

**Work Experience Department  
Hourly Assignment Procedures  
Article 16  
April 2010**

The procedures outlined below apply to all semesters and intercessions.

Hourly Assignments are all assignments that remain available after regular, probationary, and temporary faculty assignments are made. These assignments are generally paid on an hourly basis.

Eligibility: According to the AFA/District Contract, after initial hiring, only faculty with a “satisfactory” or better performance evaluation shall be considered for an hourly assignment. A faculty member may be given an hourly assignment in the process of addressing a less-than-satisfactory evaluation.

Program Needs: Generally, minimum qualifications for the discipline will be considered sufficient to meet basic program needs.

**Making Assignments:**

1. Commencing at least one week before the start of each semester, instructors will be receive a form to use in requesting assignments for the next semester.
2. Instructors will return the form to the Work Experience office by the date specified on the form.
3. Only instructors with satisfactory evaluations will be considered for hourly assignments. An instructor may be given hourly assignments if being re-evaluated after a less-than-satisfactory evaluation.
4. In making hourly assignments, the department will consider the following factors in the following sequence, after taking into account :
  - a. Instructional needs of the college and the Work Experience Department
  - b. Length of service in Work Experience
  - c. Previous like-semester load

When feasible, hourly assignments may be increased to 60 students before assignments are offered to instructors not previously employed by Work Experience. Starting in semester six, load patterns shall be repeated in subsequent like semesters in accordance with procedures outlined in this document. No hourly assignment will exceed 55% load without approval of the Vice President of Academic Affairs.

If no qualified adjunct or regular faculty members are available to receive remaining hourly assignments, the department will hire from the adjunct pool of instructors.

This procedure applies to the initial offering of assignments in each semester and concludes at First Census date. Additional assignments that become available after that time, for example,

by additional student registrations, will be filled by the Work Experience director utilizing, whenever possible, the principles outlined in "Making Assignments" above.

A repetition of load does not imply any guarantee of specific student assignments (e.g. General, Occupational, or Intern student assignments) or specific location assignments.

Length of service for all faculty is based upon original date of hire in the department or the date of first assignment following a break in service of greater than two semesters.

OK - Dr. Mike Ruff 5.17.11  
VPAA

Warren Ruff