



# UPDATE

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[www.santarosa.edu/afa](http://www.santarosa.edu/afa)

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## Hourly Assignments and Lean Budgets: A Timely Review of Article 16

In the current budget crisis, the Spring 2011 semester will continue to present challenges to department chairs and program coordinators in terms of assuring that Article 16 (Hourly Assignments) is followed throughout the scheduling process. As sections are cut from the schedule, this becomes more of a challenge than ever. Those charged with creating the schedule must understand Article 16, and faculty members need to know their rights. As the college embarks upon this endeavor for Spring 2011, AFA suggests that all faculty members review the important elements of Article 16.

Here are some pivotal definitions for your consideration:

- **Hourly Assignments:** Assignments that are available after all regular, probationary, and temporary faculty assignments have been made or determined during the academic year. Hourly assignments include adjunct assignments, overload courses for regular faculty, and all summer assignments.

(Some departments have different procedures for summer assignments.)

- **Right of Assignment:** The District has the authority for development of class schedules and the right to assign faculty, and no obligation

to employ faculty engaged in hourly assignments beyond those in law are expressed or implied in the guidelines described in Article 16. Supervising administrators, in consultation with department chairs and/or faculty program coordinators/directors, determine the schedule of classes and allied services to be offered, as well as the times and locations of offerings.

- **Departmental Date of Hire:** Date of first paid service (as a Unit A faculty member) in a department or the date of return to paid service of an adjunct faculty member in the department after a loss of assignment priority. (A faculty member who works in more than one department may have a different date of hire in each department.)

### 20,436 FTES Is the Target

By now, most faculty realize that: (1) the ongoing condition of the State budget has created a disaster of a higher magnitude than any SRJC has weathered in the past 30 years; and (2) the downsizing of SRJC — what Dr. Agrella has referred to as “re-engineering” — isn’t going to be over any time soon.

The State has given the District a very specific enrollment target of 20,436 FTES. Above this target figure, enrollment is unfunded, and the District has little interest in funding sections that do not generate revenue. At the same time, the District stands the chance of losing a huge amount of ongoing funding (\$1 million) if the number of FTES falls below 20,000.

The shuffling that has occurred — classes added at the last minute and others cut at the last minute — will likely continue as the District attempts to hit the target number. Certain departments will continue to be affected more than others. Depending upon their programs, some departments have seen few changes to their schedule of classes, while other departments have experienced significant reductions.

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## Review of Article 16 *(cont. from page 1)*

- **Length of Service and Length-of-Service List:** The period of time calculated from the departmental date of hire, which is the date of first paid service **in the department**. Every department should maintain a length-of-service list that ranks faculty according to departmental date of hire. When a group of regular faculty is hired on the same date, the District and AFA perform a lottery to determine placement on the District seniority list. Similarly, when regular or adjunct faculty members are hired as a group, AFA recommends that the department chair or program coordinator perform a lottery to place faculty on the departmental length-of-service list. Every department should update its length-of-service list after each hiring, keep it on file in the department office, and make it available to all faculty.

### **ASSIGNMENT PRIORITY**

Adjunct faculty members do not earn assignment priority until their sixth semester of employment and completion of their first and second adjunct probationary evaluations. (The semesters do not have to be sequential.) The adjunct probationary period dates from the first date of paid service **in the department**. During an adjunct faculty member's first five semesters of employment in a department, the department is under no obligation to repeat the load patterns established in a previous like-semester or to offer an hourly assignment.

Starting in Semester 6 of employment in a department, load patterns that are assigned in each semester shall be repeated in subsequent like-semesters; however, there is no guarantee of a previous like load

if it is greater than 40%, if there is no remaining load available, or if the assignment of the previous like semester was identified as temporary in nature at the time it was offered. There is also no guarantee to specific courses, days, times, or locations. Note: At any point in this process, a faculty member may be denied an hourly assignment if s/he does not have a satisfactory evaluation. (See Article 16.04.A.1.)

