

## **HEALTH SCIENCES**

### Hourly Assignment Procedures

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[Associate Degree in Nursing \(ADN\)](#)

[Health Learning Resource Center \(formerly CHEC\)](#)

[Community Health Worker](#)

[Dental](#)

[Health Sciences, not in specific programs](#)

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[Nursing Assistant/Home Health Aide](#)

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[Radiologic Technology](#)

[Vocational Nursing](#)

Health Science Department  
Associate Degree in Nursing Program  
Hourly Assignment Procedures

NOTE: These procedures are modeled after Article 16: Hourly Assignments of the AFA/District Contract. See AFA website (<http://www.santarosa.edu/afa/Contract/Articles/art16.pdf>) for original language.

### **1. Rights to Make Assignments**

The authority for development of class schedules and the right to assign faculty rests with the District, and no obligations to employ faculty engaged in hourly assignments beyond those in law are expressed or implied in the guidelines described below.

### **2. Hourly Assignment Defined:**

Hourly assignments are all assignments, generally paid on an hourly basis, which remain available after regular, probationary, and temporary faculty assignments have been made or determined. Summer session and overload assignment for regular faculty are considered to be hourly assignments.

### **3. Eligibility:**

According to the AFA/District Contract, after initial hiring, only faculty with a “satisfactory” or better performance evaluation conclusion shall be considered for an hourly assignment, with one exception. An adjunct faculty member, under the terms of Article 14B: Evaluations, may be considered for an hourly assignment in order to be given an opportunity to improve his/her performance following an “Improvement Needed” evaluation conclusion. The decision to reemploy under these conditions is at the discretion of the department chair with the approval of the supervising administrator.

### **4. Program Needs**

Generally, minimum qualifications for the discipline will be considered sufficient to meet basic program needs for courses offered. However, the Associate Degree in Nursing (ADN) program recognizes that certain courses require special experience and/or expertise on the part of the faculty member in order to meet the needs of students and regulatory requirements set forth by the California Board of Registered Nursing (BRN). Recognition of required experience and/or expertise shall be based on of the employee’s specific licensure, formal coursework, prior teaching experience, and clinical experience working as a registered nurse. Faculty must meet the minimum qualifications outlined in Title 16, section 1425 of the California Code of Regulations and be approved by the Board of Registered Nursing prior to being assigned to teach any of the following areas: Medical/Surgical, Geriatrics, Pediatrics, Obstetrics, or Psychiatric/Mental Health nursing. Hourly assignments will be made in accordance with the regulations set forth by the BRN. Additionally, clinical faculty must have employment or teaching experience in the facility

assigned or willingness to be oriented to the facility prior to the beginning of the clinical rotation.

The Director of Associate Degree in Nursing program, in consultation with the course coordinators and Supervising Administrator, shall make assignments based on BRN approval, clinical and teaching experience and expertise determinations. If more than one faculty member has the required BRN approval level and experience, assignments will be made on the basis of department needs and seniority.

### **5. Length of Service List**

The Director of the Associate Degree in Nursing program shall maintain a Department Length of Service List. This list shall be made available to any ADN faculty member upon request.

### **6. Making Hourly Assignment Recommendations**

After assignments are made to satisfy #2, 3 and 4 above, assignments will be given in ranked order to faculty with the greatest length of service in the department (for length of service stipulations, see AFA contract). The Director of the ADN program, in consultation with the course coordinators, shall approve and finalize all hourly assignment recommendations prior to forwarding them to the Supervising Administrator.

Whenever possible, for those adjunct faculty members with “assignment priority,” a “like load” will be offered, according to length of service. “Like load” means the same load that was performed during the previous “like” semester (Fall for Fall, Spring for Spring).

Those adjunct faculty employees without assignment priority may receive an assignment after the “like load” provision for those with an assignment priority has been met.

### **7. Communication**

So that information can be used in preparing scheduling Proof 1 and 2 for the subsequent term, it is necessary to determine which faculty members are interested in receiving an Hourly Assignment for the next Semester, or Summer Session. The Director of ADN program will communicate in writing via district email, with every ADN faculty member prior to the submission of Proof #1 of the schedule of any session.

