

Department of Industrial & Trade Technology

SPRING 2024 - Hourly Assignment Query Letter

The purpose of this query letter is to offer you an opportunity to indicate if you are interested in receiving an hourly assignment for courses in:

If you are interested in being considered for an assignment, please fill out and return this form by email to thruby@santarosa.edu.

YOU MUST REPLY BY THE DEADLINE 8/29/2023 TO BE CONSIDERED FOR AN HOURLY ASSIGNMENT. Your reply is your official response regarding interest in an assignment.

In the space below you may indicate your teaching preferences for courses, days and times. However, there is **no guarantee** that it will be possible to offer you an assignment which includes your preferences. The District has the right of assignment.

Course _____

Days/Times Available _____

Course _____

Days/Times Available _____

Name _____ Date _____

Note: Hourly assignments are based on Article 16 of the AFA Contract

ARTICLE 16

16.02.B.5.f Department Rights and Responsibilities

Each department will update its length-of-service list each semester and forward it to AFA and the supervising administrator by the deadline for Proof 1 for each scheduling cycle.

16.02.C.1 Faculty Rights and Responsibilities

All faculty desiring hourly assignments are responsible for timely response to the District's solicitation of interest letter; complying with department processes for determining hourly assignments; meeting specified deadlines; and reviewing the department's length-of-service list and assignments to confirm that their contractual load has been met.

16.03.C Guidelines for Making Assignments: In making assignment recommendations, the department will consider the following criteria in the following order:

2. Timely response to the District's solicitation of interest

16.03.C.5.c Guidelines for Making Assignments

Load remaining after satisfying (a) and (b) above will first be offered, in ranked order, to faculty members with offer rights who responded to the District's solicitation of interest after the deadline but before the department has communicated recommended hourly assignments to faculty. The offer will, if possible, meet the faculty member's established load. A faculty member who responds to the solicitation of interest after recommended assignments have been communicated to faculty is eligible for, but not entitled to, an offer

16.03.D.3.5

A faculty member begins to earn established load in the semester in which s/he earns offer rights and is added to the length-of-service list.

Link to Article 16 of the AFA Contract: <http://www.afa-srjc.org/Contract/Articles/art16.pdf>