

PFT - FAQ on Preferred Hiring Pool

Q1: How does a faculty member get into the Preferred Hiring Pool?

A1: After teaching for 8 out of 12 semesters, a PT faculty member is automatically placed into the Preferred Hiring Pool if they are evaluated as “exemplary” or “above standards.”

Q2: How does a faculty member remain in the Preferred Hiring Pool?

A2: Once in the Preferred Hiring Pool, PT faculty members will remain in the pool for as long as they are *assigned* 8/12 semesters and their most recent evaluation is “above standards” or higher.

Q3: What does being in the Preferred Hiring Pool mean?

A3: Once in the Preferred Hiring Pool, PT faculty members are assigned *at least* their baseload in a given department at a give college.

Q4: What is my baseload?

A4: Baseload is the average load from the previous three fall/spring semesters. Your baseload is different for Fall and Spring.

Q5: Where can I get information about seniority and base loads?

A5: 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.

Q6: What if the base load is not equivalent to an even number of classes?

A6: The base load is an average of the previous 3 spring/fall terms (spring and fall are calculated separately). It is a minimum assignment. If it is not possible to fill a base load exactly, the faculty member should be assignment *at least* their base load. For example, if my spring base load is 0.5 or 7.5 equated hours and I teach in a department that offers only 3 unit courses, then I should be offered 3-3unit courses or 9.0 equated hours.

Q7: Can I get the classes that I want?

A7: Administration has the right of assignment but faculty have the right of consultation. You should be consulted about your preferred classes and the times that you are available to teach. Part-time faculty are to use the Part-Time Faculty Availability & Preference Form in [Appendix 32](#) of our Collective Bargaining Agreement (CBA).

Q8: What are bumping rights and who has them?

A8: If a course is cancelled (because of low enrollment, for example), the faculty member of the cancelled class can replace (or “bump”) a faculty member in another class. FT faculty have bumping rights over PT faculty and other FT faculty with lower seniority. PT faculty do not have bumping rights.

Q9: Where can I find more information about class assignment guidelines?

A9: 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.