\* All dates are subject to the successful preparation and delivery of scheduling materials from either the Supervising Administrator or other Academic Affairs representatives.

Written response to this communication is required and will be requested as promptly as possible, but no later than within 10 calendar days for Spring /Fall Semesters and Summer Session.

When changes to previous assignments are made the Director of the ADN program will communicate these changes to the assigned faculty in person or via district email. Assignments will be considered “reviewed and approved” when published electronically as part of the schedule of classes for any academic term of instruction. After the initial assignments are made, an hourly instructional assignment may be amended or cancelled

to meet district and departmental needs.

### 8. Summer Session

Should the ADN program offer courses during the summer session faculty assignments will be determined using the same procedures and criteria as for the Fall and Spring Semesters.

### 9. Review and Approval:

These procedures and the updated seniority list have been reviewed by the following individuals, and discussed and approved by the Associate Degree in Nursing faculty at the April 24, 2014 faculty meeting. A signature list is attached.

Reviewed by:

Anna Valdez – Director, ADN Program Anna Valdez

Deborah Chigazola – Interim Dean, Health Science Deborah Chigazola

Mary Kay Rudolph – Vice President Academic Affairs Mary Kay Rudolph

5.6.14  
[Signature] 5/6/14

Associate Degree in Nursing  
Hourly Assignment Procedures  
Voted for on April 24, 2014 by the faculty listed below

| Last Name           | First       | Signature                  |
|---------------------|-------------|----------------------------|
| Aaenstad            | Brittany    | via email                  |
| Ancellotti-Mendez   | Loretta     | via email                  |
| Applegarth          | Penelope    | <i>Penelope Applegarth</i> |
| Armigo              | Christine   | via email                  |
| Armstrong           | Julie       | <i>Julie A. Armstrong</i>  |
| Bautista            | Erlinda     | via email                  |
| Benetti             | Mariane     | via email                  |
| Bianchi             | Rose        | <i>Rose Bianchi</i>        |
| Buckley             | Sharon      | <i>S. Buckley</i>          |
| Caddes              | Katherine   | <i>K. Caddes</i>           |
| Capuro              | Janet       | via email                  |
| Cardona             | Leah        | via email                  |
| Carroll-Ambrose     | Mary        | via email                  |
| Catterson           | Shelley     | via email                  |
| Clark               | Karen       | <i>Karen Clark</i>         |
| Crawford            | Anne        | via email                  |
| Dayton              | Ann         | via email                  |
| Dempel              | Debbie      | via email                  |
| Donnelly            | Diane       | <i>Diane Donnelly</i>      |
| Douglass            | Nieves      | <i>Via email</i>           |
| Dutcher             | Barbara     | via email                  |
| Fujii               | Rachel      | via email                  |
| Gappi               | Anna        | via email                  |
| Goodman             | Nancy       | via email                  |
| Gory                | Melissa     | <i>Via email</i>           |
| Hakola              | Gloria      | via email                  |
| Hartman             | Mary        | via email                  |
| Hazzard             | Jennifer    | via email                  |
| Hill- Wagner        | Povi        | via email                  |
| Hilton              | Christopher | via email                  |
| Hutchins            | Stephanie   | <i>Stephanie Hutchins</i>  |
| Jay                 | Sandy       | via email                  |
| Johnston Blackstone | Cynthia     | via email                  |
| Keller              | Marcea      | via email                  |

