

**This form is due to the Department Chair by Sept. 14 in order to be considered for priority in receiving an assignment for next term.**

You may also indicate your preferences for courses, days, times, and location for assignments you would like to teach. However, there is no guarantee that it will be possible to offer you an assignment that will include your preferences. (Please write this information on the upper part of this form, so that you retain a copy for your record.) Assignments will be offered first to those with an Assignment Priority.

  
11-24-07

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Return this portion to Deborah Sweitzer in paper or email form  
([dsweitzer@santarosa.edu](mailto:dsweitzer@santarosa.edu)), Department Chair  
**DUE: Sept. 14**

Yes, I am interested in receiving an hourly assignment for the upcoming term.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Here is a list of my preferences. I understand that there is no guarantee that I will receive these specific class assignments.

Courses:

Days and Times:

Location: