

Life Sciences Department
Hourly Assignment Procedures

These procedures outline *how* and *when* hourly assignments are made in the Life Sciences Department. **Hourly assignments** are those assignments that remain available after all regular contract assignments have been determined. They include overload assignments for regular faculty, all assignments for adjunct faculty, and summer session assignments.

Procedures

All faculty (regular and adjunct) will receive **via email** a request form entitled **Hourly Assignment Notice** within the first two weeks of a semester to determine their interest in teaching an hourly assignment for the following semester. This form must be returned to the department chairperson via email by the date indicated on the form in order to be considered for an assignment.

The department chairperson, in consultation with the department's regular faculty, will prepare each **semester's schedule** (Proof #1). The semester schedule will be developed on an excel spread sheet and will be distributed via email to all faculty for review and input prior to submission of Proof #1. After all contract faculty assignments have been made, the remaining class assignments become hourly assignments. These will be assigned according to the **criteria** listed below.

When Proof #2 is available, the department chairperson will provide a copy of their assignments to all faculty for review and input. An hourly assignment is not officially offered by the college until the schedule has been electronically posted on the college website.

The procedure for determining **summer session** assignments will differ from that used for semesters in that regular (full time) faculty will be given priority for an assignment.

Assignment Priority Criteria

These criteria will be considered, in the following order, when making hourly assignments:

1. Satisfactory performance

Only those faculty who have received a "satisfactory" or better evaluation conclusion can be considered for hourly assignments. An adjunct faculty member who receives a "Minor Improvement Needed" evaluation may be considered for an hourly assignment in order to be given an opportunity to improve their performance.

2. Program needs

Program need considerations include primarily the determination of experience and expertise. In order to provide its students the best possible classroom experience, the department will choose an instructor with significant knowledge and teaching experience in the particular subject matter for each available hourly assignment. The department chair, in consultation with full time faculty, and the supervising administrator, will make the determination of experience and expertise according to the written criteria adopted by the department.

Courses requiring Special Expertise and Experience, rationale & criteria for determination

In general, minimum qualifications for the discipline will be considered sufficient to meet basic program needs for courses offered. However, the department recognizes that certain courses may require special expertise or experience on the part of the faculty member in order to meet the needs of students.

Following is a list of courses considered to require special expertise and experience, with the rationale and criteria used to evaluate expertise and experience.

Anatomy classes: ANAT 1; ANAT 40

rationale: to teach anatomy an instructor must have coursework or teaching experience employing human cadavers

criteria: at least 10 units of successful upper division coursework in human anatomy or in physiology OR recent successful college level teaching experience of anatomy, within 3 years

Botany classes: BIO 2.3, BOTANY 10, 60, 62, 63, 64

rationale: to teach botany an instructor must have extensive knowledge of plant specimens and plant physiology.

criteria: At least 10 units of successful upper division coursework in plant science OR recent successful college level teaching experience of botany, within 3 years.

Cell & Molecular class: BIO 2.1

rationale: to teach cell & molecular biology an instructor must have extensive knowledge of cell biology, biochemistry, and current cell biology laboratory techniques.

criteria: At least 10 units of successful upper division coursework in cell & molecular biology OR recent successful college level teaching experience of cell biology, within 3 years OR research experience using cell biology lab techniques.

Microbiology classes: MICRO 5, 60

rationale: to teach microbiology an instructor must have coursework, teaching, or research experience in microbiology and microbiology lab techniques.

criteria: At least 10 units of successful upper division coursework in microbiology OR recent successful college level teaching experience of microbiology, within 3 years OR research experience using microbiology lab techniques.

Physiology classes: PHYSIO 1

rationale: to teach physiology an instructor must have extensive knowledge of human or animal physiology and physiological lab techniques.

criteria: At least 10 units of successful upper division coursework in human or animal physiology OR recent successful college level teaching experience of physiology, within 3 years.

Zoology class : BIO 2.2

rationale: to teach zoology an instructor must have extensive knowledge of zoological specimens and animal physiology.

criteria: At least 10 units of successful upper division coursework in zoology or in animal physiology OR recent successful college level teaching experience of zoology, within 3 years.

Online Courses: currently the department does not teach any online courses, but has adopted the college standard for special expertise requirement for such courses:

Must have either (1) Taught a total of 6.0 online semester units for an accredited college or university within the last 5 years or (2) passed a class or classes totaling at least 2.0 semester units on the pedagogy of teaching online at an accredited college or university within the last 5 years or (3) successful completion of SRJC online teaching training within the last 5 years or have had between 30 to 40 hours of certified training in teaching online from @ONE (or comparable organizations as determined by SRJC) within the last 5 years (per the Dean of Learning Resources and Educational Ttechnology)

3. Institutional needs

Institutional need considerations may include specific types of classes, class times, or staff diversity. Supervising administrators, in consultation with the department chair, make institutional need determinations.

