

## **ADJUNCT SENIORITY RIGHTS - THE BASIC RULES**

### **I. HOW DOES ONE OBTAIN SENIORITY?**

By completing an adjunct assignment in the same discipline for three semesters and beginning service for a fourth semester, all four semesters occurring within a period of eight consecutive semesters..

1. All regular classroom and non classroom assignments:

- (a) Carry credit toward attaining seniority rights
- (a) Carry credit toward maintaining seniority rights

2. Contract courses:

- (a) Do not carry credit toward attaining seniority rights
- (b) Carry credit toward maintaining seniority rights

NOTE:

- A Credit Course is any course for which the cost is fully or partially paid under contracts between the District and another party
- Credit Courses are identified by a section number in the 9,000 series.

3. PACE classes:

- (a) Do not carry credit toward attaining
- (b) Do not carry credit toward maintaining seniority rights

### **II. WHAT IS THE SENIORITY DATE?**

The beginning date of the fourth semester when the adjunct obtains seniority

### **III. CAN THE RELATIVE STANDING ON SENIORITY LIST CHANGE?**

Not as long as the adjunct remains on the seniority list. This means that an adjunct who refuses or is not offered an assignment, still retains their relative position or standing unless that action removes them completely from the seniority list.

### **IV. HOW DOES AN ADJUNCT LOSE SENIORITY RIGHTS?**

By refusing an assignment for three consecutive semesters or for four out of five semesters.

**If an offer of a class is not made, this does not count as a refusal**

### **V. WHAT DOES SENIORITY ENTITLE ONE TO?**

One class for classroom teaching assignments of a specified number of standard hours, referred to as Seniority Hours.

The number of hours of a non-classroom teaching assignment indicated by the Seniority Hours.

## VI. HOW DO YOU CALCULATE THE NUMBER OF SENIORITY HOURS?

1. An adjunct on the seniority list prior to Fall 2008 is entitled to the same number of standard hours they were entitled to, as of Spring 2008.
2. An adjunct who attains seniority after Spring 2008 establishes his/her Seniority Hours they are entitled by the most frequent of the standard hours (mode) they taught (or served) during the four semesters they attained seniority status.
  - (a) If there are two modes, the number of hours is the higher number
  - (b) If every semester they taught a different number of standard hours, they are entitled to the number of standard hours they taught (or served) in the fourth semester.
3. **Examples**

The series of numbers represent the number of consecutive standard hours the adjunct served during the first four semesters of service.

  - (a) 5, 5, 5, 3 entitles one to 5 Seniority Hours
  - (b) 5, 5, 3, 3 entitles one to 5 Seniority Hours
  - (c) 1, 2, 3, 4 entitles one to 4 Seniority Hours
  - (d) 4, 3, 2, 1 entitles one to 1 Seniority Hour

## VII. IF AN ADJUNCT DOES NOT TEACH THEIR NUMBER OF SENIORITY HOURS THE PREVIOUS SEMESTER< DOES THIS CHANGE THE NUMBER OF STANDARD HOURS THEY ARE ENTITLED TO?

No!

The number of Seniority Hours is set by the formulas given above for as long as the adjunct remains on the seniority list.

## VIII. WHAT DAY AND TIME SHOULD A CLASS OR ASSIGNMENT BE OFFERED?

The governing language for this is Article 16A2

1. Whenever practicable, adjunct employees shall be assigned to the same assignments as the previous semester
2. If it is not practicable to assign the employee to the same assignment, the adjunct employee shall be assigned a comparable position.
3. A comparable position means the same number of standard hours, for classroom teaching assignments, same number of standard hours of non-classroom assignments.

## IX. IMPORTANT DEADLINES

1. **Seniority Lists:**
  - (a) The Department Chairs shall provide in electronic format the department's updated seniority list(s) by each semester's census date to the appropriate Vice President.
  - (b) The Vice President shall review the list for accuracy
  - (c) The Vice President shall provide electronic copies of the appropriate list(s) by the **sixth week of the Fall and Spring semesters** to:
    - Department Chairs,
    - All adjunct faculty members in the discipline in which the assignments are made
    - the AFT Chapter President and the AFT Grievance Representative
2. **Offers of Assignment**

Adjunct offers of assignment must be mailed (e-mail with a return receipt is OK by the Office of the Vice President by the **10th week of the preceding fall or spring semester**, whenever possible.

  - Written or emailed acceptance or refusal of the offer shall be made within 10 working days of receipt of the offer.
  - Failure to respond by the deadline shall be considered a refusal of the offer.

