

Humanities and Interdisciplinary Studies Procedures for making Hourly Assignments

1. **Hourly Assignments.** Recommendations for hourly assignments will be made by the Department Chair to the Assistant Dean.
2. **Notification.** When the first proof of the schedule is being developed, all faculty currently employed in the department will be sent a written notice asking them to indicate whether they would like to receive an hourly assignment for the following semester or for the summer session.
3. **Written response.** Written response to the notice is required by the stated deadline in order for the faculty member to be given assignment priority based on length of service.
4. **Satisfactory evaluation.** Only those faculty with satisfactory evaluations will be considered for an hourly assignment; however, an adjunct faculty member with a “needs improvement” evaluation may be allowed, at the department’s discretion, the opportunity to demonstrate improvement (in accordance with the Evaluation article of the Contract). An adjunct faculty member with an “unsatisfactory” evaluation will not be re-employed in an hourly assignment.
5. **Expertise and experience.** The department will determine those hourly assignment courses that require special expertise or experience. The department reserves the right to make these assignments to a qualified faculty member. Adjunct faculty may demonstrate their qualifications to teach a particular course through one of the following methods: hiring interview, transcripts of relevant college work; prior successful teaching experience in the same or similar course; a proposed syllabus for the course and demonstrated qualifications to teach it; or related academic writing.
6. **Institutional needs.** Academic Affairs will determine institutional needs (such as the need for staff diversity) and the department will make every effort to assist the institution in addressing those needs. These needs may take priority.
7. **Assignment priority.** Of those faculty who indicated an interest in receiving an hourly assignment and responded by the deadline, assignments will be made in order of length of the service in the department based on the faculty members’ initial date of hire in the department.

Length of service in the department will be determined by the first date of paid service in the department (the “departmental date of hire”).

If an adjunct faculty member does not teach in the department for more than two consecutive semesters (for whatever reasons, including class cancellation), he/she will lose his/her assignment priority. If he or she returns to paid service in the department, a new departmental date of hire will be established.

Retired faculty members returning to paid teaching retain their original departmental date of hire unless he or she has no paid service in the department for more than two consecutive semesters. Retired (“emeritus”) faculty are considered to be adjunct faculty

8. **Repetition of Load.** After the probationary period, the loads of those who performed hourly assignments in the previous like semester (fall for fall, spring for spring) will be repeated whenever possible. There is no assignment priority for workloads over 40% - these may be offered at the discretion of the department with the approval of the Assistant

Dean. If an adjunct faculty member has assignment priority but did not have an assignment the previous like semester, the department will offer the faculty member the same load as in the like semester the year before that. For a regular faculty member seeking overload or a retired faculty member seeking an hourly assignment who do not have a recent prior hourly load, the department will decide what load to offer and may initially offer one class.

NOTE: A repetition of load does not imply any guarantee about specific course assignments, specific day assignments, specific time assignments, or specific location assignments for hourly assignments.

9. **Remaining assignments.** If assignments are available after all who indicated an interest in receiving an hourly assignment and responded by the deadline have been offered an assignment, others who decided after the deadline they would like an assignment will be considered as well as request for increased loads.
10. **Increasing loads.** If additional assignments are available, the department has the right to offer increased assignments to the most suitable candidate, whether regular faculty, adjunct faculty, or a person in the adjunct hiring pool. Faculty currently employed by the department will be given first consideration in making the decision.
11. **Posting Assignments.** The Department Chair will post a copy of the submitted second proof in a place accessible to all department faculty.
12. **Additional Assignments.** This procedure applies to the initial offering of assignments that concludes in the approval of Proof 2 for any term. Additional assignments that become available after that time, for example by addition of new classes or due to a refusal of an assignment, will be recommended by the Chair to the supervising Dean. Whenever possible, same principles will be applied in making an assignment.
13. **Summer Assignments.** In order to recognize the contribution of both regular and adjunct faculty in the department, as well as the contributions of retirees, the following procedure will be used to make summer assignments.
 - a. The number of available assignments will be divided in half, and half reserved for adjunct faculty and half reserved for regular and retired faculty (SRJC retirees). (If there is an odd number, the extra class will be allocated to the regular/retired faculty first). If one or the other groups does not accept all the assignments reserved for them, the assignments will then become available to the others.
 - b. Summer assignments will then be offered based on length of service in the department (based on initial date of hire in the department).
 - c. Whenever possible, each person will be offered two classes (6 units).
 - d. Faculty may turn down a summer assignment without losing their summer assignment priority, provided they are available to the department on a regular basis and notify the department each year that they want their name to remain on the list.
 - e.
14. **Effective date.** These procedures will be effective beginning with the development of the Fall schedule, 1998. Until then the previous Philosophy/Humanities procedures remain in affect.

Faculty approved at meeting January 26, 2006

Dr. MKRuffler 1.12.09