

College Skills/Tutorial Department Article 16 Hourly Assignment Procedures

A. Communications

1. **Notification**— In accordance with College policy, all official departmental communications are to be conducted via SRJC Outlook email, and faculty are responsible for checking their email accounts regularly. This applies to all College Skills/Tutorial Department communications with faculty concerning scheduling.

Hourly Assignment Request information, along with an attached Hourly Assignment Request Form, will be emailed to faculty at their SRJC Outlook account email address. The email will be marked as “high priority.” A completed hard copy of the Hourly Assignment Request Form OR an email reply to the Hourly Assignment Request email is the means by which faculty are to indicate interest in receiving an hourly assignment for the semester specified. There will be at least 14 calendar days from emailing date to the due date.

An announcement about the Hourly Assignment Request email will be made at a Department meeting prior to the Hourly Assignment Request email, and, to the extent possible, in the Department newsletter *The Medley* nearest the email date and in a hard copy posted in the labs, Tutorial Centers, and staff rooms of the Santa Rosa and Petaluma campuses.

All instructors are required to respond to the email either as a reply email or as indicated on the form, at the minimum indicating “Yes” or “No” regarding their desire to receive an assignment.

2. **Written Response**—Fall/Spring/Summer: An email or written response by the faculty member is required by the date (and time, if specified) stated in the Department email. A reminder email will be sent and, to the extent possible, posted in the department’s newsletter, *The Medley*, approximately one week prior to the due date.

Email replies will be printed. Email replies or forms received after the due date (and specified time, if stated) will be placed at the bottom of the pile, and those instructors will be assigned, if possible, after all other assignments have been made. If a faculty member does not respond, the assumption will be made that that individual does not wish to have an assignment for the semester being scheduled.

3. **Schedule Notification**—The Scheduling Committee, through the Department Administrative Assistant, will announce via email when the Schedule of Classes is electronically posted (i.e., the schedule is permatized). A copy of the second proof will be available in the department chair’s office.

Specific department policies, process, and forms for scheduling are listed in the “College Skills/Tutorial Scheduling Process” document, posted in staff rooms and available as hard copy and email through the department administrative assistant or department chair. These will be followed within Article 16 Hourly Assignment Procedures. Changes in policies, processes, or forms are made based on department discussion and vote.

The electronic publication of a schedule constitutes notification of the offer of an assignment. Upon the final approved schedule, Academic Affairs will notify faculty via email that letters of agreement are available through their Faculty Portal.

B. Assignment Criteria

1. **Satisfactory Evaluation**—Only those faculty with satisfactory evaluations will 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.
2. **Basic Program Needs**—Generally, Minimum Qualifications for the discipline will be considered to meet basic program needs for courses offered.

3. **Expertise and Experience**—The Scheduling Committee, in consultation with the supervising dean, will determine those hourly assignments that require special experience and expertise, that meet the department's goal of ensuring variety among faculty, and that help to ensure a strong adjunct faculty pool of instructors with teaching experience. Those assignments will be the first group.
4. **Institutional Needs**—Academic Affairs will determine institutional needs, and if any such needs are to be met by the College Skills/Tutorial Department, these hourly assignments will be made as the second group by the Scheduling Committee and supervising dean.
5. **Length of Service**—Of those who indicated an interest in receiving an hourly assignment and who responded by the deadline, assignments will be made based on length of service as the third group of assignments. Whenever possible, the assignment offered will repeat the hourly load performed during the previous like semester (fall for fall, spring for spring, summer for summer). As stated in Article 16, repetition of a load does not imply any guarantee about specific course, day, time or location of assignments for hourly assignments.

If a faculty member with assignment priority had no assignment the previous fall or spring, the Scheduling Committee will recommend an assignment following the assignment criteria documented in the departmental procedures of approximately 20% load if available, or the most previous like load, whichever is less. If assignments remain after all those with assignment priority have received their previous like-load assignments, additional assignments may be recommended. (See Art. 16.04.C.1.d.)

