Proposed method for offering classes to adjuncts

Goals:
1) Provide a method by which department chairs can offer classes to adjuncts without forcing certain classes to go to certain teachers. (Chairs should be able to decide who teaches which class).
2) Provide a method by which classes are offered to the most appropriate teacher for the job.
3) Ensure that as few qualified adjuncts as possible are completely without a job.
4) Ensure that teachers who have taught here a long time have some assurance that their usual schedule/TLU load is as undisturbed as is reasonable in the face of significant TLU reductions.

Method:
Adjuncts with rehire priority (see below) are sorted by seniority in each department, starting with the most senior and proceeding to the least. Each adjunct with rehire priority is offered his or her usual number of classes or TLU’s starting with the most senior adjunct and moving down the ladder until the department’s TLUs are distributed. For example, if the adjunct normally teaches three 3TLU classes, that would be the assignment. If the number of TLU’s or classes fluctuates, it would be up to the department chair in consultation with the adjunct to determine how many classes that adjunct would teach each semester. For example if the adjunct usually teaches 3 classes or 9 TLU’s in the fall and 2 classes or 6 TLU’s in the spring, that would be the assignment. If all adjuncts with rehire priority have been given their usual loads and there are TLUs remaining, classes may be given to instructors without rehire priority. Class assignments should be based on the experience and qualifications of the instructor to teach that specific class. Which class is assigned to whom is determined by each individual department chair.

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.

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 and teaching for 6 semesters.
- An adjunct loses rehire priority by refusing one or more classes after the chair has assigned classes in any period of 4 consecutive semesters on two separate occasions (except in the case of extenuating personal circumstances – serious illness, birth of a child, etc.).
- 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 have refused a course after the chair has assigned classes for the semester in the most recent 4 semesters (again, except in the case of extenuating personal 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 personal circumstances.
- An adjunct does not lose rehire priority if he or she is not offered classes due to being bumped by a FT faculty member.

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 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.

Things for chairs to consider 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. (what does that mean)

Things for chairs NOT to consider when assigning classes:
- Personal relationships.

Notes:
- Rehire priority and seniority are both department-dependent:
  An adjunct teaching for more than one department maintains rehire priority in each department he/she teaches for 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 both.

Potential Improvements/questions:
1) Modify the specific number of TLUs (pending receipt of actual TLU and adjunct faculty counts, plus cuts to respective departments).
2) Include a specific method for calculation of seniority (Number of semesters taught by department? Total career TLUs by department? Initial start date by department?) Make sure any included method works for specific class seniority lists.

3) Situations in which seniority is lost/not lost.

4) Should any factor outside of classroom performance (track record with the specific course) and course knowledge/recency be considered when offering classes?

5) Should we allow a certain percentage of TLUs to be set aside specifically for recruiting new teachers?

6) Enumeration of “extenuating personal circumstances”?

7) Previous teaching experience counts for rehire priority?