Associate Degree in Nursing  
Hourly Assignment Procedures  
Voted for on April 24, 2014 by the faculty listed below

|                   |           |                                  |
|-------------------|-----------|----------------------------------|
| Ancellotti-Mendez | Loretta   | via email                        |
| Kiibler           | Elaine    | via email                        |
| Klich-Heartt      | Eira      | via email                        |
| Kraemer           | Helen     | via email                        |
| Kremesec          | Terren    | via email                        |
| Lane              | Kathleen  | <i>Kathleen Lane</i>             |
| Lantz             | Katherine | via email <i>Katherine Lantz</i> |
| Larue             | Dawn      | <i>Dawn Larue</i>                |
| Leddy             | Yvette    | via email                        |
| Lode              | Karen     | via email                        |
| Lucas             | Toby      | via email                        |
| Macinnis          | Anita     | via email                        |
| Mann              | Julie     | via email                        |
| Martinez          | Bertha    | via email                        |
| Maslow            | Rene      | via email                        |
| McDonald          | Marian    | via email                        |
| Meadows           | Maria     | via email                        |
| Minkow            | Heidi     | via email                        |
| Montgomery        | Carolyn   | via email                        |
| Moore             | Patty     | via email                        |
| Murphy            | Joan      | <i>via email</i>                 |
| Murphy            | Michael   | <i>Michael Murphy</i>            |
| Noonan            | Seaneen   | via email                        |
| O'Brien-Jay       | Carla     | via email                        |
| Ono               | Diane     | via email                        |
| Pah               | Lois      | via email                        |
| Perezarce         | Musetta   | via email                        |
| Perry             | Jane      | via email                        |
| Peterson-Cercley  | Vicki     | via email                        |
| Rasmussen         | Nancy     | via email                        |
| Ravjesky          | Vera      | via email                        |
| Reed              | Claire    | via email                        |
| Richardson        | Jennifer  | <i>Jennifer Richardson</i>       |
| Ridgeway          | Valerie   | via email                        |
| Ronchelli         | Janie     | via email                        |

Associate Degree in Nursing  
Hourly Assignment Procedures  
Voted for on April 24, 2014 by the faculty listed below

|                   |         |               |
|-------------------|---------|---------------|
| Ancellotti-Mendez | Loretta | via email     |
| Rose              | Jordan  | via email     |
| Salemi            | Helen   | via email     |
| Sampson           | Jan     | via email     |
| Shepherd          | Jackie  | via email     |
| Shields           | Matthew | via email     |
| Silva             | Lynette | via email     |
| Slowley           | Stewart | via email     |
| Snelgrove         | Lenda   | via email     |
| Taurian           | Cathie  | via email     |
| Thomas            | Nancy   | via email     |
| Valdez            | Anna    | <i>Waedy</i>  |
| Warnock           | Susan   | via email     |
| Waters            | Jill    | via email     |
| Woods             | Lisa    | via email     |
| Zahl              | Shaddo  | <i>Shaddo</i> |

## Valdez, Anna

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**From:** Valdez, Anna  
**Sent:** Thursday, April 10, 2014 11:23 AM  
**To:** Aanestad, Brittany; Ancellotti-Mendez, Loretta; Applegarth, Penelope; Armigo, Christine; Armstrong, Julie; Bautista, Erlinda; Benetti, Mariane; Bianchi, Rose; Buckley, Sharon; Caddes, Katherine; Capurro, Janet; Cardona, Leah; Carroll-Ambrose, Mary; Catterson, Shelley; Clark, Karen; Crawford, Anne; Dayton, Ann; Dempel, Debbie; Donnelly, Diane; Douglass, Nieves; Dutcher, Barbara; Friesen, Jill; Fujii, Rachel; Gappi, Anna; Goodman, Nancy; Gory, Melissa; Hakola, Gloria; Hartman, Mary; Hazzard, Jennifer; Hill, Povi; Hilton, Christopher; Hutchins, Stephanie; Jay, Sandy; Johnston, Cynthia; Keller, Marcea; Kiibler, Elaine; Klich-Heartt, Eira; Kraemer, Helen; Kremesec, Terren; Lane, Kathleen; Lantz, Katherine; Larue, Dawn; Leddy, Yvette; Lode, Karen; Lucas, Toby; Macinnis, Anita; Mann, Julie; Martinez, Bertha; Maslow, Rene; McDonald, Marian; Meadows, Maria; Minkow, Heidi; Montgomery, Carolyn; Moore, Patricia; Murphy, Joan; Murphy, Michael; Noonan, Seaneen; O'Brien-Jay, Carla; Ono, Diane; Pah, Lois; Perry, Jane; Peterson-Cercley, Vicki; Rajevisky, Vera; Rasmussen, Nancy; Reed, Claire; Richardson, Jennifer; Ridgeway, Valerie; Ronchelli, Janie; Rose, Jordan; Salemi, Helen; Sampson, Jan; Shepherd, Jacqueline; Shields, Matthew; Silva, Lynette; Slowley, Stewart; Snelgrove, Lenda; Taurian, Cathie; Thomas, Nancy; Warnock, Susan; Woods, Lisa; Zahl, Shaddo  
**Subject:** Faculty Meeting on April 24 and ADN Hourly Procedures Review  
**Attachments:** Hourly Assignments ADN Programs 2014 revised 040914.docx; Faculty Meeting Agenda 042414.doc