- a. Length of service for all faculty, including retired faculty, is calculated from the original date of hire (the day of first paid service for a regular or hourly assignment) in the College Skills/Tutorial Department or in either Applied Computational Skills or the Basic Skills and Vocational Studies Department (including earlier names for this department). In addition, faculty for whom an administrative decision resulted in assignment to Applied Computational Skills will use their first day of paid service in the District for length of service determination.

Substitute assignments are not regular or hourly assignments as defined herein; therefore, they do not qualify for the length-of-service determination.

- b. A person who has not performed an assignment in the College Skills/Tutorial Department for more than two consecutive semesters will be placed at the bottom of the length-of-service list.

Note: Re-employment is required after inactive status is reached (i.e., no faculty employment with the District for a two-year period of time).

- c. The hourly load performed by the faculty member means that load which includes all hourly assignments completed, except if uncompleted by reasons of being granted a formal leave (sick leave or federally-mandated leave) or other circumstances as defined by the contract.

C. Other

1. **Increasing Loads**—Whenever feasible and based on determinations of experience and expertise of the faculty member by the Scheduling Committee, the hourly assignment may be increased to 55% before assignments are offered to others who did not respond by the deadline or were not previously employed by the College Skills/Tutorial Department. These assignments will be made as the fourth group of assignments.
2. **Remaining Assignments**—If assignments are available after the first four groups of assignments are made, then others who indicated an interest in an assignment after the deadline will be considered for the fifth group of assignments.
3. **Pool Assignments**—If no qualified adjunct or regular faculty members are available to receive any remaining hourly assignments, the College Skills/Tutorial Scheduling Committee may make hourly assignments from the adjunct pool. This will be the sixth group of assignments.

4. **Loads 60-67%**—The assignment of a load 60-67% will be given according to the procedures outlined in the current version of Article 16, section 16.12.
5. **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 will be recommended by the Scheduling Committee, and, as necessary, follow the procedures outlined in the Memo of Understanding regarding loads 60-67%, to the supervising dean. Whenever possible, the principles of length of service, considering specific experience and expertise, will be applied to determine the assignment of qualified, interested faculty.

**College Skills/Tutorial Department
Special Expertise Statement for Teaching Online Classes (see Article 16.04.3.a)**

A. Rationale: Assignment to teach online classes requires training and when possible, experience, in online pedagogy and the accompanying technology. In the College Skills/Tutorial Department, assignments to courses with over 50% online instruction (hybrid and exclusively online courses) will be given to adjunct or full-time instructors who meet the Special Expertise criteria listed below.

B. Demonstrable special expertise and experience:

- Instructor has completed 75% of the sessions of CATE or an equivalent online instruction training and has designed components of an online class.
- OR
- Instructor has taught online through another system at another college and commits to taking at least 50% of CATE or equivalent online instruction training before teaching the class.

Additional criteria: Any instructor assigned to an online class must have successfully completed CSKLS 334, "How to Take an Online Class," or commit to completing that course prior to teaching the class.

C. Process for Assignment to Online Sections: Instructors will indicate on their Hourly Assignment Request Form whether they would like to be considered for an online class and, if so, how they meet the Minimum Qualifications.

- If two or more instructors request to teach online classes and both meet the criteria for Special Expertise, as described in section B above, assignment will be based on length of service in the department, as defined in the current College Skills/Tutorial Hourly Assignment Procedures, and then rotated every semester, provided like-load provisions are met according to those procedures. Rotation sequence: The names of faculty with assignments to online classes will be listed according to length of service. When scheduling for the next semester, and when there are fewer online sections than qualified instructors who wish to teach them, the faculty member with the longest length of service who most recently taught online will be moved to the bottom of the list and assignments will be made accordingly.
- If fewer instructors indicate interest than the number of online sections to be offered, the Scheduling Committee in consultation with the Department Chair and Cluster Dean may assign any faculty member who meets the Special Expertise criteria but did not initially indicate interest.

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