Proposed method for offering classes to adjuncts – revision 7

Section 1 - Method of Class Assignment
Adjuncts with rehire priority (see below) are sorted by seniority; starting with the most senior and proceeding to the least, each adjunct is offered 1 class or classes totaling at least 3 TLUs if there are available classes appropriate to that adjunct’s experience and qualifications. Which specific class is assigned to whom is determined by each individual department chair.

When each adjunct with rehire priority has 1 class or a combination of classes totaling 3 TLUs (unless requested otherwise by the adjunct), the chair offers classes at his/her discretion thereafter, taking into consideration the criteria in section 5.

The department chair must offer classes to qualified adjuncts currently teaching at SBCC before seeking to hire new adjuncts. In the case that not enough teachers are available to teach all necessary classes, the chair may seek to hire new adjuncts, as necessary.

Section 2 - Rehire Priority
- Adjuncts begin their employment without rehire priority in their respective department(s).
- An adjunct initially gains rehire priority by having 3 consecutive satisfactory evaluations or teaching for 6 semesters.
- An adjunct loses rehire priority by refusing one or more assignments on two separate occasions in any period of 4 consecutive semesters (except in the case of extenuating circumstances – serious illness, birth of a child, etc. – as agreed upon by the relevant dean and department chair).
- An adjunct loses rehire priority if he or she receives 1 “unsatisfactory” evaluation or 2 consecutive “needs improvement” evaluations.
- To regain rehire priority, an adjunct who previously had rehire priority must receive 2 consecutive “satisfactory” evaluations and must not refuse an assignment for 4 consecutive semesters (again, except in the case of extenuating circumstances).
- An adjunct does not lose rehire priority if he/she is not offered classes due to lack of available TLUs.
- An adjunct does not lose rehire priority in the case that he/she refuses an offered class due to extenuating circumstances, even after classes have been assigned.
- An adjunct does not lose rehire priority if he or she is not assigned any classes due to being bumped by a FT faculty member.

Section 3 - Other Rules:
- A separate seniority list may be established for an individual class at the relevant department chair’s discretion if that class requires knowledge not possessed by all faculty members in that department. In offering such classes to adjuncts, the individual course seniority list shall take precedence over the overall department seniority list, and qualifications and experience for that particular class shall take precedence over general qualifications and experience.
- Every adjunct must be able to see his or her seniority status relative to the other adjuncts in the department, both overall and on any individual class lists.
Section 4 – Factors that must be considered when assigning classes

- Minimum qualifications.
- Faculty and student evaluations.
- Specialized experience/education and/or continuing education.
- History of assignments and recency/depth of experience with the relevant material.
- Diversity of teachers for that course.
- Seniority teaching that course.
- Seniority in the department.

Note that this is intended to be a priority listing (i.e., with the most important factors higher in the list), but since different departments will have different priorities.

Section 5 - Notes:

-Rehire priority and seniority are both department-specific:
An adjunct teaching for more than one department maintains rehire priority in each department separately, and each adjunct’s seniority is calculated by department, so if, for instance, an adjunct has taught in department X for 10 years and department Y for 5 years, he or she would have 10 years seniority in department X and 5 years in department Y, not 10 years in each.

-“Diversity” (section 4) is taken here to mean both 1) Minority/majority diversity and 2) Variety of instructors teaching a course.

Section 6 - Definitions:

-The department chair offers a class to an instructor by asking the instructor if he/she wants to teach the class.
-The department chair assigns a class to a teacher by submitting the official schedule with the respective teacher as the instructor for the course. Note that classes may be offered multiple times before being assigned.
-A qualified adjunct is one who meets the minimum qualifications for teaching in the appropriate department and has the requisite knowledge to teach the relevant course.
- Seniority is the length of time a teacher has been teaching in the relevant department, measured from date of first hire or the date of the first class taught after the most recent break in service, whichever is less (see below). Seniority in a particular class is the length of time a teacher has been teaching that specific class, measured from the start date of the first section of that class taught by the relevant teacher, or from the start date of the first section of that class taught by the relevant teacher after the most recent break in service, whichever is less.
-A break in service occurs when an adjunct voluntarily goes at least 2 semesters without teaching any classes in the relevant department. A break in service does not occur if the adjunct requests classes and does not have any assigned, nor does a break in service occur if the adjunct declines classes due to extenuating circumstances, as agreed upon by the relevant dean and department chair.