



The current AFT collective bargaining agreement provides job security for all adjunct faculty who have completed six academic semesters (these six semesters do not have to be consecutive; however, summer/intersession does not count.) The job security program is called "Priority of Assignment." It is in the best interest of **all** adjunct faculty who have completed four academic semesters to initiate this process. Here's how it works:

# JOB SECURITY INFORMATION FOR ADJUNCT FACULTY

## 1) THE REQUEST

As soon as you have completed four academic semesters, send your school dean a written request for an appointment with your dean and your department chair to begin the priority of assignment process. A one sentence written request will suffice, but be sure to keep a copy for your records. (If you have assignments in more than one discipline or at more than one college, a separate request will be needed for each assignment. )

## 2) THE MEETING

Make sure to follow-up to ensure the meeting is scheduled during your fifth academic semester. At the meeting you, your department chair, and your dean will discuss which courses qualify for your priority of assignment. These should be all of the courses within your discipline that the dean and the chair concur you are qualified to teach. Your priority of assignment list of courses will then be created, within which you will have re-hire rights. (Your dean has the final say if there is disagreement regarding which courses should be on your "list," although at a minimum all courses you are currently teaching must be listed. If in the future you teach other courses not on your list, be sure to ask your dean to add these courses to your list.)



### 3) JOB SECURITY!

After you complete your sixth semester, you are now officially covered by the priority of assignment program! What this means is:

- > Based upon your accumulated FTEF from all of the assignments within your discipline on that campus during the previous six semesters, you will now have seniority with respect to obtaining future assignments of courses offered from your priority of assignment "list." Although you will have the right to these courses over less senior adjunct faculty (someone who has accumulated less FTEF than you), you do not have the right to insist when these courses are offered, nor may you "bump" out a less senior adjunct faculty in order to increase your FTEF.
- > If your total FTEF assignment in the district is less than 60%, you may increase your assignment based on your seniority rights for any new courses offered that are on your list, OR by picking up an additional course which is currently being taught by another faculty member which becomes vacant. The most senior adjunct faculty member (with less than a 60% FTEF assignment) has priority of assignment before any new adjunct faculty are hired to teach courses on the senior adjunct faculty member's "list."
- > You may not have your assignment reduced unless you have received a negative overall evaluation with written suggestions for improvement, followed by a one semester follow-up evaluation that is again negative.
- > Your assignment could be reduced if there is a reduction of available sections being offered in your discipline. If this occurs, you will have "bumping" rights over less senior adjunct faculty, and over all adjunct faculty who are not in the priority of assignment program (this is why all adjunct faculty should take advantage of the priority of assignment program).

Non-classroom adjunct faculty members follow the same process as delineated above, except "hours of assignment in the discipline" replaces "courses."

For the full text of the priority of assignment contract article, visit the AFT Guild website at [www.aftguild.org](http://www.aftguild.org). Click on "contracts" and then go to Article V of the college faculty contract.

# MYTHS

**DO NOT BELIEVE THE MYTHS** being circulated to discourage participation in the priority of assignment program. Common myths include: "Priority of assignment only applies to growth classes." "You will lose your current assignment if you apply." And, our favorite, "You don't need priority of assignment, just trust me."