
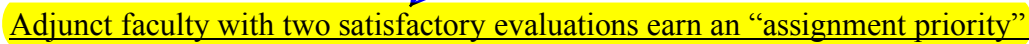


Engineering/Physics Department Hourly Assignment Procedure

AFA/District Contract, Article 16 Summary

The complete current AFA/District Contract is available at www.santarosa.edu/afa

1. Hourly assignments are those assignments which remain available after all regular, probationary, and temporary (sabbatical replacement) assignments have been determined.
2. Only faculty with satisfactory or better evaluations will be considered for an hourly assignment, except in the case of adjunct faculty re-employed following a less than satisfactory evaluation.
3. Assignment Criteria (in order): Program needs, institutional considerations, length of service in the department.
4.  **Superceded by Contract. See 16.04.B**
~~Adjunct faculty with two satisfactory evaluations earn an "assignment priority" so that, whenever possible, they are offered a similar hourly load to that performed the recommended assignment will repeat the hourly load actually performed by the faculty member in the previous like semester (i.e. Fall for Fall or Spring for Spring).~~
5. The electronic publishing of a schedule constitutes an official offer of an assignment.

Department Procedures (Fall and Spring)

1. All faculty will receive a communication (email or memo) by the end of the 1st week of each semester, to inquire if they are interested in an hourly assignment for the following semester and what their preferences are for classes and times.
2. The replies (email or memo) are due from faculty by the end of the 2nd week.
3. The department chair, in consultation with the department's regular faculty will prepare the recommended schedule (Proof #1, then Proof #2) according the assignment criteria outlined in the AFA/District Contract.
4. Within one week of the district's web posting of the schedule, ~~submitting the final recommended schedule (Proof #2)~~, the department chair will notify faculty of their recommended assignments (telephone, email, or memo).
5. ~~The Academic Affairs office will send official confirmation of assignments.~~

Department Procedures (Summer)

~~In the past, the department has not had any summer course offerings, but planning has begun to add student flexibility and ease curricular choke points with new summer offerings in physics.~~

1. For making summer assignments, previous load will not bring priority. After program needs and institutional considerations, priority will go to the faculty member who has taught summers least recently, with ties resolved by length of service.
2. The timeline for communication will shift to coincide with the timing of summer Proofs.

3. All other department procedures will correspond to the AFA/District Contract and to the Fall & Spring Department Procedures shown above.

Ratified by Department 8/15/95

Amended by Department 1/12/96

Amended by Department 10/19/02

Amended by Department 9/5/08

Dr. Mike Ruff
11-24-09