Hello, Colleagues,

I am attaching the agenda for our next faculty meeting. It is scheduled for April 24, 2014 at 3:30pm in the large conference room. At the meeting we will discuss and vote on the attached ADN program hourly procedures. I know we voted on this in February but I needed to make a couple of changes to align with the AFA contract. I have attached the document with the changes highlighted using track changes. Please review the document and let me know if you have any questions or concerns. All ADN faculty are invited to attend the faculty meeting and vote. If you are unable to attend but have comments please email them to me by April 23<sup>rd</sup> and I will make sure they are presented at the meeting.

Best regards,

*Anna*

Anna Valdez, PhD, RN, CEN, CNE  
Director, ADN Program  
Health Sciences, Santa Rosa Junior College  
E-mail: [avaldez@santarosa.edu](mailto:avaldez@santarosa.edu)  
Office: 707-527-4527  
Fax: 707-527-4426



SRJC - Health Learning Resource Center (formerly CHEC)  
Hourly Assignment Procedures

In addition to the guidelines in Article 16 of the 1995 AFA/Sonoma County Junior College District, the following criteria will be considered in the following order:

1. Only those faculty with satisfactory performance evaluations will be considered for hourly assignments.
2. Full-time loads will be assigned first.
3. Assignments will be based upon competency, theoretical and practical preparation relevant to each assignment, and the instructor's ability to provide stability and continuity to the program.
4. When all faculty are equally competent and current in a subject, the assignment will be based on length of service in this program.
5. Assignments will take into consideration the need to develop and maintain a faculty pool prepared to accept a variety of teaching assignments.
6. Whenever possible, the load will remain the same as the previous like semester.
7. The supervising administrator shall make expertise and experience determinations.
8. The supervising administrator will be responsible for initial communication to determine faculty interest and availability for teaching assignments.
9. The supervising administrator will confirm and communicate with the faculty the final approved schedule after approval of "Proof 2" for any semester.
10. Recommendations for teaching assignments will be made by the supervising administrator, with input from Health and Life Sciences chair, directors, and coordinators.

LouDesktop/Hourly Assignment:HLRC 5/01

*Oh*  
*Ed Aubrey*  
*5/9/01*

## Community Health Worker Program Proposed Hourly Assignment Procedures

In addition to the guidelines in Article 16 of the 1997 AFA/So. Co. Junior College District Contract, the following criteria will be considered in the following order:

1. Only faculty with satisfactory evaluations will be considered for hourly assignments.
2. Full-time loads will be assigned first.
3. Priority will be given to faculty having had advanced training (beyond that required for licensure) in a particular subject area.
4. Assignments will be based upon teaching currency, competency, theoretical and experiential preparation relevant to each assignment, and the instructor's ability to provide stability and continuity to the program.
5. When faculty are equally competent and current in a subject, the assignment will be based on length of service in this program.
6. Whenever possible, the load will remain the same as previous like semesters.
7. The program Coordinator in consultation with the Assistant Dean of Health Sciences shall make expertise and experience determinations.
8. The Program Coordinator will be responsible for initial communication to determine faculty interest and availability for teaching assignments.
9. The Program Coordinator will confirm and communicate with the faculty the final approved schedule as soon as possible after approval of "Proof 2" for any semester or session, via phone and/or with copy of approved proof.
10. Summer Assignments: In order to recognize the contributions of both regular and adjunct faculty, the number of available assignments will be divided in half, one half reserved for adjunct and the other half for regular. The assignment criteria will then be the same as the Fall and Spring semesters.