### **“Why Can't I Get the Same Class I've Always Taught?”**

The right to an offer of a like load is NOT the same as the right to specific courses, days, times, or locations.

In the current financial climate, when it is likely that more shuffling than usual is going to take place, AFA can protect your right to an assignment. To that end, AFA and the District negotiated a Memorandum of Understanding (MOU) for 2010-11 to provide additional protections during the ongoing budget challenges. Be sure to carefully review the MOU: [http://www.santarosa.edu/afa/Contract/MOU/mou\\_16\\_2010-11vol-relinquish.pdf](http://www.santarosa.edu/afa/Contract/MOU/mou_16_2010-11vol-relinquish.pdf) as well as Article 16: Hourly Assignments: <http://www.santarosa.edu/afa/Contract/Articles/art16.pdf>.

The determination of assignments is also influenced by other factors, including:

- **“Basic Program Needs”:** Unless specifically identified by course/service according to procedures outlined in an approved “Special Expertise” policy, minimum qualifications for the discipline are sufficient to meet basic program needs for courses/services offered.
- **“Additional Program Needs”:** A department or program may identify special expertise and experience requirements

for teaching specific courses or offering specific services. In order to make assignments on this basis, the department/program must create and approve a written policy that describes the rationale for designating a course or service as one needing special expertise or experience. The policy must outline the required expertise or experience and the verifiable criteria that will be used to determine who possesses that expertise. The policy must also outline the process for determining who will receive such an assignment if more than one faculty member is qualified.

- **“Institutional Needs”:** Supervising administrators, in consultation with department chairs and/or program coordinators, identify institutional needs, which include determinations related to courses and services, and time schedules for courses and services.

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## Review of Article 16 *(cont. from page 2)*

### TIMELINES

By the end of Week 3 of each term, at the time Proof I is given to department chairs and program coordinators, an email should be sent to ALL faculty soliciting adjunct faculty interest in hourly assignments, and regular faculty interest in overload assignments. All hourly assignments, whether for adjunct or regular faculty teaching an overload, are determined using the **same** procedures and length-of-service list in the department. One letter soliciting interest in an hourly assignment via email is required for each term — fall, spring, and summer. AFA recommends that chairs and coordinators follow up with faculty members who have not responded, especially if departments are sending only one email message. Typical response time for written communication from department faculty to the chair/coordinator is three weeks. (16.04.E.1)

Typically, by the end of Week 10 of each term, the schedule of classes is posted on the SRJC Web site for the following term.

(Look for Spring 2011 to be posted November 2, 2010). The actual electronic posting of the schedule by the District Scheduling Office constitutes notification of the offer of an assignment. (16.04.E.2)

After electronic posting, there may be new or increased assignments. These assignments occur when a program expands or when the number of full-time faculty decreases in a department or program. This results in available hourly assignments after offering the previous like load to all those with assignment priority. (16.04.C.5) At this time, department chairs and program coordinators have the right to make assignments to whomever they choose, as long as all faculty members who have earned assignment priority have been offered a like load.

### CREATING A TRANSPARENT PROCESS

In order to avoid grievances, as well as confusion and consternation among and between faculty members, it is important that the process of assigning courses and load be as transparent as possible. To that end, here are some reminders for implementing Article 16:

- Departments must have approved hourly assignment procedures and special expertise policies on file with Academic Affairs and AFA. Both documents should be provided to faculty

members in the department when they are hired or when the documents are updated.

- AFA recommends that, after regular faculty have received their loads, departments post the assignments that will be available in the subsequent semester for the hourly faculty (adjunct faculty and regular faculty teaching overloads) to see and review.

- At the same time, department chairs and program coordinators should make available the length-of-service list with accurate hire dates. This gives faculty members a chance to ascertain their placement on the list and to

verify their date of hire in the department.

