1. **Hourly Assignment Defined:**
   Hourly assignments are all assignments remaining after regular, probationary and temporary faculty assignments have been made or determined.

2. **Initial Eligibility:**
   According to the AFA/District Contract, except for adjunct faculty responding to a less than “Satisfactory” evaluation conclusion, only faculty members who have received a “Satisfactory” or better evaluation conclusion can be considered for hourly assignments.

3. **Program Needs (see Notes 1 and 2):**
   The **XXX Program/Department (fill in correct name)** has identified the following courses as those requiring special experience and/or expertise on the part of the faculty member in order to meet the needs of students. The required experience and/or expertise is identified for each course. Only those faculty members who can demonstrate the required experience and/or expertise will be assigned to the courses listed below:
   
   **List each course:**
   **List required experience and/or expertise:**

   The Department Chair, or faculty Program Director/Coordinator, in consultation with the Supervising Administrator, shall make experience and expertise determinations. If more than one faculty member has the required experience and/or expertise, assignments will be made on the following basis (Department needs to select which mechanism will be used from the list below):
   
   - rotated; or
   - assigned by length of service, or
   - handled according to another tie-breaking mechanism that is agreed to by the program faculty and defined in departmental procedures.

4. **Making Fall and Spring Hourly Assignments (see Note 2):**
   After the courses identified in Item 3 above have been assigned to faculty with the required experience and/or expertise, assignment priority for the remaining hourly assignments will be given in ranked order to faculty with the greatest length of service in the program/department. The Department Chair or faculty Program Director/Coordinator shall make recommendations for hourly assignments and shall forward them to the Supervising Administrator.

   Whenever possible, for those adjunct faculty members with “assignment priority,” a “like load” will be offered. “Like load” means the same load that was performed during the previous “like” semester (Fall for Fall, Spring for Spring), up to 40%.

   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.
5. Communication (see Note 3):
So that information can be used in preparing 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, Intersession or Summer Session. The Department Chair (or faculty program director/coordinator) will communicate in writing, via a query letter, with every department/program faculty member by: *(Department needs to select which time frame will be used from the list below):*

- the end of the second week of each semester for Spring and Fall semesters, or
- specify a different appropriate specific time

and by: *(Department needs to select which time frame will be used from the list below):*

- November 1 for Summer Session, or
- specify a different appropriate specific time

Written response to this communication is required by: *(Department needs to select which mechanism will be used from the list below):*

- the end of the fourth week of the semester for Spring and Fall semester classes, or
- specify a different appropriate specific time

and by: *(Department needs to select which mechanism will be used from the list below):*

- November 15 for Summer Session classes, or
- specify a different appropriate specific time

The Department Chair, or faculty Program Director/Coordinator, will post a copy of Proof 2 at *(name location accessible to all faculty)* as soon as Proof 2 is available. This posting shall constitute confirmation of Hourly Assignment recommendations made by the Department to the District.

6. Summer Session and Inter-sessions Hourly Assignments:
After the courses identified in Item 3 above have been assigned to faculty with the required experience and/or expertise, assignment priority for Summer Session and Inter-session hourly assignments shall be given according to the written departmental procedures. (Note: unless alternate procedures are on file, the same procedures as outlined in item 4 above shall apply.)

7. Review and Approval:
These procedures and the updated seniority list have been reviewed by the following faculty, and discussed and approved at a scheduled department meeting on *(state the date).*

Reviewed by: *(Department needs to list/signatures of those who have reviewed Hourly Assignment Procedures.)*

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**Note 1:** Need identification of specific courses requiring special experience and/or expertise on the part of the faculty member in order to meet the needs of students, and definition of what that specific expertise and/or experience is. (For example, “Advanced training” is too general.)

**Note 2:** In the event that there is no faculty Department Chair or faculty Program Coordinator/Director, the department faculty, in consultation, with the Supervising Administrator shall determine a mechanism to allow for faculty participation.

**Note 3:** A record of communication is required to determine whether a faculty member is interested in receiving an hourly assignment. Specific dates for the query to faculty should be established, as well as specific dates for required response. Enough time should be given to allow for faculty consideration of interest.
Model Hourly Assignment Query Letter

Name of Department stated on Letter

The purpose of this query letter is to offer an opportunity for you to indicate if you are interested in receiving an hourly assignment for the term circled below:

Fall   Winter Intersession   Spring   Summer Session

If you are interested, please fill out, sign and return the bottom half of this page by the date specified.

This form is due to the Department Chair by the end of the fourth week of the semester (date from Departmental Procedures) 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 records.)

************************************************************************************
Detach and return this portion of the form to the Department Chair
DUE: By the end of the fourth week of the semester (date from Departmental Procedures)

Yes, I am interested in receiving an hourly assignment for the term circled below:

Fall   Winter Intersession   Spring   Summer Session

Name: _____________________________________________ Date: ________________

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

Course/s: ____________________________ Days and Times: ________________ Location: ____________