American Sign Language Department
Hourly Assignment Procedures

For FALL and SPRING

Hourly assignments in ASL will be made according to the provisions of Article 16 of the current AFA/SRJC Contract. Criteria for assignment shall be (in order of priority) (1) satisfactory performance, (2) program needs, (3) institutional needs, and (4) length of service.

Repetition of load: Whenever possible given program needs and institutional needs, the recommended assignment for faculty with assignment priority will repeat the hourly load actually performed by the faculty member in the previous like semester (fall for fall, spring for spring), up to a maximum of 40% (see 16.04.C). A repetition of load does not imply any guarantee about specific course assignments, specific day or time of assignments, or specific location of assignments.

Making Assignments: Assignments in the ASL Department will be made according to length of service, subject to the provision of 16.04.B ("adjunct probationary period"), and a defined according to 16.04.C. 5 ("length of service" . . . calculated from the departmental date of hire"). A faculty member will lose his/her assignment priority when he/she has declined to perform an assignment for more than two consecutive semesters (16.04.B.2)

Timely notice: Every effort will be made by the Department Chair to provide timely notice to members of the ASL staff, upon receipt of Proof 1. Notice will normally be by e-mail and hardcopy mail, with an email written response expected. Failure to respond to a notice within ten working days will indicate non interest in an assignment for the term.

Process — Step 1: ASL instructors will be sent a notice asking them to indicate whether they are interested in an hourly assignment for the term or semester under development. The form will also ask them to indicate any preferences as to course, days/hours, or location/room, and to indicate any limitations on their availability.

Process — Step 2: An attempt will be made by the Department Chair to match expressed preferences with possible assignments in the schedule plan, assigning each instructor his/her 'previous like load' (see above, "Repetition of Load," and contract. Then ASL instructors who expressed a desire to teach in the term or semester under development will be notified of their proposed assignments via
e-mail and hard mail. This notice will specify a deadline for any conflicts or problems to be brought to the attention of the Department Chair; this response must be by email in writing.

Process — Step 3: Shortly before or shortly after the due-date for Proof #2, ASL instructors will be sent a notice of their actual assignments. This third notice is to be considered the final offer of assignment at the Department level. After this notice, an instructor who does not in a timely fashion bring any problems to the attention of the Department Chair runs a risk of losing his/her assignment.

Length of Service List
ASL instructors are here ranked for assignment (for hourly assignments only), per their date of hire in the Department. Date of hire determines length of service except in cases where the instructor has lost his/her assignment priority through inactivity (see above, "Assignment Priority," and contract sections 16.04.B.2 and 16.02.C.2). When an instructor has lost his/her assignment priority, he/she goes to the bottom of the list of non-probationary adjunct faculty, after any currently assigned probationary adjunct faculty but before any as-yet-unassigned (and probationary) members of the adjunct faculty pool.

For SUMMER

Summer assignments shall be made for ASL according to the same criteria and the same process as fall and spring assignments.