- In some departments, a “Wish List” form is used to solicit interest in assignments. Faculty members in those departments need to understand the importance of being specific on that form to help guide the scheduling of desired days, times, and locations. (Remember, however, that with assignment priority one earns the right to an offer of a certain percentage of load, NOT specific assignments.) If department chairs, program coordinators, or scheduling committees receive a form that is vague, AFA recommends that they follow up with the faculty member to be sure that s/he has listed ALL of his/her options.

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### Departmental Hourly Assignment Procedures Posted On-line

The most recent versions of every department's Hourly Assignment Procedures (that have been approved by Academic Affairs and reviewed by AFA for Contract compliance) are posted on the AFA Web site at: [http://www.santarosa.edu/afa/hourly\\_assign\\_proc.shtml](http://www.santarosa.edu/afa/hourly_assign_proc.shtml). AFA recommends that you carefully review and understand your department's procedures. Contact the AFA office at 527-4731 if you have questions.

## Adjunct Health Benefits Program Applications Deadline September 30

### Forms Distributed Via Email Only

At the end of August, the Human Resources Department emailed eligibility and enrollment forms for the Adjunct Health Benefits Program to the Outlook email address of all adjunct faculty members actively employed this semester. (All faculty members are required to maintain a *santarosa.edu* account.) You may also download the forms from the *Forms and Procedures* page of the AFA Web site at: <http://www.santarosa.edu/afa/forms.shtml> .

Completed applications must be postmarked or delivered to the Human Resources Department by 5:00 p.m., Thursday, September 30. Coverage will be effective October 1, 2010 through March 30, 2011. **Even if you are currently enrolled in the program, you still must complete and submit a signed application form by the deadline.** Contact Susan Muskar in Human Resources at 524-1624 or [smuskar@santarosa.edu](mailto:smuskar@santarosa.edu) with any questions.

After all the cancellations and restorations of sections, are you confused about whether your like load has been preserved?

AFA strongly encourages you to read Article 16: Hourly Assignments: <http://www.santarosa.edu/afa/Contract/Articles/art16.pdf> and the Article 16 MOU for 2010-11: [http://www.santarosa.edu/afa/Contract/MOU/mou\\_16\\_2010-11vol-relinquish.pdf](http://www.santarosa.edu/afa/Contract/MOU/mou_16_2010-11vol-relinquish.pdf) . If you have questions or concerns, contact the AFA office at 527-4731 or [afa@santarosa.edu](mailto:afa@santarosa.edu) .

## Review of Article 16 *(cont. from page 3)*

- As soon as the assignments are made, AFA recommends that departments inform faculty members of their assignments in writing. Email to faculty members' SRJC Outlook accounts is the College's official method of communicating assignments. Even though the electronic posting of the schedule is considered the legal and formal offer of employment, it is best to communicate individually with faculty members so that they can check the accuracy of the schedule and insure receipt of their like loads.

The development of the schedule of classes is a complicated process. Chairs, coordinators, and administrative assistants put in hours of work to make sure that students are served. Supervising administrators review and approve the schedule, and the Scheduling Office then performs the enormous task of putting it all together. It's important to remember that people makes mistakes, but, if we all follow the processes outlined in Article 16 of the Contract, then we can avoid unnecessary problems or eventual grievances. If you have questions or concerns about the process, contact the AFA office at 527-4731 or [afa@santarosa.edu](mailto:afa@santarosa.edu).

We hope that reading this review will help to familiarize you with key elements of Article 16, but there's no substitute for becoming proficient with the actual language of the article: <http://www.santarosa.edu/afa/Contract/Articles/art16.pdf> .

## Overload and Adjunct Assignments — The Same Procedures Apply

The AFA/District Contract assures contract faculty the same hourly assignment rights as adjunct faculty up to 40%; therefore, contract faculty members have a right to an overload for Spring 2011. (Adjunct instructors who have full-time jobs elsewhere also have those same rights at SRJC.) **Note that no faculty member (adjunct or regular) may bump another faculty member when his or her hourly assignment is lost for any reason.**