

Department of Behavioral Sciences (DBS)

Hourly Assignment Procedures

NOTE: These procedures are modeled after the AFA's sample policy for hourly assignments. See AFA website (<http://www.santarosa.edu/afa/Contract/Articles/art16.pdf>) for original language.

1. 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.

2. 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.

3. Program Needs:

Generally, minimum qualifications for the discipline will be considered sufficient to meet basic program needs for courses offered. However, the DBS recognizes that certain courses may require special experience and/or expertise on the part of the faculty member in order to meet the needs of students. Recognition of required experience and/or expertise shall be based on the evaluation of formal coursework, prior teaching experience, or related but non-academic career experience. Only those faculty members who can demonstrate the required experience and/or expertise will be assigned to the courses requiring special expertise or experience. At this time there are no courses that require specialized expertise (excepting online expertise as governed by general institutional policy).

The Discipline Coordinators (Anthro, Psych, Soc) and Department Chair, 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 basis of department needs (e.g., the need for an instructor in another course area) or on a rotational basis.

4. Making Hourly Assignments for Fall and Spring:

After assignments are made to satisfy #2 and #3 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 16.04A5a-b). The Department Chair, in consultation with the Discipline Coordinators, 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, 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), up to 40%, will be offered.

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:

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 will communicate in writing via district email, with every department faculty member prior to, or by the end of the second week of the Spring semester and the first week of the Fall semester and by November 10 for Summer 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 requested as promptly as possible, but no later than within 10 calendar days for Spring / Fall Semesters and Summer Session.

The Department Chair, or Program Coordinator, will post a copy of Proof 2 in designated departmental office or faculty support areas, at both the Santa Rosa and Petaluma Campuses, as soon as Proof 2 is available. This posting shall constitute confirmation of Hourly Assignment *recommendations* made by the Department to the District.

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.

6. Summer Session and Intersession Hourly Assignments:

Assignments for Summer Session and Intersession are made after regular and probationary faculty assignments have been determined. – Regular and probationary faculty will be given first priority for summer assignments by length of service up to 40%. Remaining assignments will be offered to adjunct faculty who has expressed interest in an hourly assignment, based on length of service, up to 40%.

“Expertise” in a subject will be taken into consideration when making hourly assignments. Whenever possible, for those adjunct faculty members with “assignment priority” (the greatest length of service in the program/department), up to a 40% load will be offered.

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. 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:

Binh Nguyen _____

Tyra Benoit _____

Mary Kay Rudolph _____

**Department of Behavioral Sciences (DBS)
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Name	Signature
Catherine Williams	Cathy Williams
Barbara Wheeler	Barbara Wheeler
Sandra Hollimon	Sandra Hollimon
Tom Orsini	Tom Orsini
Jessica Burton	Jessica Burton
Laurie Taylor	Laurie Taylor
Nicole Slovak Villano	Nicole Slovak Villano
T. D. Mannino	T. D. Mannino
Joyce Verney Kremer	Joyce Verney Kremer
Narmeen Nasseem	Narmeen Nasseem
Ann Neel	Ann Neel
Mary Polster	Mary Polster
Jane A. Marsold	Jane A. Marsold
Susan Rahner	Susan Rahner
DIANE Smith	Diane Smith
WAYNE Downey	Wayne Downey
Michelle Hynes Markovics	Michelle Hynes Markovics
Cheri Ross	Cheri Ross
Brenda Flywithawks	Brenda A. Flywithawks
Nikora Mulkevich	Nikora Mulkevich
Brenda Stewart	Brenda Stewart
MARGARET Bond	Margaret Bond
Joyce Johnson	Joyce Johnson
MARC Gonzalez	Marc Gonzalez
Judith Richlen-Klarisky	Judith Richlen-Klarisky
Michael Fahning	Michael Fahning
Mary Polster	Mary Polster
Chaeleen Loundagin	email confirmation
Ben Benson	email confirmation
Shelly Stewart	email confirmation

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