*Dr. Edward H. Burt*  
5/7/01

**Hourly Assignments**  
**Dental Programs – Health Sciences**  
**February 15, 2001**

*Approved Ed/Andy  
2/21/01*

1. The Program Director will send a written notice to adjunct faculty at the beginning of each semester to permit them to indicate if they would like to receive an hourly, clinical, or laboratory assignment for the following term (semester, or summer session).
2. Written responses required by the end of the 8<sup>th</sup> week of instruction in order to be considered length of service priority for an assignment.
3. Only those faculty with satisfactory evaluations will be considered for an 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 Program will determine those hourly, clinical, and laboratory courses that require special expertise and make those assignments first.
5. Academic Affairs will determine institutional needs, and if such needs are to be met by this program, those assignments will be made second.
6. Of those who indicated an interest in receiving an hourly assignment and responded by the deadline, assignments will then be made based on length of service in the Program. 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 appointments, specific time assignments, or specific location assignments for appointments in the Dental Programs. Note, if due to a break-in-service assignment, the faculty member did not receive an assignment in the previous like semester, the one prior to the most previous may be considered. These assignments will be made third.
7. If assignments are available after all who indicated an interest in receiving an assignment and responded by the deadline have been offered 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 will be increased (not to exceed 55%) before assignments

are offered to others not previously employed the Program. These assignments will be made fifth.

9. If no qualified adjunct or regular faculty members are available to receive any remaining hourly assignments, the Program will hire from the approved Adjunct Hiring Pool.
10. The Program Director will post a copy of the submitted second proof in the faculty area of the clinic reception area for review after all assignments have been made.
11. Academic Affairs will notify faculty of the final approved schedule as soon as possible after approval of Proof 2.
12. Summer session assignments will be handled in the same way as those for the Fall and Spring semester.

**DENTAL PROGRAMS  
HOURLY ASSIGNMENT REQUEST**

The purpose of this form is to indicate your interest and availability for an hourly teaching assignment for the upcoming term (FALL SPRING SUMMER).

**This white copy of this form must be returned to Doni Bird by the end of the 8<sup>th</sup> week of instruction in order to be considered for priority in receiving an assignment for next term. The yellow copy is for your records.**

Please indicate your preference for classes, clinics, and labs.. Also indicate the days, and hours you will be available. However, there can be no guarantee that it will be possible to offer you an assignment that will include your preferences.

\*\*\*\*\*

Return this portion to the Program Director  
**DUE: END OF 8<sup>th</sup> WEEK OF SEMESTER**

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

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

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

|                            |                   |                       |
|----------------------------|-------------------|-----------------------|
| <u>DH Clinic:</u>          | <u>X-Ray Labs</u> | <u>Lecture Course</u> |
| 1 <sup>st</sup> Year _____ | AM _____          | _____                 |
| 2 <sup>nd</sup> Year _____ | PM _____          |                       |

**HEALTH SCIENCES  
COURSES NOT IN SPECIFIC PROGRAMS  
Hourly Assignment Procedures**

Based on the principles in Article 16 of the 1999 AFA/Sonoma County Junior College District Contract and the realization that not all programs are identical in nature, the following additional criteria will be considered when making hourly assignments:

1. Only faculty with satisfactory evaluations will be considered for hourly assignments.
2. Full-time loads will be met first.
3. Assignments will be based on teaching currency, competency, theoretical and experiential preparation relevant to each assignment, and the instructor's ability to provide stability and continuity to the overall cluster.
4. When all faculties are equally competent and current in a subject, the assignment will be based on length of service in the cluster.
5. Certain courses require a close working relationship of faculty team members. In these courses, program coordinators, directors, or chairs with programs related to these courses, in consultation with the supervising administrator, will decide on the best configuration.
6. Assignment will take into consideration the need to develop and maintain faculty pool prepared to accept a variety of teaching assignments.
7. Summer Assignments: In order to recognize the contributions of both regular and adjunct faculty, the number of available assignments will be divided in half, one half reserved for adjunct and the other half for regular. The assignment criteria will then be the same as the fall and spring semesters.
8. In the spirit of collaboration, the supervising administrator will make assignments with the coordinator, director, or chair most relevant to the course.

