

PFT - FAQ on Class Assignments

Q1: Who is responsible for scheduling classes?

A1: The college administration consults with the faculty member and department chair to schedule faculty assignments.

Q2: Are faculty able to request classes?

A2: Faculty preferences are to be taken into account but are not guaranteed. PT faculty are to complete a "Part-Time Faculty Availability and Preference Form" to be submitted by Dec. 15 for the following fall semester and May 15 for the following spring semester.

Q3: How should scheduling be prioritized?

A3: Scheduling should occur in this order:

- full-time faculty are assigned up to their full load
- PT faculty in the Preferred Hiring Pool are assigned their base load in order of seniority
- PT faculty who are not in the Preferred Hiring Pool at the college
- PT faculty who work within the district

Q4: Where can I get information about seniority and base loads?

A4: The district provides updated load and hire date information during the 4th week of each fall/spring semester. The data can be found on the [district website](#) or in the [Part-Time Corner](#) of the PFT website.

Q5: How are faculty informed of their assignments?

A5: Faculty are provided a letter of assignment 60 days prior to the start of the semester. This letter is the official offer of assignment and should be retained by the faculty member.

Q6: Can an assignment change after the letter of assignment has been issued?

Q6: If there is a *documented emergency* that requires a change, notice will be given as soon as the administration is aware of the need for a change.

Q7: What are the limitations on assignments?

A7: Except for extra service, faculty cannot be assigned for any of the following without their consent:

- more than two college sites during a single term
- a day assignment followed by an evening assignment with less than an 11-hr break
- a 6 day per week assignment
- Saturday classes for more than one term per academic year
- more than 4 hrs of consecutive teaching or 6 hrs of consecutive counseling (except for Saturday classes, summer classes, or single courses that last more than 4 hrs)
- more than three course preps in a given term (except in disciplines that have courses with less than 3 equated hrs)

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Q8: What are bumping rights and who has them?

A8: If a course is cancelled (because of low enrollment, for example), an assignment can be changed and that change is the result of “bumping.” FT faculty have bumping rights over PT faculty and other FT faculty with lower seniority. PT faculty do not have bumping rights.

Q9: What is the maximum load for a faculty member?

A9: A full load for a FT faculty member is 15.0 equated hours. FT faculty can be assigned 3.0 equated hours or one additional class above 15.0 equated hours *without* mutual consent. *There is no maximum load for FT faculty. The maximum load for PT faculty is 10.0 equated hours* (this is from California Educational Code).

Q10: Where can I find more information about class assignment guidelines?

A10: Information regarding class assignments generally can be found in Article 18 of the Collective Bargaining Agreement (CBA). Information about the Preferred Hiring Pool and Seniority within it can be found in Article 30 of the CBA. The [full contract](#) is available on the PFT website.