The District and the IA recognize that the success of its instructional and student services programs is dependent upon a valued and competent faculty that is committed to consistently delivering high quality instruction and services. What follows represents the minimum standards for adjunct faculty reappointment rights developed collaboratively between the SBCC District and the SBCC Instructors’ Association. Departments may adopt more specific procedures as appropriate, provided that such procedures are consistent with these minimum standards and the provisions of Article 12 of the SBCC Instructors’ Association and the SBCC District agreement.

1. The chair of the department has the primary responsibility for determining the need for adjunct faculty.

2. The objective is to assign the most qualified instructors for each course taught in the department. Department Chairs shall be guided by the input of the department’s full time faculty. In assigning adjunct faculty for each course, department chairs shall be guided by a review of the following criteria:

   A. Minimum qualifications
   B. Education
   C. Continuing education
   D. Scope and recency of experience
   E. Faculty and student evaluations
   F. Instructor availability
   G. Diversity
   H. Currency in area or subject(s) taught
   I. Previous assignments within the department

3. Once the department chair has determined that adjunct faculty will be needed for an upcoming semester, the chair shall first seek to fill any available position using qualified active adjunct faculty members.
When the department chair determines that there are two or more equally qualified active adjuncts relative to the above specified criteria who possess the experience and skills best suited to teach the available course or non-instructional assignment, priority shall be given to the adjunct instructor with the greatest amount of seniority.

4. Course assignments, when possible, will proceed as follows:
   A. Senior adjuncts will be offered those courses they have taught successfully in previous semesters.
   B. Senior adjuncts will be offered up to the number of TLUs or class sections the adjunct faculty member has taught or has provided student support services in the same term in the prior year.

“Seniority” defined

- Seniority (re-employment preference) status will be based upon:
  A. Satisfactory completion of six semesters and a minimum of three satisfactory evaluations;
  B. Semester or term of first department assignment, provided that there has not been a break in service; and,
  C. History of assignment load within a department.

- Break in Service: A break in service occurs whenever an active senior adjunct instructor declines a class assignment. A break in service will result in the instructor losing seniority for the course(s) that were offered and declined. Exceptions shall be made for verified illness or extenuating personal or professional circumstances that are approved as an exception by the department chair and area dean.

- Adjunct faculty shall not lose seniority status if the assigned teaching load is reduced because a course was cancelled or given to a full-time faculty member.
• Adjuncts will not be allowed to “bump” other adjuncts due to low enrollment of courses.

• If a course previously taught by an active adjunct is not offered, the adjunct will retain seniority relative to that course for one academic year.

Reassignment rights shall be contingent upon satisfactory performance. If an adjunct receives two successive evaluations of “needs improvement” reassignment rights are forfeited. Reassignment rights may be withdrawn after one “needs improvement” evaluation if the department chair in consultation with the area dean determines it is in the best interests of the college and students to do so.

• Reassignment rights shall be withdrawn if the adjunct refuses an assignment twice during two calendar years, unless the assignment is refused because of extenuating personal reasons (such as pregnancy, birth of a child, a serious illness, etc.) These exceptions shall have prior approval by the department chair and area dean. The acceptance of another work assignment shall not constitute a compelling personal reason.