

BUSINESS OFFICE TECHNOLOGY

Departmental Procedures for Hourly Assignments

1. Faculty will be sent a written notice, to which a 10-working-day response will be requested, a minimum of one week before Proof #1 of the schedule of classes is due to the supervising dean to permit them to indicate whether they would like to receive an hourly assignment for that respective term (semester, intersession or summer session).
2. Faculty with less than satisfactory evaluations will not be considered for an hourly assignment unless it is a case of adjunct faculty re-employment following an unsatisfactory evaluation according to the terms of the Evaluation Policy (see AFA contract).
3. Hourly assignments shall be made in the following order:
 - Priority 1: Program/curriculum needs as determined by the Department and guided by the changing requirements of the students and community.
 - Priority 2: Length of service.
 - Priority 3: Special expertise or experience as determined by the Department.
 - Priority 4: Thereafter, the Department may hire from the approved Adjunct Hiring Pool or may increase previously assigned loads.
4. The loads of those who had hourly assignments in the previous like semester will be repeated whenever possible. A repetition of a load does not imply any guarantee about specific course assignments.
5. Before Proof #2 is submitted to the supervising dean, the Department Chair, or designated faculty representative, will communicate with each faculty member via email confirming the hourly assignment recommendation made by the Department to the District. No later than 10 days after the final schedule has been permatized, the Department will send an email to the department's email listserv (to which all faculty are subscribed) to notify the faculty that they may check the Web for accuracy. Faculty will notify the Department Chair of any potential errors on the Web.
6. This procedure applies to the initial offering of assignments that concludes with 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, in consultation with appropriate coordinator(s), to the supervising Dean. Whenever possible, the principles of length of service and appropriate qualifications will be applied to qualified interested faculty to determine the assignment.

Handwritten signature and date:
9/18/03