

Department Approval: 10/03/08

Academic Affairs Approval: xx/xx/xx

AFA Review: xx/xx/xx

Mathematics Department Hourly Assignments Procedures

I General Provisions

- A. The ultimate right of Department assignments rests with the District, represented by the Cluster Dean, who works in consultation with the Chair, who in turn develops the hourly assignment schedules. (AFA Contract 16.02). Any provision in this procedure is superseded by AFA Contract, District Policy, or Ed Code provisions as applicable.
- B. No faculty member with a less than satisfactory result on his/her most recent evaluation shall be considered for an hourly assignment, unless it is a case of adjunct faculty reemployment following a less than satisfactory evaluation as described (AFA Contract 14A.08.E.4 or 14C.04.E.2).
- C. The Chair may make hourly assignments to individuals classified as "emergency hires." This provision may only be used when deemed necessary and unavoidable by the Chair and the Cluster Dean.
- D. The Chair shall maintain a Department Length of Service list (AFA Contract 16.04.A.5) and list of each Department faculty member's established assignment priority for each semester (AFA Contract 16.04.B). These lists shall be made available in a timely manner to any Department faculty member upon request.

II Fall and Spring Semesters

- A. The Chair shall maintain a Semester Department Priority List. This list is comprised of all Department regular and probationary faculty. (Initial ordering of this list was determined in Fall 1989.) A new Department regular and probationary faculty member is placed at the bottom of the list on his/her departmental date of hire. The ordering of two or more new Department regular and probationary faculty members will be determined by random draw conducted by the Chair. On January 1 of each year, the top three ranked names on the list are moved to the bottom of the list.
- B. No later than the second full week of each semester, the Chair shall email a request for an expression of interest in an hourly assignment in the next semester to all adjunct and temporary Department faculty with assignment priority for that semester.

Dr. M. K. [Signature] 1-22-09

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- C. Each Department adjunct and temporary faculty member receiving the Chair's request as described in II.B should respond by email or in writing by the end of the fourth full week of classes to be considered for an hourly assignment in the next semester. Each such faculty member may express a preference for course, day or time for his/her hourly assignment in this response.
 - D. No later than the fourth full week of the semester, the Chair shall circulate the Semester Department Priority List with a list of sections available after Contract assignments have been made. This list shall be used, in order of rank on the list, by each Department regular and probationary faculty to express an interest in an hourly assignment and a preference of sections for the next semester.
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- E. The Chair shall construct an hourly assignment schedule using the following prioritized list of criteria. If it is not possible to reasonably satisfy all criteria, then the hourly schedule should satisfy as many as possible, in priority. The hourly assignment schedule shall:
1. Conform to AFA Contract 16.04.C.
 2. Adhere to the Department's Special Expertise and Experience Policy.
 3. Meet any applicable Institutional Needs as determined by the Vice President of Academic Affairs.
 4. Provide for load repetition up to 40% for each faculty member who responded as described in II.B and II.C. Such an assignment however can be not less than 20% (AFA Contract 16.04.C). This provision will be implemented in order of the Department's Length of Service list.
 5. Provide for load repetition up to 40% for all Department faculty with assignment priority from the previous like-semester who the Chair reasonably determines are willing to accept an hourly assignment. Such an assignment can be no less than 20% (AFA Contract 16.04.C). This provision will be implemented in order of the Department's Length of Service list.
 6. Provide for load repetition up to 60% for all Department faculty considered in II.E.4 and II.E.5. This provision will be implemented in order of the Department's Length of Service list.
 7. Provide hourly assignments to regular and probationary faculty based reasonably on the preferences described in II.C above.
 8. Provide (at the discretion of the Chair and with no implied priority) hourly assignments for any remaining unassigned section to
 - a) Department faculty, up to 60% per faculty member, or
 - b) Individuals in the approved Department Adjunct Faculty Pool who have been interviewed and approved for hire by the Department.

III Summer Session and Intersession

- A. The Chair shall maintain a Session Department Priority List. This list is comprised of all Department regular and probationary faculty. (Initial ordering of this list was determined in Fall 1989.) A new Department regular and probationary faculty member is placed at the bottom of the list on his/her departmental date of hire. The ordering on of two or more new Department regular and probationary faculty members will be determined by random draw conducted by the Chair. On July 1 of each year, the top three ranked names on the list are moved to the bottom of the list.
- B. Department Regular and Probationary faculty members will have first choice of assignments, with order determined by the Session Department Priority List. Members may choose one or two sections, subject to III.D.
- C. Any remaining hourly assignments will be offered to Department adjunct and temporary faculty members based on length of service. At the Chair's discretion, such an assignment may be either one or two sections. If necessary, the Chair may offer assignments to individuals in the approved Department Adjunct Faculty Pool who have been interviewed and approved for hire by the Department.
- D. The hourly assignment schedule shall:
1. Adhere to the Department's Special Expertise and Experience Policy.
 2. Meet any applicable Institutional Needs as determined by the Vice President of Academic Affairs.
- E. Sections longer than six weeks may be "split" into two assignments of equal length, when available. Splitting such a course and taking one half shall be considered one section with regard to the two-section limit in III.A.
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V Mathematics Department Special Expertise and Experience Requirement

- A. A Special Expertise and Experience requirement shall apply to all Department courses that are transferable to the California State University or the University of California. These courses are given numbers less than 100, and currently include:

Math 1A/B	Math 8A/B	Math 16	Math 70
Math 2A/B	Math 9	Math 25	Math 71
Math 4	Math 10	Math 27	
Math 5	Math 15	Math 58	

- B. To possess this Special Expertise and Experience, a Department faculty member must either:
1. Meet the current minimum qualifications for the position of Mathematics Instructor as specified by the State¹, or
 2. Have taught the course or its equivalent at SRJC within the previous five years.
- C. The rationale for requiring this Special Expertise and Experience lies in the necessary experience and academic preparation required to teach these courses.
- D. The process for determining who will receive such an assignment is defined in the Mathematics Department Hourly Assignments Procedures.

¹ **Minimum Qualifications for the Position of Mathematics Instructor**

The current minimum qualifications (2005) for the position of Mathematics Instructor are:

- (a) Master's in mathematics or applied mathematics, OR
 - (b) Bachelor's in either of the above and Master's in statistics, physics or mathematics education OR
 - (c) The equivalent of either (a) or (b) above..
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