Suggestions for teaching assignments can be made by department chair, coordinators and directors, and forwarded to the supervising administrator for definitive assignments.

*Per Ezbon, this includes  
HL Care and HL Ed courses.*

LouDesktop/Hourly Assignments:HS 5/01

*Ed Ezbon  
5/9/01*

## Medical Assisting Program Proposed Hourly Assignment Procedures

In addition to the guidelines in Article 16 of the 1997 AFA/So. Co. Junior College District Contract, the following criteria will be considered in the following order:

1. Only faculty with satisfactory evaluations will be considered for hourly assignments.
2. Full-time loads will be assigned first.
3. Priority will be given to faculty having had advanced training (beyond that required for licensure) in a particular subject area.
4. Assignments will be based upon teaching currency, competency, theoretical and experiential preparation relevant to each assignment, and the instructor's ability to provide stability and continuity to the program.
5. When faculty are equally competent and current in a subject, the assignment will be based on length of service in this program.
6. Whenever possible, the load will remain the same as previous like semesters.
7. The program Coordinator in consultation with the Assistant Dean of Health Sciences shall make expertise and experience determinations.
8. The Program Coordinator will be responsible for initial communication to determine faculty interest and availability for teaching assignments.
9. The Program Coordinator will confirm and communicate with the faculty the final approved schedule as soon as possible after approval of "Proof 2" for any semester or session, via phone and/or with copy of approved proof.
10. Summer Assignments: In order to recognize the contributions of both regular and adjunct faculty, the number of available assignments will be divided in half, one half reserved for adjunct and the other half for regular. The assignment criteria will then be the same as the Fall and Spring semesters.

*Jh*  
*Eel*  
*5/27/01*

## Nursing Assistant/Home Health Aide Hourly Assignment Procedures

The following guidelines for hourly assignments were developed and agreed upon by all faculty in Spring 2000. In addition to the Guidelines in Article 16 of the 1995 AFA/Sonoma Counter Junior College District, the following criteria shall be considered in the following order:

1. Only those faculty with satisfactory performance evaluations shall be considered for hourly assignments.
2. Full-time loads will be assigned first.
3. Priority will be given to faculty having had specialized training (beyond that required for licensure) in a particular subject area.
4. Assignments will be based upon clinical currency and competency in the course subject.
5. When all faculty are equally competent and current in a subject, the assignment will be based on length of service in program.
6. Whenever possible, the load will remain the same as the previous like semester.
7. The Program Coordinator shall make experience and expertise determinations.
8. The Program Coordinator will be responsible for initial communication to determine faculty interest and availability for teaching assignments.
9. The Program Coordinator will confirm and communicate with the faculty the final approved schedule as soon as possible after approval of "Poof 2" for any semester of session.

LouDesktop/Hourly Assignment:NA 5/01

  
  
5/9/01



Psychiatric Technician Program  
Hourly Assignment Procedures

Participating Psychiatric Technician Program Faculty:

|                   |                           |
|-------------------|---------------------------|
| Ellen Swenson     | Program Coordinator       |
| Jackie Cole       | Adjunct Faculty           |
| Magi Fedorka      | Adjunct Faculty           |
| Veronica Gondouin | Regular Part-time Faculty |
| Beverly Hinkle    | Full-time Faculty         |

In addition to the guidelines in Article 16 of the 1995 AFA/Sonoma County Junior College District, the following criteria will be considered in the order listed:

