

# **Computer Studies Department**

## **Departmental Procedures for Making Hourly Assignments**

### **February 2009**

#### **1. Hourly Assignment Defined:**

Hourly assignments are all assignments remaining after regular, probationary and temporary faculty assignments have been made or determined.

#### **2. Initial Eligibility:**

According to the AFA/District Contract, except for adjunct faculty responding to a less than "Satisfactory" evaluation conclusion, only faculty members who have received a "Satisfactory" or better evaluation conclusion can be considered for hourly assignments.

#### **3. Program Needs:**

The CS Department has identified the following courses as those requiring special experience and/or expertise on the part of the faculty member in order to meet the needs of students. Only those faculty members who can demonstrate the required experience and/or expertise will be assigned to the courses listed below:

- 1) **Adobe Certified Training Program Courses:** The Computer Studies Department is an Adobe Certified Training Provider. In order to retain this industry partnership, all courses that are part of the Adobe Certified Training Program must be taught by instructors who have passed the Adobe Certification Exam (ACE) for the application being used in the course.
- 2) **Cisco Networking Academy Courses:** SRJC is a Cisco Regional Networking Academy. In order to retain this industry partnership, all courses that use the Cisco Networking Academy curriculum must be taught by instructors who have passed the corresponding instructor level training course through a Cisco Academy Training Center or regional academy, as well as an Academy Orientation course.
- 3) **Programming Courses** (see attached list): Must have either (1) passed a course in computer programming of at least 3.0 units from an accredited college or university, OR (2) worked as a full-time computer programmer for at least 5 of the last 10 years, OR (3) taught a computer programming course at an accredited college within the last 5 years.

- 4) **Graphic Design Courses** (courses with “GD” prefix): Must have either (1) 5 years of graphic design work experience in the last 10 years, (2) a bachelor’s degree in graphic design, or (3) taught the class within the last 5 years.
  
- 5) **Other Courses Requiring Advanced Knowledge** (see attached list): Must have either (1) 5 years of work experience requiring use of the course content within the last 10 years, OR (2) taught or passed the prerequisite course within the last 5 years, OR (3) taught or passed the course within the last 5 years.
  
- 6) **Computer Science Courses:** As a point of information, CIS10, CIS11, and CIS22 belong to the Computer Science discipline and require minimum qualifications (such as a master’s degree) as dictated by the Chancellor’s Office.

The Department Chair, in consultation with the Supervising Administrator, shall make experience and expertise determinations. If more than one faculty member has the required experience and/or expertise, assignments will be made according to length of service.

#### **4. Making Fall and Spring Hourly Assignments:**

After the courses identified in Item 3 above have been assigned to faculty with the required experience and/or expertise, assignment priority for the remaining hourly assignments will be given in ranked order to faculty with the greatest length of service in the department. The Department Chair or designee shall make recommendations for hourly assignments and shall forward them to the Supervising Administrator.

If an hourly faculty member is a submitter of the Course Outline of Record for a new course, or if an hourly faculty member develops online materials for a course that has never been taught online and requests to teach it online, that hourly faculty member will be given priority to teach that class above all other hourly faculty for the following two semesters that the course is offered.

Whenever possible, for those hourly faculty members with “assignment priority,” a “like load” will be offered, up to 40%. “Like load” means the same load that was performed during the previous “like” semester (Fall for Fall, Spring for Spring).

After like-load up to 40% has been offered to all hourly faculty with assignment priority, like-load up to 67% will be offered, whenever possible. Finally, if all hourly faculty members have been offered their like-load, those hourly faculty without assignment priority may receive an assignment.

If an hourly faculty member declines an assignment offered in accordance with the above procedures and their stated preferences, there is no further obligation to offer an alternative assignment.

### **5. Communication:**

So that information can be used in preparing Proof 1 and 2 for the subsequent term, it is necessary to determine which faculty members are interested in receiving an Hourly Assignment for the next Semester or Summer Session. For each Semester or Session (Fall, Spring, and Summer), the Department Chair or designee will communicate with every hourly department faculty member by sending an email to the cis-group mailing list with [!SCHED] in the subject line. This communication will take place on or before the day one week before proof 1 is due to the scheduling office. It is the responsibility of each hourly faculty member to ensure that he/she is receiving email sent to the cis-group mailing list, and to read email identified with [!SCHED] in the subject line. This communication will instruct the recipient to indicate his/her interest in receiving an Hourly Assignment by completing the Computer Studies Department online "Schedule Preference Form".

Hourly faculty members are then required to complete the "Schedule Preference Form" by the day two weeks after proof 1 is due to the scheduling office. Hourly faculty who do not respond by that date shall lose their assignment priority for that semester.

The Department Chair or designee will post all hourly assignments online using the Computer Studies Department "Scheduling Grid" as soon as proof 2 has been submitted. This posting shall constitute confirmation of Hourly Assignment recommendations made by the Department to the District but is not the offer of an assignment. The electronic publishing of the campus-wide SRJC schedule will constitute notification of the offer of an assignment.

### **6. Summer Session and Inter-sessions Hourly Assignments:**

Procedures for Summer Session and Inter-sessions shall be identical to the procedures for Fall and Summer semesters, except that like-load will be offered, whenever possible, up to 20% instead of 40%.

**7. Relation to AFA Contract:** In the event that an item in this document is in conflict with the AFA contract the AFA contract takes priority.

### **8. Review and Approval:**

These procedures have been reviewed by the following faculty, and discussed and approved at a scheduled department meeting on February 24, 2009. Reviewed by:

**Programming Courses:** CIS 17, CIS 115.1A, CIS 16A/B, CIS 19A/B, CIS 54.13, CIS 54.36, CIS 58.41

**Other Courses Requiring Advanced Knowledge:** CIS 50.75, CIS 58.51C, CIS 58.52, CIS 58.53A/B, CIS 58.54, CIS 58.55, CIS 69.53, CIS 75.91

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