

## Adjunct Faculty Priority of Assignment

*Commentary on CBA Provisions based on District/AFT consultation.*

*May 10, 2011*

- A. POA is applicable to an adjunct faculty member for courses which appear on his/her approved POA list.
- B. POA establishes a floor at the FTEF level established at the time of application.
- C. If an instructor, with POA, for class X subsequently teaches class Y, the instructor gains POA for class Y. When the faculty member has taught this new course, the dean should enter the course onto the faculty member's approved list and send a confirmation to the adjunct and department chair. If the adjunct hasn't received the notification within a reasonable time then the adjunct should work with the department chair and dean to ensure that the list is updated.
- D. Courses that have been re-numbered or otherwise updated, without any major change to the course content, should have these new course numbers reflected on the POA approved list.
- E. Once an instructor has POA, then the assumption is that he/she is a qualified teacher for all of the courses on his/her discipline list. So, if they teach a section of another course, then they receive POA for that additional course.
- F. When there is an expansion of classes sections scheduled, the adjunct with most seniority has priority over other adjuncts for these additional sections, up to a 0.60 FTEF load (up to 0.67 FTEF subject to approval of the VP).
- G. Adjuncts with POA are ranked according to their total accumulated FTEF for all courses taught, not just POA listed courses, starting four semesters prior to the semester of the POA meeting with the Dean and the Chair.
- H. During the Academic Year (fall/spring) class assignments are based on schedules in the following order:

Contract faculty – load

Pro Rata assignment

Contract faculty – overload (not guaranteed)

POA

Other adjunct

Note: class assignments are made in the preceding order, with members of each group being assigned classes based on availability

NOTE: For Summer/Inter-Session scheduling, each faculty member is an adjunct; assignments are made at the discretion of the dean.

- I. If a POA adjunct has a 0.40 load (for example) and then teaches an additional section from his/her approved list, then his/her POA increases accordingly.
- J. If an unstaffed section of a course in which the POA adjunct does not have POA becomes available, prior to any assignment of an instructor, the dean and chair may meet with a POA adjunct to determine whether or not that same adjunct should teach that unstaffed section based on expertise.
- K. The only way that an instructor with POA can expand POA to include an additional course is to teach the new course through one cycle. Therefore, it is incumbent for the Dean/Chair to review the POA adjunct's credentials (transcripts peer evaluations, student evaluations, and other relevant documents) to determine his/her expertise prior to assigning this course to the POA

instructor for the first time. Once a POA adjunct teaches a course for the first time, he/she adds POA rights for that course to his/her approved list.

- L. POA record keeping is the responsibility of both the dean and the POA adjunct faculty member. The dean has the official list and the POA adjunct needs to confirm the written record with the dean periodically.
- M. CBA 5.2.3.(b) states that the adjunct member shall request in writing to meet with the appropriate manager and department chair and mutually determine which assignments within the discipline in which he/she holds priority of assignment rights. This means that the faculty member initiates the process, though the dean/chair may remind the faculty member of this contractual provision.
- N. CBA 5.2.4.(b) allows the appropriate manager, at his/her option, to exclude the greater of: 10% of the total number of adjunct assignments (rounded to the nearest 0.20FTEF), or one course section, or 8 hours in non-teaching areas from being selected by POA adjuncts. The purpose is to allow hiring of new adjuncts that have not held assignments for the previous 18 months. Moreover, CBA 5.2.4.(c) establishes that in the event the above provision results in excluding all available adjunct assignments from selection by those adjunct faculty eligible for POA, a minimum of 0.20 FTEF must be made available to the POA adjunct whose load has been reduced, provided that it is the only 0.20 FTEF available. In the application of this contractual provision, if POA assignments are reduced, then assignments are made on the basis of seniority of POA as stated in section F above.
- O. If the adjunct requests a POA meeting with the Dean/Chair for award of an initial POA, a decision must be made that includes the following:
  - (1) If POA is granted, then the adjunct is awarded POA for his/her approved courses, effective after the sixth semester; or
  - (2) The Dean/Chair decides that the adjunct POA applicant does not meet the POA standard, which action warrants the adjunct receiving no subsequent assignments. In effect, they are terminated for inadequate performance. If the dean and chair do not agree on whether or not to grant POA, then the dean, as the hiring manager with the right of assignment, shall prevail.
- P. i) Adjunct faculty who are not given any assignment for circumstances beyond their control (course cancellations, contraction of a discipline, etc.) will retain their accumulated FTEF for a period of eighteen (18) months. ii) Adjunct faculty who decline all offered assignments will retain their accumulated FTEF for a period of twelve (12) months, provided the reason for the declination of assignments was approved by the Vice President. iii) Adjunct faculty who voluntarily decline all offered assignments within a discipline, without approval of the Vice President, shall lose all priority of assignment rights and accumulated FTEF within that discipline.
- Q. There is no seniority system for scheduling non-POA adjunct faculty. Those assignments are at the Dean/Chair's discretion.
- R. Adjunct faculty gain and retain POA status regardless of the funding source of the assignment. Adjunct faculty may not gain or improve their POA status when such assignments arise from tenured/tenure-track faculty on approved leave, reassigned time, or who have retired. Assignments made available due to retirement will become available if not filled by a new tenure-track hire within one (1) year.
- S. If department chairs individually or collectively come to a realization of the need for any changes in the contractual provisions regulating POA, the recommended change becomes a bargaining issue which may be presented to their appropriate union representative.
- T. If management individually or collectively comes to a realization of the need for any changes in the contractual provisions regulating POA, the recommended change becomes a bargaining issue which may be presented to an appropriate management representative.