1. Assignments will be based upon clinical currency and competency in the course subject (Psychiatric Nursing, Developmental Disabilities, or Medical-Surgical Nursing).
2. Priority will be given to faculty having had advanced training (beyond that required for licensure) in a particular subject area.
3. When all faculty are equally competent and current in a subject, the assignment will be based on length of service in this program.
4. Whenever possible, the load will remain the same as the previous like semester.
5. The Program Coordinator, in consultation with the Assistant Dean of Health Sciences, shall make expertise and experience determinations.
6. The Program Coordinator will be responsible for initial communication to determine faculty interest and availability for teaching assignments.
7. The Program Coordinator will make available to faculty a copy of "Proof 2" of the Schedule of Classes after it is submitted to the Assistant Dean of Health Sciences.
8. The Program Coordinator will confirm and communicate with the faculty the final approved schedule as soon as possible after approval of "Proof 2" for any semester or session.
9. Summer session hourly assignments will be handled in the same way as those for the Fall and spring semesters.

Revised 4/12/01

  
5/9/01

Radiologic Technology Program  
Hourly Assignment Procedures

Participating Radiologic Technology Faculty:

|                  |                     |
|------------------|---------------------|
| Xuan Ho          | Program Coordinator |
| Linda Rarey      | Adjunct Faculty     |
| Joanne Robertson | Adjunct Faculty     |

The following guidelines for hourly assignments were developed and agreed upon by all faculty in Spring 1995. In addition to the guidelines in Article 16 of the 1995 AFA/Sonoma County Junior College District, the following criteria will be considered in the following order:

1. Full-time loads will be assigned first.
2. Only those faculty with satisfactory performance evaluations will be considered for hourly assignments.
3. Priority will be given to faculty having had advanced training (beyond that required for licensure) in a particular subject area.
4. Assignments will be based upon clinical currency and qualification in the course subject (i.e., fluoroscopy, mammography, positioning, special procedures, and clinical experience).
5. When all faculty are equally qualified and current in a subject, the assignment will be based on length of service in this program.
6. Whenever possible, the load will remain the same as the previous like semester.
7. The Program Coordinator, in consultation with the Assistant Dean of Health Sciences, shall make expertise and experience determinations.
8. The Program Coordinator will be responsible for initial communication to determine faculty interest and availability for teaching assignments.
9. The Program Coordinator will make available to faculty a copy of Proof 2 of the Schedule of Classes after it is submitted to the Dean of Health Sciences.
10. The Program Coordinator will confirm and communicate with the faculty, at a department meeting, the final approved schedule as soon as possible after approval of "Proof 2" for any semester or session.
11. Summer session hourly assignments will be handled in the same way as those for the Fall and Spring semesters.



Handwritten signature and date: 4/3/01

**Vocational Nursing Program  
Approved Hourly Assignment Procedures**

Participating Vocational Nursing Faculty:

|                      |                  |
|----------------------|------------------|
| Program Coordinator: | Joan Scarborough |
| Full Time Faculty:   | Katherine Caddes |
| Adjunct Faculty:     | Diane Carey      |
|                      | Lynn Dotta       |
|                      | Barbara Dutcher  |
|                      | Bonnie LaPolla   |
|                      | Linda Smith      |

The following guidelines for hourly assignments were developed and agreed upon by all faculty in Spring 2000. In addition to the Guidelines in Article 16 of the 1995 AFA/Sonoma Counter Junior College District, the following criteria shall be considered in the following order:

1. Only those faculty with satisfactory performance evaluations shall be considered for hourly assignments.
2. Full time loads will be assigned first.
3. Priority will be given to faculty having had specialized training (beyond that required for licensure) in a particular subject area.
4. Assignments will be based upon clinical currency and competency in the course subject.
5. When all faculty are equally competent and current in a subject, the assignment will be based on length of service in program.
6. Whenever possible, the load will remain the same as the previous like semester.
7. The Program Coordinator shall make experience and expertise determinations.
8. The Program Coordinator will be responsible for initial communication to determine faculty interest and availability for teaching assignments.
9. The Program Coordinator will confirm and communicate with the faculty the final approved schedule as soon as possible after approval of "Poof 2" for any semester of session.

IBM: Vocational Nursing #1 a:\HrAssignProseduress00

*Approved  
Est. Dec 8  
4/6/01*