Adjunct Faculty Reassignment Procedures

DRAFT X (Department Chairs Workgroup), 9/2/11

I. Basic Scheduling Priorities
   A. Course offerings/assignments are created according to what will best serve student needs.
   B. Full-time faculty are assigned classes/assignments first in the order determined by the department.
   C. The department chair has the primary responsibility for determining adjunct assignments for any remaining classes/assignments.

II. Assignment of Adjuncts
   A. The objective is to assign the most qualified faculty member for each course taught/assignment in the department. For the purposes of this article only, “qualified” shall mean (1) meeting the state minimum qualification for the discipline (2) having adequate preparation for the specific course or assignment through appropriate education or experience, and (3) possessing effective skills and other criteria relevant to the specific class or assignment.
   B. Such criteria may include the following, listed in no particular order:
      1. Education
      2. Discipline-specific professional development
      3. Scope and recency of experience
      4. Evaluations
      5. Diversity
      6. Currency in area or subject(s) taught
      7. Previous assignments within the department
      8. Professional certification where appropriate
   C. When professional certification is necessary to ensure student safety and/or subject matter currency, possession of certification supersedes all other criteria when determining class(es)/assignments.
   D. The department chair in consultation with full-time faculty has the prerogative to establish a list of qualified candidates for any or all classes/assignments based on course-specific or assignment-specific qualifications. Adjunct faculty members will be responsible for submitting any required documentation in order to be considered for inclusion on course-specific/assignment-specific eligibility lists.
   E. If an adjunct faculty member’s available days and times do not match the department’s unmet need at his/her point of assignment distribution, that faculty member will not receive an assignment. Lack of availability with respect to the needs of the department for any two semesters within a three-year period constitutes a break in service. (See section III.A.)
   F. Reassignment procedures do not guarantee a load or provide tenure, permanent status or any employment rights greater than those provided under Education Code 87665.
III. Seniority Rehire Preference (SRP)

A. After 4 consecutively offered semesters of service (not including Summer session) with 3 satisfactory evaluations, an adjunct faculty member will attain seniority rehire preference (SRP). While taking into account criteria 1-8, as listed in section II.B (and IID if applicable), adjuncts with SRP will be offered 1 class, or 3 TLUs for educational support faculty, if available.

B. Should an adjunct faculty member receive one “Substandard” evaluation or two consecutive “Needs Improvement” evaluations, that faculty member will lose his/her SRP.

IV. Breaks in Service

A. Adjunct faculty will lose SRP status if the adjunct is unavailable with respect to the needs of the department for two semesters within a three-year period. (See section II.E.). This refers to the adjunct member’s submission of availability prior to the start of scheduling.

B. Once the schedule has already been made, an adjunct faculty member will lose SRP status if an assignment is declined in any particular semester. This refers to declining an initial offer or at any point prior to or after that scheduled class begins.

C. When SRP is lost, it must then be reestablished by following the process specified in section III.A. 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. The acceptance of another work assignment at another institution shall not constitute a compelling personal or professional reason.

D. Adjunct faculty shall not lose SRP if the class/assignment was cancelled, not offered by the department, or lost due to “bumping” by a full-time faculty member.

V. Distribution of Class(es)/Assignments

A. Scheduling will be done as follows.
   1. Using criteria 1-8 as listed in section II.B (and the lists described in IID if applicable), one class--or 3 TLUs for educational support faculty--will be assigned to all adjunct faculty members with SRP in order of longevity, as long as a suitable class/assignment is available for each of those adjuncts with SRP.
   2. If any class(es)/assignments remain after this first step (V.A.1), those remaining class(es)/assignments will be distributed according to criteria 1-8 in section II.B above. Nothing precludes these remaining class(es)/assignments from being distributed to adjunct faculty with less seniority.

VI. Other

A. During any particular semester, once initial adjunct assignments have been submitted to the scheduling office, no later than the first galley proof, SRP will no longer be a factor for class(es)/assignments. For non-instructional assignments, SRP will no longer apply after the schedule has been submitted to the area dean.

B. Full-time faculty have the right to “bump” adjunct faculty members.

C. Adjuncts will not be allowed to “bump” other adjuncts.
VII. New Hires
The aforementioned procedures (II.A~VI.C) will not preclude a department chair from hiring a new adjunct faculty member in order to address an emerging, changing, or unmet departmental need.

VIII. Conflicts
In the case of a challenge to an assignment, the adjunct may utilize the grievance procedure outlined in the IA contract.

IX. Summer School Assignments
Summer school is not part of the regular academic year. Summer assignments will be given to full-time faculty first, and remaining assignments will be made at the discretion of the department chair.