4. Length of Service

After assignments have been made to satisfy the above criteria, assignment priority will be given in ranked order to faculty (full time or adjunct) with the greatest length of service in the department, regardless of previous load. Length of service will be determined by the initial date of hire.

Additional Information

AFA/ District contract provisions regarding the size of an instructor's load prevail at all times.

No faculty, regular or adjunct, will have automatic rights to teach hourly assignments based on specific courses, times, locations. However, the **loads** of those who had an hourly assignment in the previous like semester (fall for fall, spring for spring) will be repeated whenever possible.

An adjunct faculty member may decline an assignment for two consecutive semesters without losing his or her priority. After that period of time the adjunct faculty member must establish a new date of hire if they return.

New or increased assignments are based on department needs and can be awarded regardless of length of service.

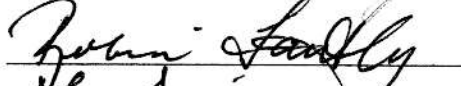
No assignment priority will be granted adjunct faculty until their sixth semester of employment and completion of the first and second adjunct probationary evaluations. During their first five semesters of employment, the department has no obligation to repeat the load pattern of a previous semester or to grant an assignment.


Review and Approval:

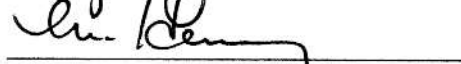
These procedures have been reviewed by the Life Sciences Regular Faculty and approved at a scheduled department meeting on February 17, 2011.

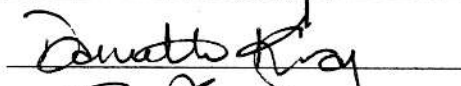
Nick Anast 

Shawn Brumbaugh 

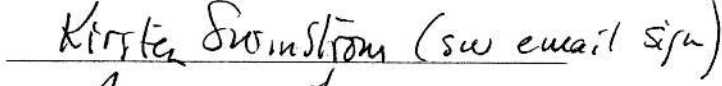
Robin Fautley 

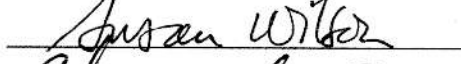
Tony Graziani 

Mike Henry 

Danielle King 

Claire Shurvinton 


Kirsten Swinstrom  (sw email sign)

Susan Wilson 

Abigail Zoger 

Reviewed by:

Kimberlee Messina 

Mary Kay Rudolph 

Life Sciences Department
Hourly Assignment Notice

SAMPLE

Please indicate if you are interested in receiving an hourly assignment for the term indicated below by filling out this form and emailing it to department chairperson by date specified.

➔ If you want to teach in Santa Rosa – email to S Wilson, in Petaluma email to K Swinstrom. Indicate your preference for courses, days, times and location for assignments you would like to teach. Base your choices on past practices and/or current schedule. The courses we teach are listed on page two of this form.

➔ Note that it may not be possible to offer you an assignment that will include your preferences.

This form (OR the relevant information in an email !)
 is due to the Department Chair by ➔ Thursday February 11
 to be considered for priority in receiving an assignment.

Hourly Assignment Request

Name: _____

YES, I am interested in receiving an hourly assignment for **Fall, 2010**

NO, I am not available for an hourly assignment.

Course preference, including days, times, location (see back side for course listing):

<i>preference</i>	Course	Days	Time	Room / campus
First				
Second				
Third				

➔ This form is for both FT wishing to teach overloads and adjunct faculty. ←

⇒ Please return the form for *either* the yes *or* no answers, thanks so much.

ANAT 1	human anatomy	
ANAT 110	A&P: study skills	
ANAT 140	A&P: MA, PT, D assist	
ANAT 40	A&P: paramedic	
ANAT 58	intro human anatomy	
BIO 10	intro biology	
BIO 100	basic bio skills	
BIO 2.1	bio major, cell	
BIO 2.2	bio major, zoo	2 in fall, 1 in spring
BIO 2.3	bio major, botany	1 in fall, 2 in spring
BIO 12	ecology	
BIO 13	human biology	
BIO 25	marine	
BIO 26	marine mammals	Pet only
BIO 55	biology forum	
BIO 85.1; .2	PW natural history	
BOTANY 10	plant bio	fall only
BOTANY 60	field botany	spring only
MICRO 5	gen micro	
MICRO 60	fund micro	
PHYSIO 1	human physiology	
PHYSIO 58	intro human phys	