

**Spring/Fall 2014 Assignment Guidelines for Department Chairs & Program Directors\***  
*The assignment priorities below are supported by Article 30 and the PFT contract, as a whole*

The priority order:

- A. Contract faculty assignments are made up to the full contract (Article 18)
- B. Preferred hiring pool part-time faculty assignments are assigned their average base load (College Deans will have the base load information) up to 67%.
- C. Non-preferred hiring pool part-time faculty

The assignment consultation, per the contract (Article 18), is between the Dean, Chair, and Faculty and it shall result in a written letter of assignment sixty (60) days prior to the start of the semester.

The assignment process:

- 1<sup>st</sup> fill the load of contract faculty
- 2<sup>nd</sup> assign the base load of preferred hiring pool part-time faculty (consistent with Article 30, 4C)
- 3<sup>rd</sup> fill classes with part-time faculty who have received surpluses or exemplary evaluations and have at least two years of service but are not yet in the preferred hiring pool (Article 30, section F.1)
- 4<sup>th</sup> assign classes to part-time faculty with less than two years who have received a surplus or exemplary evaluation.
- 5<sup>th</sup> consider faculty within the district before hiring new non-Peralta part-time faculty (Article 30)

Just as there are best practices there are exceptions and timely considerations in the PFT contract provisions:

Per Article 18: "With the exception of extra service, a contract faculty member may not be scheduled without his/her consent for the following assignments:

For more than two college sites during any one term; A day assignment following an evening assignment with less than an eleven (11) hour break; A six (6) day per week assignment; Saturday classes for more than one term during one academic year; For more than four (4) consecutive hours of instruction or six (6) consecutive hours of counseling without a one hour intervening break (except for Saturday classes and summer session) unless a single course is scheduled for more than four (4) hours.

No instructor shall be assigned more than three course preparations during a given term (exclusive of extra service). For those disciplines in which there are courses with fewer than 3 equated hours, instructors may not be assigned more than 9 equated hours for course preparation. Exceptions may be made with the consent of the instructor.

60 Day assignment letter exception: "If there is a **documented emergency** that requires a change in a faculty member's assignment, notice shall be given as soon as the college administration becomes aware of the need for an assignment change."

Per Article 18-F.4, "the issuance of such assignment letters shall not preclude the District's right of assignment of under loaded regular and probationary faculty members to classes currently taught by or assigned to part-time temporary faculty members or the right to cancel when deemed appropriate."

Exceptions to Rehire Preference Policy (Article 30) "the Division Dean and Department Chair may elect to hire someone in the Non-Preferred Hiring Pool over someone in the Preferred Hiring Pool. If they agree, they will jointly author a letter informing the person in the Preferred Hiring Pool that he/she is not being selected and explaining the reason for the decision. If they disagree, a final decision will be made by the College President, who will author the letter. A copy of the letter shall also be sent to the PFT. Neither the decision nor the letter will be subject to the grievance procedure.

\*These guidelines are distilled from the PFT contract; they do not supersede its language or specific provisions.