

Disability Resources
Departmental Procedures for Hourly Assignments
(AFA and SRJC District Agreement, Article 16)

Approved
1/30/96
(Signature)

1. Faculty will be sent a written notice at the beginning of the semester, no later than the end of the first week of classes, to permit them to indicate whether they would like to receive an hourly assignment for the following term (semester, inter-session, or summer session).
2. Written response is required by the end of the third week of the semester in order to be considered length of service priority for an hourly assignment.
3. Only those faculty with satisfactory evaluations will be considered for an hourly assignment, unless it is a case of adjunct faculty re-employment following a less than satisfactory evaluation according to the terms of the Evaluation Policy.
4. The Department will determine those hourly assignment courses that require special expertise and make those assignments first.
5. Academic Affairs will determine institutional needs, and if such needs are to be met by this department, those hourly assignment course assignments will be made second.
6. Of those who indicated an interest in receiving an hourly assignment and responded by the deadline, assignments will then be made based on length of service in the Department. The loads of those who had hourly assignments in the previous like semester (spring-to-spring or fall-to-fall) will be repeated whenever possible. A repetition of a load does not imply any guarantee about specific course assignments, specific day assignments, specific time assignments, or specific location assignments for hourly assignments. Note, if due to a break-in-service the faculty member did not receive an assignment in the previous like semester, the one prior to the most previous may be considered. These assignments will be made third.
7. If assignments are available after all who indicated an interest in receiving an hourly assignment by responding by the deadline have been offered an assignment, others who decided after the deadline that they would like an assignment will be considered. Those assignments will be made fourth.
8. 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. These assignments will be made fifth.
9. If no qualified adjunct or regular faculty members are available to receive any remaining hourly assignments, the Department will hire from the approved Adjunct Hiring Pool.
10. 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 Dean.
11. Academic Affairs will notify faculty of the final approved schedule as soon as possible after approval of Proof 2.
12. Summer session and Inter-session assignments will be handled in the same way as those for the Fall and Spring semester.
13. 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 principles of length of service will be applied to qualified interested faculty to determine the assignment.