

Approved
Ed Buckley
2/10/98

AGRICULTURE/NATURAL RESOURCES DEPARTMENT
PROCEDURES FOR MAKING HOURLY ASSIGNMENTS

1. **Notification.** All faculty currently employed in the department will be sent a written notice at the beginning of the semester to permit them to indicate whether they would like to receive an hourly assignment for the following semester or for summer session.
2. **Written Response.** Written response is required by the stated deadline (usually before the first proof of the schedule) in order for the faculty member to be given assignment priority based on length of service.
3. **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.
4. **Expertise and Experience.** The Department will determine those hourly assignment courses that require special expertise or experience and make those assignments first. The Department reserves the right to make these assignments to a qualified faculty member.
5. **Institutional Needs.** Academic Affairs will determine institutional needs (such as the need for staff diversity) and the department will make those hourly course assignments second.
6. **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 expertise and length of service in the Department based on the faculty member's initial date of hire in the Department. These assignments will be made third.

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

An adjunct faculty member may decline an assignment for two consecutive semesters without losing his or her priority. If an adjunct faculty member in the department does not accept an assignment for more than two consecutive semesters, he or she will lose his/her assignment priority in the department and must establish a new date of hire in the department should he or she return.

An emeritus (retired) faculty member will retain his/her original departmental date of hire unless he or she has no paid service in the department for more than two consecutive semesters (as above). Emeritus (retired) faculty are considered adjunct faculty.

7. **New or Increased Assignments.** New or increased assignments are similar to a "new hire" situation, and the department may consider all interested candidates for the position, including adjunct faculty, regular faculty, and faculty in the adjunct faculty pool. The District retains the right to assign a new or increased load to the faculty member whom the department recommends as most suitable for that assignment, regardless of length of service in the department. An increased assignment becomes part of the faculty member's reference base for the next like semester (except during the adjunct faculty probationary period), unless the increase is a temporary increase due to a leave replacement or other special circumstance and is identified as such when the assignment is offered.

8. **Repetition of Load.** The loads of those who had hourly assignment in the previous like semester (fall for fall, spring for spring) will be repeated whenever possible. 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.

If an individual faculty member has assignment priority but did not have an assignment the previous like semester the department may offer the faculty member the same load as in the like semester before that.

For a regular faculty member seeking overload or an emeritus faculty member seeking an hourly assignment who does not have a recent prior hourly load, the department will initially offer him or her one assignment (that is, one course) based on his or her assignment priority.

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 requests for increased loads. These assignments will be fourth.
10. **Increasing Loads.** Whenever feasible, and based on the areas of expertise of the adjunct faculty member, the loads of adjunct faculty members will be increased up to two classes (not to exceed 55%) before assignments are offered to others not previously employed by the Department. When departmental need exists, adjunct hourly loads may be increased to 60% with approval of the Academic Vice President. These assignments will be made fifth.
11. **Adjunct Hiring Pool.** Once all interested adjunct and regular faculty in the department have received hourly assignments, any remaining assignments may be made to applicants from the approved Adjunct Hiring Pool. Adjunct faculty are responsible for tracking their hiring pool status with the Personnel Department.
12. **Schedule Review.** The Department Chair will post a copy of the submitted second proof (in a place accessible to all faculty) for review the day after the second proof is submitted to the Assistant Dean.
13. **Final Approved Schedule.** Academic Affairs will notify faculty of the final approved schedule as soon as possible after approval of Proof 2.
14. **Summer Session.** Summer session and inter-session assignments will be handled in the same way as those for the fall and spring semesters.
15. **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, the principle of length of service will be applied to qualified interested faculty to determine the assignment.

PRIORITY HOURLY ASSIGNMENT NOTICE
AGRICULTURE/NATURAL RESOURCES DEPARTMENT

The purpose of this notice is to offer an opportunity for you to indicate if you are interested in receiving an hourly assignment for the upcoming term (Fall, Winter Intersession, Spring, Summer Session)

If you are interested, please sign and return the form below.

1. This notice will be mailed at the beginning of Fall and Spring semesters.
2. This form is due to the Department Chair by the end of the third week of the semester in order to be considered for priority in receiving an assignment for next term.
3. If this form is not received by the third week, you will not be considered for priority in an hourly assignment for the coming semester.

You may also indicate your preferences for courses, days, times, and location for assignments you would like to teach. However, there is no guarantee that it will be possible to offer you an assignment, or that it will include your preferences. (Please write this information on the upper part of this form, so that you retain a copy for your record.)

Return this portion to the Department Chair

Due: End of the Third Week of the Semester

Yes, I am interested in receiving an hourly assignment for the upcoming term.

Name: _____

Date: _____

Current Address/
Telephone : _____

Here is a list of my preferences. I understand that there is no guarantee that I will receive these specific class assignments.

Courses:

Days and Times:

Location: