

eStaffing

Adjunct Faculty Manual



January 2018

The eStaffing System allows the college to solicit the teaching preferences of individual adjunct faculty members in a systematic way and use that information in making teaching assignments. Adjunct faculty members record their preferences for campuses, terms, days of the week, times of day, and sections.

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Change History

Date	Description	Pages
04/12/17	A copied of the original eStaffingAdjunctFacultyManual was used as the basis for this document.	all
04/12/17	Made minor modifications to Highlights	Highlights
04/12/17	Made minor modifications to Logging In . Changed the URL address to the eStaffing Live login site.	Logging In

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Related Documentation

Documents

- [eStaffing MSTTA GUIDELINES – FY05](#)

AR Administrative Rules

Administrative Rules Directory

- [AR#: 4.03.004 – Administrative Rules – Full-Time Faculty Workload](#)
- [AR#: 4.03.005 - Administrative Rules – Faculty Qualifications](#)
- [AR#: 4.06.001 - Administrative Rules – Administration of Eligibility Lists](#)
- [AR#: 4.06.002 - Administrative Rules – Staffing of Adjunct Faculty](#)
- [AR#: 4.06.013 - Administrative Rules - Adjunct Faculty Workloads](#)

Overview

Background

Every term there are courses that must be staffed. Full time faculty will fill many of the courses. The remaining courses are frequently filled with Adjunct Faculty.

If you need to staff your remaining sections with only a small number of adjuncts, your task is reasonably straightforward. However, if the remaining sections are staffed with hundreds of adjuncts, managing their information is crucial.

The eStaffing application manages all your adjunct information into a system that enforces control and conducts the process in a fair and organized manner.

Highlights

- Manages appointments and eligibility for faculty
- Manages faculty preferences about teaching times and locations
- Provides a mechanism for faculty to select the exact sections which interest them
- Provides a random draw assignment phase that is seniority based
- Allows faculty to view their assignments and availability permitting instructors to facilitate staffing
- Controls access to features through a user's role in the organization
- Provides an **Accept/Refuse** capability for faculty
- Provides software that is customizable to fit Administrative Rules
- Enforces data (rules?) for certain activities such as faculty preferences, performing assignments, accept/refuse assignments and overload assignments
- Provides informative reports that track progress and assists in analyzing how efficient staffing was performed in the past term

Process Overview

The eStaffing system allows the college to solicit the teaching preferences of individual adjunct faculty members in a systematic way and use that information in making teaching assignments.

Adjunct faculty members record their preferences for campuses, days of the week, times of day, and course sections. When class assignments are made, individual preferences can be taken into account.

The process works as follows:

1. **Appointments** and **Eligibility**
 - a. **Department Chairs** must set up the **Appointments** and **Eligibility** lists for all adjunct faculty members who will be teaching in their discipline.
 - b. **Deans** must approve the **Appointments**. Either **Deans** or **Department Chairs** must approve the **Eligibility** list before courses can be assigned.
2. During the 3 or 4 day window for **Preferences**, each **Adjunct Faculty** member logs their teaching preferences into the eStaffing Adjunct Faculty System including campuses, days of the week, hours of the day, and preferred sections for an upcoming term for each department in which the adjunct faculty teaches.
3. During the 3 or 4 day window for **Assignments**, each **Department Chair** is responsible for making teaching assignments for a given department must perform the assignment of courses using the eStaffing system. The assignment process uses the adjunct faculty section preference information in conjunction with a randomized function, allowing Department Chairs to assign course sections in an automated and fair way for adjunct faculty.
4. During the 3 or 4 day window for “acceptance” (or “rejection”), each Adjunct Faculty is responsible for accepting or declining the sections assigned to them in the just completed Assignment process. For departments that allow faculty to select “material orders”, this will be the time to make those selections.
5. At the conclusion of the “acceptance” phase, if a faculty member wants to have his or her assignments adjusted, he or she must contact the Department Chair who may be able to make manual assignments for any remaining or declined course sections.
6. There are two phases each term in the eStaffing process. The first phase is the “MSTA” (and IA/CA, HPTH) phase; the second phase is the “Adjunct” phase. After each of the two phases is complete, an automated batch job is scheduled that uploads all course section assignments and material order selections to the Datatel/Colleague system.

Getting Help

If you have a question and cannot find an answer to in this document, call the Help Desk at 223-HELP (223-4357).

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Term eStaffing Timeline

Before logging in, look for the eStaffing Preferences **Start** and **End Dates** listed in the **Current Staffing Calendar** located in the **Calendar** drop down.

MSTA 2017-2018 Process		PROCESS FOR CREDIT FALL 2017	
Departments NOT accepting MSTA applications		Task	
Departments accepting MSTA applications		Staffing Credit Fall 2017 Letters Mailed	
MSTA 2017-2018 Notification (PDF)			
Apr 07, 2017	Apr 07, 2017	• eStaffing Credit Fall 2017 Posters on Campus Today	
Phase 1			
Apr 12, 2017	Apr 14, 2017	• eStaffing Preferences Entered by Adjunct Faculty with MSTA or IA or Highest Priority to Hire	
Apr 17, 2017	Apr 19, 2017	• eStaffing Assignments to Adjunct Faculty with MSTA or IA or Highest Priority to Hire	
Apr 20, 2017	Apr 24, 2017	• eStaffing Assignments Accepted/Declined by Adjunct Faculty with MSTA or IA or Highest Priority to Hire and Text Orders Placed	
Phase 2			
Apr 26, 2017	Apr 28, 2017	• eStaffing Preferences Entered by Adjunct Faculty without MSTA or IA or Highest Priority to Hire	

This calendar displays the overall timeline for the entire term.

You also need to check the timeline for your department after you login because the **Start** and **End Dates** for your department may be different from the overall **Start** and **End Dates** for the entire term.

Note:

- **Phase 1** relates only to Adjunct faculty with MSTA or IA or highest priority to hire.
- **Phase 2** relates to Adjunct faculty without MSTA or IA or highest priority to hire.

MSTA Application

Adjunct faculty members can apply for **Multiple Semester Term Appointment (MSTA)** positions through the eStaffing system. Alternatively, you can choose to decline the position.

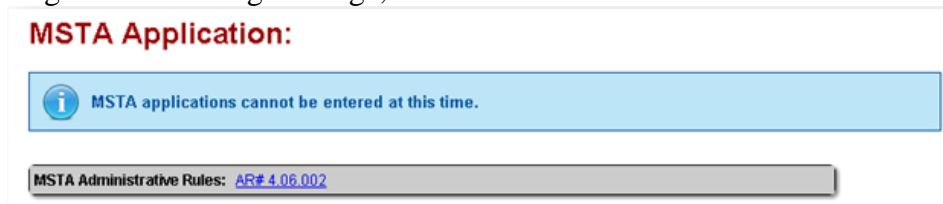
The **MSTA application** function automatically appears in the **Faculty Menu**. But only when it is time in the calendar to submit applications. If you have questions about MSTA positions, eligibility requirements, or selection criteria please discuss these with your Department Chair.

It is recommended that you first familiarize yourself with

- [Administrative Rule AR# 4.06.002 Subject: Staffing of Adjunct Faculty](#)
- the **eStaffing MSTA Calendar**
 - click **Calendar** on the eStaffing login web site
 - select **MSTA 201y-201y Process**
 - note the **Start** and **End Date** to submit a **MSTA application**
- **Departments NOT accepting MSTA applications** (from **Calendar** drop down)
- **Departments accepting MSTA applications** (from **Calendar** drop down)
- **MSTA 201y-201y Notification**

The links for all this information is under the **Calendar** drop down on the [eStaffing login page](#).

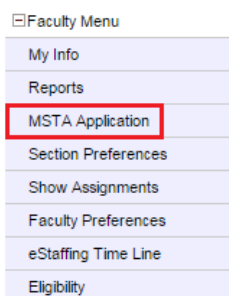
If you get the following message,



It may be due to:

- the timeline for entering MSTA applications may **not** be open/available at the time
Click on **eStaffing Time Line** to review your scheduled time slot.
- the possibility that your department is not participating in eStaffing
If you have questions regarding your department's participation with eStaffing, contact your departmental Dean.

MSTA Application appears in the **Faculty Menu** only during the MSTA Application period.



During this time, choose **MSTA Application** to

- submit a new MSTA Application
- edit a submitted MSTA Application

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- The departments listed on the **Please Select a Department** drop down are the only departments which the faculty member is eligible for a **MSTA Application**. Eligibility is determined on a faculty's number of years of service within a department. (See [Administrative Rule AR# 4.06.002 Subject: Staffing of Adjunct Faculty.](#))

MSTA Application:

Please Select a Department
Paralegal Submit

MSTA Administrative Rules: [AR# 4.06.002](#)

Select a department from the drop down and click **Submit**.

MSTA Application:

Please Select a Department
Government Submit

You are eligible to apply for this discipline for the Fall 2015 - Summer 2016 Academic Year
I am applying for the following level for the Fall, Spring terms within Government.

I Decline to Apply for a MSTA appointment
 MSTA

Briefly describe your background and ACC Experience. (Do not use Copy and Paste; your comments may not be saved.)
Please consider me for this position. I have been teaching for over 12 years and my student evaluations are excellent! Thank you for your consideration of my application.

(Maximum characters: 500)
You Have 500 characters left.

Save Application

MSTA Administrative Rules: [AR# 4.06.002](#)

- Click the **MSTA** radio button.
- Enter your comments in the section titled '**Briefly describe your background**'.
- Click the **Save Application** button.

MSTA Application:

Please Select a Department
Government Submit

I applied for a MSTA position within Government for the Fall, Spring terms during the Fall 2015 - Summer 2016 academic year.
I entered the following comment to briefly describe my background and experiences here at ACC:
Please consider me for this position. I have been teaching for over 12 years and my student evaluations are excellent! Thank you for your consideration of my application.

On: 2014-12-10 15:38:11.000.

Edit Application

MSTA Administrative Rules: [AR# 4.06.002](#)

After the application has been submitted, faculty can still edit the submitted application by

- selecting the **MSTA Application** function in the **Faculty Menu**
- selecting the department and clicking the **Submit** button
- Then, click on the **Edit Application** button
- make the desired changes and click the **Save Application** button

Submitted MSTA Applications can be edited until the **End Date** of the **timeline to submit MSTA applications**. **Timeline Start** and **End Dates** change with each term.

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To see the dates for the current timeline, click **Calendar** on the [eStaffing login page](#).
Click on the **MSTA 201y-201y Process**.

eStaffing MST A Calendar

ESTAFFING MST A CALENDAR APPLICATION PROCESS FOR MST A 2017-2018 APPOINTMENT

Start Date	End Date	Task
Feb 03, 2017	Feb 03, 2017	Announcement of MST A Process to Adjunct Faculty
Feb 13, 2017	Feb 24, 2017	Timeline to submit MST A application in ACCEStaffing
Mar 02, 2017	Mar 20, 2017	MST A selection by Department Chair
Mar 22, 2017	Mar 22, 2017	MST A approvals by Deans
Mar 23, 2017	Mar 23, 2017	MSTAs notified of award via email

Look for the **Start** and **End Dates** for the **timeline to submit MST A application**.

Your Staffing Eligibility:

Department:	Government
Staffing Level:	Adjunct Faculty - HPH
Credit Info:	Max Spring: 9, Max Summer: 6, Max Fall: 9
LEH Info:	Max Spring: 11, Max Summer: 6, Max Fall: 11
MST A Application:	Click to View Last Application

After the application deadline, faculty can view their last application on the **My Info** page. Select the **Click to View Last Application** link.

MST A Application

I applied for a **MST A** position within Government for the **Fall, Spring** terms during the Fall 2015 - Summer 2016 academic year.
I entered the following comment to briefly describe my background and experiences here at ACC:
Please consider me for this position. I have been teaching for over 12 years and my student evaluations are excellent! Thank you for your consideration of my application.
On: 2014-12-10 15:38:11.000.

This is an example of a faculty's last MST A Application.

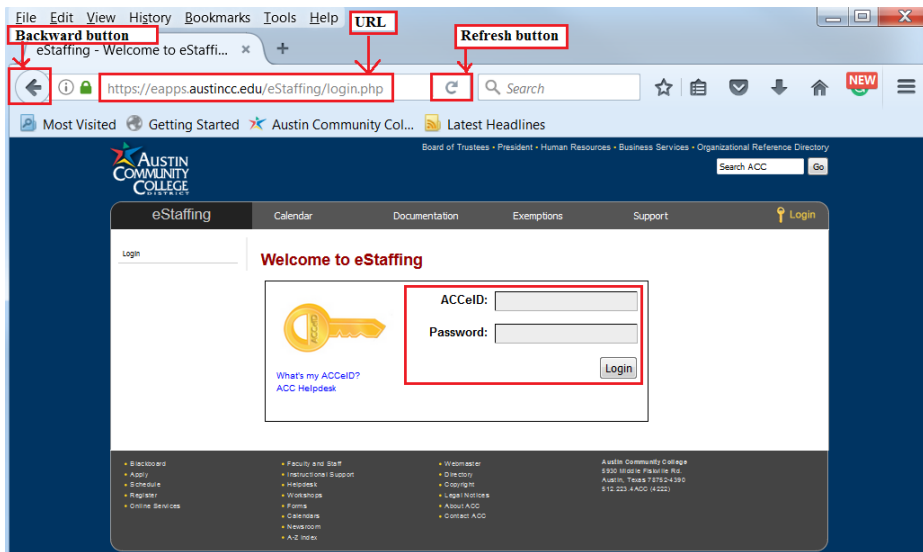
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Logging In

1. **Start your browser.** (such as Chrome, Firefox, IE Internet Explorer)

Note: Avoid using the **Back** and **Forward** buttons on your browser.

If you happen to use the browser buttons to move from one screen to another, click on the **Refresh** button to make sure that your data is current.



2. Type <https://eapps.austincc.edu/eStaffing/login.php> in the space indicated in the snapshot above with a red arrow. This area is referred to as the browser's URL which specifies the network address of the web site you want.
3. Press the **ENTER** key on your keyboard.
4. The eStaffing **Login** page should appear.
5. Type your **ACCeID** in the box next to **ACCeID**.
 - If you do not know your ACCEID or you forgot your password: Click on the **gold key**. The [ACCEID Manager page](#) appears where:
 1. Your ACCEID can be searched and displayed
 2. You can activate your ACCEID
 3. You can manage your security questions for your login
 4. You can change your password
 5. You can get help

Note: Both your ACCEID and Password are **case-sensitive**.

Case-sensitive means if your email address was originally registered as JoeBlow@yahoo.com and your password was PaSsWoRd, then that is how you need to type it every time you log in.

Typing them as 'joeblow' and 'password' will not allow you access.

For assistance with ACCEID login and password issues, please visit the ACCEID Information Website (<http://www.austincc.edu/acceid/>).

6. Type your **Password** in the box next to **Password**.
7. Click the **Login** button (or press the **ENTER** key on your keyboard).

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If your login is successful, the **Faculty Menu** opens with your [eStaffing Time Line](#) page.

The screenshot shows the eStaffing interface. At the top, there is a navigation bar with links for Calendar, Documentation, Exemptions, Support, and Logout. Below this, a red box highlights the '+Faculty Menu' button. The main content area is titled 'eStaffing Time Line:' and displays two tables of information for different disciplines.

eStaffing Time Line: Hospitality Management	
Discipline:	Hospitality Management
Campus, Term & Day/Time Preference Entry Deadline:	Aug 26, 2011 @ 12:00AM
Section Preference Entry Dates:	Aug 10, 2011 @ 12:00AM - Aug 26, 2011 @ 12:00AM
Assignment Accept/Decline Dates:	Aug 13, 2011 @ 12:00AM - Aug 25, 2011 @ 12:00AM
Assignment Accept/Decline Mode:	Single Course
Material Order Deadline:	Oct 03, 2011 @ 12:00AM

eStaffing Time Line: Travel	
Discipline:	Travel
Campus, Term & Day/Time Preference Entry Deadline:	Aug 26, 2011 @ 12:00AM
Section Preference Entry Dates:	Aug 10, 2011 @ 12:00AM - Aug 26, 2011 @ 12:00AM
Assignment Accept/Decline Dates:	Aug 13, 2011 @ 12:00AM - Aug 25, 2011 @ 12:00AM
Assignment Accept/Decline Mode:	Single Course
Material Order Deadline:	Oct 03, 2011 @ 12:00AM

8. Click on +**Faculty Menu**.

The screenshot shows the 'eStaffing' logo at the top. Below it, a dropdown menu is open, showing the following options:

- Faculty Menu
- My Info
- Reports
- Section Preferences
- Show Assignments
- Faculty Preferences
- eStaffing Time Line
- Eligibility

9. The **Faculty Menu** expands listing all available faculty functions. You should have to do this only the first time you login the eStaffing system.
- The **Faculty Menu** page has a menu bar with a series of menu items which allow you to review, verify, enter, or edit information about you, your preferences, your teaching eligibility, and your teaching assignments. To select a **Faculty Menu** item, click on it.

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My Info

The **My Info** page has basic demographic and employment information about you, such as your name, email address, and staffing levels. To review or edit that information, click on **My Info** in the **Faculty Menu** bar.

Your eStaffing Information:*

Name:	faculty's name
Street Address:	123 Main St. Austin, TX 78701
Phone:	(512) 555-1212
E-mail:	userid @austinncc.edu
Senior Status:	Yes / No

Employment:

You are currently an adjunct faculty member

[*Click here to change your address](#)

Your Staffing Eligibility:

Department:	Electronics
Staffing Level:	Adjunct Faculty
Credit Info:	Max Spring: 9, Max Summer: 6, Max Fall: 9
LEH Info:	Max Spring: 11, Max Summer: 6, Max Fall: 11

Your LEH Information for Credit Fall 2017:

LEH Assigned:	0
Credit Assigned:	0

The first half of **Your eStaffing Information** page pertains to your personal information, also known as your demographic information.

- Review your personal information on this page for errors. ACC uses the phone, address and email listed on this page for official contact purposes. So it is essential that you keep this information up to date.
- If any part of your personal information (directly under **Your eStaffing Information**) needs to change (such as name, address, or phone number), click on the [**Click here to change your address**](#) link.

This “*Click here*” link takes you to the ACC **Online Services** web site.

Here you need to:

1. login to the **Faculty** site with your ACCeID and password
2. select the link that allows you to change your personal information
3. make all corrections regarding your personal information
4. click the **Submit** button

Note: If your name or email address needs to be changed, please contact the [ACC Human Resources Department](#).

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The second half of **Your eStaffing Information** page pertains to your Adjunct employment information.

Your Staffing Eligibility:

Department:	Electronics
Staffing Level:	Adjunct Faculty
Credit Info:	Max Spring: 9, Max Summer: 6, Max Fall: 9
LEH Info:	Max Spring: 11, Max Summer: 6, Max Fall: 11

Your LEH Information for Credit Fall 2017:

LEH Assigned:	0
Credit Assigned:	0

- If any part of your **Staffing Eligibility** or **LEH Information** needs to be changed, report the correction to your Dean's office.
- Both the **Credit Info** and the **LEH Info** within **Your Staffing Eligibility** reflect your accepted LEH and Credits for the term specified.

If no assignments have been made the following message appears.

“You were not assigned any classes during the <Term YYYY>, so no LEH was assigned”

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Reports

Faculty Draw Information:

Select Discipline and Term

Fall 2010

Biology

Submit

Assignment Information for Fall 2010

Group	Group Order	Draw Order	Name	Discipline	Phase	Section Preferences Entered	Assigned	Type	Campus
MSTA - Senior	1	1	Alsup, Harold	Biology	1	Y	BIOL-2304-018	Lecture	RGC
MSTA - Senior	1	2	Hazle, Nita	Biology	1	Y	--		
MSTA	2	1	Bruce, Troy	Biology	1	Y	--		
MSTA	2	2	Beaman, Charles	Biology	1	Y	--		
MSTA	2	3	Kirk, Dana	Biology	1	Y	--		
MSTA	2	4	Mohanty, Sanghamitra	Biology	1	Y	--		
MSTA	2	5	Rohde, Rodney	Biology	1	Y	--		
MSTA	2	6	Lewis, Rob	Biology	1	Y	--		
MSTA	2	7	Lazare, Jennifer	Biology	1	Y	--		
MSTA	2	8	Senter, John	Biology	1	Y	--		
MSTA	2	9	Shippen, Judy	Biology	1	Y	--		
MSTA	2	10	Knudsen, Leola	Biology	1	Y	--		
MSTA	2	11	Hollingsworth, Kristine	Biology	1	Y	--		
Adjunct HPH - Senior	5	1	Sathasivan, Kanagasabapathi	Biology	1	Y	--		
Adjunct HPH - Senior	5	2	Lane, Rhonda	Biology	1	Y	--		
Adjunct HPH	6	1	Shumate, Jason	Biology	1	Y	--		
Adjunct HPH	6	2	Shibatani, Toru	Biology	1	Y	BIOL-1406-016	Lab	RGC
Adjunct HPH	6	2	Shibatani, Toru	Biology	1	Y	BIOL-1406-003	Lab	RGC
Adjunct HPH	6	3	O'Grady, Shelley	Biology	1	Y	--		
Adjunct HPH	6	4	Cryer, Chad	Biology	1	Y	--		

Section Preferences

Section Preferences consists of **Location, Term, Day/Time** and **Section Preferences**.

Your preference selection is available based on

- your eligibility status on [My Info](#) page
- the timeline on the [eStaffing Time Line](#)

If you see the following message,

Section Preferences:



There are several reasons this message might appear:

- the option to select preferences is **not** open
Click on [eStaffing Time Line](#) in the **Faculty Menu** to review your scheduled time slot.
- your appointment to a department has been suspended
Contact your departmental Dean
- your department has been formally approved by the ACCeStaffing Committee for exemption from using eStaffing for the purposes of staffing adjunct faculty course sections

Important

(All academic departments are required to keep an accurate roster of adjunct faculty appointments and eligibility in eStaffing even if exempted from performing the actual staffing assignments by using eStaffing. Many web-based applications, e.g., Professional Development/Event Workshop, use the information in eStaffing in determining whether an adjunct faculty is “active” or “inactive”, and in which departments they are aligned.)

To complete the **Section Preferences** section, you must complete all 4 steps.

- Step 1 Location Preferences
- Step 2 Term Preferences
- Step 3 Day/Time Preferences
- Step 4 Section Preferences

First, go to the [Step 1 Location Preferences](#) section in this manual.

Step 1 Location Preferences

Location Preferences allows you to select the locations where you prefer to teach. You may enter up to five choices. **Location Preferences** for a given department are entered by the **Campus, Term & Day/Time**.

Selecting Locations

ACC courses are taught in numerous locations. **Location Preferences** are chosen by selecting individual locations, location groups or a combination of these.

Location Groups are organized into All Locations, North Austin, South Austin, and ACC Campuses. You may select a group of locations if all of the locations within the group are acceptable to you. The locations in each group are listed under **Locations by Group**.

You may select individual locations. Or, you may a combination of individual locations and group locations.

The first time you enter your Location Preferences

The following page appears

Section Preferences:

Please specify the locations where you would prefer to teach in priority order:

Limit my courses to these locations only

Choice #1:	Select a location...
Choice #2:	Select a location...
Choice #3:	Select a location...
Choice #4:	Select a location...
Choice #5:	Select a location...

Click to submit your location preferences and continue:

Submit

Locations by Group:

North Austin
AML, AOA, CASA, CIC, CMC, CMK, CPF, CPH, CYP, DLP, DMA, DSG, EVC, FOL, GTC, GZA, HBC, JAR, LAN, LBH, LEA, LGL, LHS, MCC, MCN, MPL, MYE, NPY, NRG, NYO, PFD, PSB, RGC, RHS, ROR, RRH, SPL, SPT, STP, TCJ, UT, WWD, HEH, SPS, VRH, RRC, HLC

South Austin
3MC, AFD, AGO, AHS, AIB, AKN, ARC, BLH, BOW, BSP, CHS, DIR, DSP, DVE, ELC, EVC, FBG, GAR, JTN, LGL, LKH, LKN, LTR, NAT, NML, OHS, PIN, RVS, SBA, SEU, SMC, SML, TDS, THM, THS, TIM, TUM, SAC, TCA, SMD, SMG, GDS, EGN, HYS

All Locations
3MC, AFD, AGO, AHS, AIB, AKN, AML, ANH, AOA, AFD, ARC, BCS, BLH, BOW, BSP, CASA, CHC, CHS, CIC, CMC, CMK, CPF, CYP, DIR, DLP, DSG, DSP, DTC, DVE, ELC, ELG, EVC, FBG, FBR, FOL, GAR, GRA, GTC, GTR, GZA, HAY, HBC, HHS, JAR, JCT, JTN, KYLE, LAN, LBH, LEA, LGL, LHS, LKH, LKN, LTR, LUL, LVH, MBF, MCC, MCN, MFR, MNR, MPL, MSP, MYE, NAT, NML, NPY, NRG, NSC, NYO, OFF, OHS, ONDEM, OPC, PFD, PIN, PSB, RAS, RBM, RGC, RHS, RLM, ROR, RRH, RVS, SBA, SDH, SEU, SHS, SKL, SMC, SML, SPL, SPT, SSS, STP, TCJ, TDS, TFA, TFD, THM, THS, TIM, TUM, UT, WIM, WWD, WWR, SAC, SMD, SMG, DIL, GDS, RRC, VHS, ECR, EGN, HYS, HLC

ACC Campuses
CYP, EVC, HBC, NRG, PIN, RGC, RVS, SAC, RRC, EGN, HYS, HLC

- If you check the **Limit my courses to these locations only** box, your preferences will be taken as absolute choices (“I will teach at only these locations.”).
- If you do not check this box, your choices are taken as simple preferences (“I’d like to teach here, but I will teach elsewhere if necessary.”).

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Section Preferences:

Please specify the locations where you would prefer to teach in priority order:

Limit my courses to these locations only

Choice #1: North Austin

Choice #2: Select a location...

Choice #3: Select a location...

Choice #4: All Locations

Choice #5: ACC Campuses

North Austin

South Austin

3MC - 3-M Corporation

AOA - Aikido of Austin

AKN - Atkins High School

AIB - American Institute of Banking

ANH - Anderson High School

AML - Anderson Mill Pool

AGO - Attorney Generals Office

AFD - Austin Fire Department

AHS - Austin High School

APD - Austin Police Department

ARC - Austin Recreation Center

BSP - Bastrop High School

BCS - Bear Creek Stables

BLH - Blanco High School

CPF - Cedar Park Fire Academy

LAN, LBH, LEA, LGL, LHS, WVD, HEH, SPS, VRH,

TN, LGL, LKH, LKN, LTR, IS, EGN, HYS

CIC, CMC, CMK, CPF, AY, HBC, HHS, JAR, JCT, SP, MYE, NAT, NML, NPY, RVS, SBA, SDH, SEU, SHS, SAC, SMD, SMG, DIL,

AML, AQA, CASA, CIC, CMC, CMK, CPF, GPH, GIC, MCH, MPL, MYE, NPY, NRG, NYO, PFD, RRC, HLC

SAC, SMD, SMG, DIL

SMC, AFD, AGO, AHS, AIB, AKN, ARC, BLH, BOI, NAT, NML, OHS, PIN, RVS, SBA, SEU, SMC, SMI

SMC, AFD, AGO, AHS, AIB, AKN, AML, ANH, AO, CYP, DIR, DLP, DSG, DSP, DTC, DVE, ELC, ELG, JTN, KYLE, LAN, LBH, LEA, LGL, LHS, LKH, LKN, NRG, NSC, NYO, OFF, OHS, ONDEM, OPC, PFE, SKL, SMC, SML, SPL, SPT, SSS, STP, TCJ, TDS, GDS, RRC, VHS, ECR, EGN, HYS, HLC

CYP, EVC, HBC, NRG, PIN, RGC, RVS, SAC, RRC, EGN, HTS, HLC

For each of your **Location Preferences** (up to 5 choices)

1. Click on **down arrow**. Then, scroll to the desired location and click on it.
2. Once you have selected all your locations, Click the **Submit** button to continue.

Note: ACC Campuses, North Austin, South Austin, and All Locations all refer to multi-campus lists whose contents are listed at the bottom of the page.

Selecting a multi-campus list will list every campus in its group as your preference.

3. You can choose a maximum of five Location Preferences.

A multi-campus list may be selected as one of your choices.

4. Once you are satisfied with the locations you have chosen, click the **Submit** button to save your choices.

Note: If you do not click the **Submit** button, your location preferences you entered will be lost.

Section Preferences:

 Your campus preferences have been saved. Click to continue to enter your term preferences:

After selecting the **Submit** button, a confirmation screen appears indicating your preferences have been saved.

Click the **Continue** button. The **Term Preferences** page appears.

Go to the [Term Preferences](#) section in this manual.

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If this is NOT the first time you are entering your Location Preferences

The following page appears

Section Preferences:

You have entered the following location preferences:

Limit my courses to these locations only

Priority	Location
Choice #1:	All Locations

Click to Continue to Term Preferences:

Click to Edit Location Preferences:

Locations by Group:

ACC Campuses
CYP, EVC, HBC, NRG, PIN, RGC, RVS, SAC, RRC
North Austin
AML, AOA, CASA, CIC, CMC, CMK, CPF, CPH, CYP, DLP, DMA, DSG, EVC, FOL, GTC, GZA, HBC, JAR, LAN, LBH, LEA, LGL, LHS, MCC, MCN, MPL, MYE, NPY, NRG, NYO, PFD, PSB, RGC, RHS, ROR, RRH, SPL, SPT, STP, TCJ, UT, VVWD, HEH, SPS, VRH, RRC
South Austin
3MC, AFD, AGO, AHS, AIB, AKN, ARC, BLH, BOW, BSP, CHS, DIR, DSP, DVE, ELC, EVC, FBG, GAR, JTN, LGL, LKH, LKN, LTR, NAT, NML, OHS, PIN, RVS, SBA, SEU, SMC, SML, TDS, THM, THS, TIM, TUM, SAC, TCA, SMD
All Locations
3MC, AFD, AGO, AHS, AIB, AKN, AML, ANH, AOA, APD, ARC, BCS, BLH, BOW, BSP, CASA, CHC, CHS, CIC, CMC, CMK, CPF, CYP, DIR, DLP, DSG, DSP, DTC, DVE, ELC, ELG, EVC, FBG, FBR, FOL, GAR, GRA, GTC, GTR, GZA, HAY, HBC, HHS, JAR, JCT, JTN, KYLE, LAN, LBH, LEA, LGL, LHS, LKH, LKN, LTR, LUL, LVH, MBF, MCC, MCN, MFR, MNR, MPL, MSP, MYE, NAT, NML, NPY, NRG, NSC, NYO, OFF, OHS, ONDEM, OPC, PFD, PIN, PSB, RAS, RBM, RGC, RHS, RLM, ROR, RRH, RVS, SBA, SDH, SEU, SHS, SKL, SMC, SML, SPL, SPT, SSS, STP, TCJ, TDS, TFA, TFD, THM, THS, TIM, TUM, UT, WIM, VVWD, VVWR, SAC, RRC

1. If you are satisfied with the **Location Preferences** you have chosen, click the **Continue** button to continue to the next step titled **Term Preferences**.
2. If you are NOT satisfied with the selected locations, click the **Edit** button. Make all necessary changes. For more details, see [The first time you enter your Location Preferences](#).
3. Then, click the **Submit** button.

Section Preferences:

 Your campus preferences have been saved. Click to continue to enter your term preferences:

After selecting the **Submit** button, a confirmation screen appears indicating your preferences have been saved.

Click the **Continue** button. The **Term Preferences** page appears.

Go to the [Term Preferences](#) section in this manual.

Step 2 Term Preferences

Allows you to specify what you are willing to teach including

- the maximum number of sections and the maximum LEH
- whether you'd be willing to teach overloads beyond your maximum LEH
- additional general preference comments and information
- the sessions you are willing to teach
- information regarding times you may be unavailable during the term

The first time you enter your Term Preferences

The following page appears

Section Preferences:

You have entered the following term preferences:

I am willing to teach Overloads

Number of Sections I am Willing to Teach:

Please enter any comments about your term preferences or dates you are not available here:

(Maximum characters: 250)

You Have characters left.

Click to Continue to save your term preferences and continue:

Select your **Term Preferences** on the **Section Preferences** page.

Overloads – click the box next to **I am willing to teach Overloads**

But only if you are willing to accept teaching assignments beyond your maximum regular LEH

Number of Sections - enter the **maximum number of sections** you are willing to teach this term

Comments – enter any additional information you wish to supply which is relevant to your teaching preferences for this term

Click the **Submit** button only after you are satisfied with the **Term Preferences** you specified.

Note: If you do not click the **Submit** button, the **Term Preferences** you entered will be lost.

Term Preferences for a given department must be entered by the **Campus, Term & Day/Time Preferences Entry Deadline** listed in your **eStaffing Time Line**.

Click the **Continue** button. The **Time Preferences** page appears.

Go to the [Time Preferences](#) section in this manual.

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If this is NOT the first time you are entering your Term Preferences

The following page appears

Section Preferences:

You have entered the following term preferences:

I am willing to teach Overloads

Number of Sections I am Willing to Teach:

Please enter any comments about your term preferences or dates you are not available here:

(Maximum characters: 250)

You Have characters left.

Click to Continue to save your term preferences and continue:

1. If you are satisfied with the **Term Preferences** you specified, click the **Continue** button which opens the [Time Preferences](#) page.
2. If you are NOT satisfied with the selected **Term Preferences**, click the **Edit** button. Make all necessary changes. For more details, see [The first time you enter your Term Preferences](#).
3. Then, click the **Submit** button.

Section Preferences:

✔ Your term preferences have been saved. Click to continue to enter your time preferences:

After selecting the **Submit** button on the **Edit** page, a confirmation screen appears indicating your **Term Preferences** have been saved.

Click the **Continue** button which opens the [Time Preferences](#) page.

Go to the [Time Preferences](#) section in this manual.

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Step 3 Time Preferences

The **Day** and **Time Preferences** allows you to indicate the days and times you are NOT available to teach.

Time Preferences for a given department must be entered by the **Campus, Term & Day/Time Preferences Entry Deadline** listed in your **eStaffing Time Line**.

The first time you enter your Time Preferences

The following page appears

Section Preferences:

Please check the times you are **NOT** available:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7AM - 8AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8AM - 9AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9AM - 10AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10AM - 11AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11AM - 12PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12PM - 1PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1PM - 2PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2PM - 3PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3PM - 4PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4PM - 5PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5PM - 6PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6PM - 7PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7PM - 8PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8PM - 9PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9PM - 10PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10PM - 11PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11PM - 12AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click to Save Your Time Preferences:

- Click on the day(s) of the week and the time(s) you are not available to teach.
- A checkmark means you are NOT available to teach at that time.
- A blank checkbox means you ARE available to teach at that time.

If you click the **Submit** button without selecting any days or times, this indicates you are available to teach all time slots every day. This does not mean you will be teaching all time slots. It only means you are available to teach all time slots.

If a scrollbar appears, it means you need to scroll down or across to view all days and/or time slots.

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You may:

- Click on a **Time** button (at the left) indicates you are not available to teach during that specific time period on any day of the week
- Click on a **Weekday** button (at the top) to indicate you are not available to teach on that weekday.
- Click on a specific period of time on a specific day of the week to indicate you are not available to teach during that time but you are able to teach the other time periods

Section Preferences:

click on a Time button

click on a Weekday button

Please check the times you are **NOT** available:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7AM - 8AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8AM - 9AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9AM-10AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10AM-11AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11AM-12PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12PM-1PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1PM-2PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2PM-3PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3PM-4PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4PM-5PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5PM-6PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6PM-7PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7PM-8PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8PM-9PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9PM-10PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10PM-11PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11PM-12AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click to Save Your Time Preferences:


The checked boxes indicate a time every day when you are not available to teach for the term. You may click on an individual checked box to deselect it.

Or, select on an individual day and time when you are not available to teach for the term.

Once you are satisfied with the **Time Preferences** you specified, click the **Submit** button.

Note: If you do not click **Submit**, your **Time Preferences** you entered will be lost.

Section Preferences:

 Your time preferences have been saved. Click to continue to enter your section preferences:

After selecting the **Submit** button, a confirmation screen appears indicating your preferences have been saved.

Click the **Continue** button. The **Section Preferences** page appears.

Go to the [Section Preferences](#) section in this manual.

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If this is NOT the first time you are entering your Time Preferences

The following page appears

Section Preferences:

You have entered the following times as times when you are **NOT** available:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7AM - 8AM	X	X	X	X	X	X	X
8AM - 9AM		X					X
9AM - 10AM		X					X
10AM - 11AM							X
11AM - 12PM							X
12PM - 1PM		X					X
1PM - 2PM	X	X					X
2PM - 3PM		X					X
3PM - 4PM		X					X
4PM - 5PM		X					X
5PM - 6PM		X					X
6PM - 7PM		X					X
7PM - 8PM		X					X
8PM - 9PM		X					X
9PM - 10PM		X					X
10PM - 11PM		X					X
11PM - 12AM		X					X

Click to continue to enter your section preferences:

Continue

Click to Edit Your Time Preferences:

Edit

1. If you are satisfied with the Time preferences, Click the Continue button to continue on to Section preferences.
2. If you are not satisfied with the Time, Click **Edit** and make all necessary changes then Click **Submit** and **Continue** on to the Section preferences.

Section Preferences:

 Your time preferences have been saved. Click to continue to enter your section preferences:

Continue

After selecting the **Submit** button, a confirmation screen appears indicating your preferences have been saved.

Click the **Continue** button. The **Section Preferences** page appears.

Go to the [Section Preferences](#) section in this manual.

Step 4 Section Preferences

The first time you enter your Section Preferences

The following page appears

Section Preferences:

Please Select a Dept:

Select a Dept. using the down arrow and click the **Submit** button.

Section Preferences:

Show Sections Matching Preferences
 Show Sections Matching Eligibility
 Faculty can select up to 25 sections as preferred sections

Select individual sections as preferred sections. Then put them in order from most to least preferred.

Section preferences are done one department at a time. They must be entered by the **Section Preferences Entry Deadline** listed in your [eStaffing Timeline](#).

1. First, look at the list of sections you are eligible to teach.
2. Then, adjust **Campus**, **Term**, and **Day/Time** preferences to include the sections you want to add.

Once you have broadened your preferences. Selecting sections as preferred improves your chances of being assigned those sections.

This page requires 4 steps to complete the **Section Preferences**.

1. Select at least one section from **Preferences** or **Eligibility**.
2. Enter a **Priority**, even if there is only 1, you must key a number.
3. Click on **Reorder Courses**, even if there is only 1.
4. Click on **Save and Certify your Selections**. You will get an email confirming the completion.

Section Preferences:

Please Select a Dept:

- To view the sections offered in your department, Click on **down arrow**, Scroll to the desired Department and click on it. The Departments listed are those departments in which you have eligibility. If you can't view a department that you believe should be listed, contact the Dean or

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Department Chair.

- Section preferences are selected one department at a time. Make sure you enter your preferences for all available departments for which you have current eligibility.

Section Preferences:

Show Sections Matching Preferences

Show Sections Matching Eligibility

You are eligible to teach these courses:

Course	Hire Priority	Start Date	End Date	Appointment	Telecom Methods	Status
TRVM-1323	Highest Priority	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	IA / CA	N/A	Pending
TRVM-1391	Highest Priority	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	IA / CA	N/A	Pending
TRVM-2305	Highest Priority	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	IA / CA	N/A	Pending
TRVM-2335	Highest Priority	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	IA / CA	N/A	Pending

- To view the sections offered in your department that match your term, campus and day/time preferences, Click on **Preferences**.
- To view all the sections you are eligible to teach this term regardless of preferences, Click on **Eligibility**.
- The bottom of the screen is for reference. The list consists of all the courses you are eligible to teach this term. If the list is incorrect or the status of the eligibility is "Pending", contact the Department Chair. Only the eligibility for the one department selected will be viewed. Section preferences are done one department at a time.

Select	Synonym	Course	Section	Dates	Method	Campus	Bldg	Room	Days	Time
<input type="checkbox"/>	47121	PHIL - 1301	003	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	NRG	NRGP	PB1	M	12:00PM 01:20PM
<input type="checkbox"/>	47122	PHIL - 1301	004	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	NRG	NRG2	2121	MW	06:00PM 07:20PM
<input type="checkbox"/>	47123	PHIL - 1301	005	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	RGC	RGC6	A257	TTh	03:00PM 04:20PM

- To add sections to your list of preferred sections, you must first **select** them and then **add** the selected sections
- To select a section, click on the **Select** box for that section.
- First look at the list of sections you are eligible to teach. You can return to adjust **Campus**, **Term**, and **Day/Time** preferences to include sections you want to add. Once you have broadened your preferences, you can return to review the list

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Section Preferences:

You have selected these courses (the submit button will be enabled once all courses are ordered according to priority):

Priority	Synonym	Course	Section	Dates	Method	Campus	Bldg	Room	Days	Time	
<input type="text" value="0"/>	46049	HUMA 1301	001	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	HAY			M	06:00PM 08:50PM	Remove
<input type="text" value="0"/>	46050	HUMA 1301	002	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	GTC	GTCN	202	W	06:00PM 08:40PM	Remove
<input type="text" value="0"/>	46052	HUMA 1301	004	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	PIN	PIN1	408	TTh	09:00AM 10:20AM	Remove
<input type="text" value="0"/>	46053	HUMA 1301	006	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	RGC	RGC1	334	M	01:25PM 02:45PM	Remove
<input type="text" value="0"/>	46054	HUMA 1301	007	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	RVS	RVSE	7002	MW	10:30AM 11:50AM	Remove
<input type="text" value="0"/>	46055	HUMA 1301	008	Jan 17, 2012 @ 12:00AM-May 13, 2012 @ 12:00AM	Lecture	RRC	RRC1	1313.00	TTh	06:00PM 07:20PM	Remove

[Reorder Courses](#)

= course matches your preferences

Save and Certify your selections: [Submit](#)

Show Sections Matching Preferences [Preferences](#)

Show Sections Matching Eligibility [Eligibility](#)

You are eligible to teach these courses:

Course	Hire Priority	Start Date	End Date	Appointment	Telecom Methods	Status
HUMA-1301	Eligible	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	Adjunct	N/A	Approved
HUMA-1302	Eligible	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	Adjunct	N/A	Approved
HUMA-1315	Eligible	Jan 17, 2012 @ 12:00AM	Jul 22, 2012 @ 12:00AM	Adjunct	N/A	Approved

Once you have made some selections, you can **Remove** and **Reorder Courses** to fine-tune your preferences. **GREEN** entries are your selections that match your preferences and eligibility. **PINK** entries are your selections that match eligibility and NOT your preferences.

- To delete sections from the preference list, Click **Remove**.

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- Initially the preferred sections will not be prioritized. To reorder your preferences, replace the numbers in the appropriate **Priority** boxes with the numbers you prefer and then click on **Reorder Courses**.
- If you would like to add more sections to those selected, Click **Preferences** or **Eligibility**. Once you are satisfied with the selections, you must Click **Reorder Courses** before you Click **Save and Certify your Selections**.

Section Preferences:



Your sections were successfully certified. Please check your e-mail to view the certification. You can make changes to and recertify your preferences until: **Aug 31, 2011 @ 12:00AM**

Once you Click **Save and Certify your Selections**, you will receive a confirmation email to your ACC **Gmail** email account with a list of your selections. You may repeat this process until the deadline specified for your department on the **eStaffing Time line**.

Show Assignments

Once section assignments have been made, the page which shows you what sections you have been assigned to teach

After the sections have been assigned, this page summarizes the results. If you teach in more than one department, you will have a set of assignments for each department with separate **Accept** and **Refuse** buttons for each department. This page will be empty until assignments are made.

Note:You must accept or reject **all** of the assignments from a given department as a unit. If you wish to have your assignments modified, you must contact your Department Chair.

If you get the following message,

Faculty Assignments:



No assignments have been offered at this time.

There are several reasons :

- The option to Accept or Decline assignments is **not** open. Click on **eStaffing Time line** to review your scheduled time slot.
- If your appointment to a department has been suspended, contact your Department Chair.

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- If your department has officially been exempted from using eStaffing for the purposes of staffing adjunct faculty course sections, contact the Department Chair.

Faculty Assignments:

Courses Assigned:

Materials Order	Accept/Decline	Synonym	Course	Dates	LEH/Credit	Method
<input type="button" value="Order"/>	<input type="button" value="Accept"/> <input type="button" value="Decline"/>	47135	PHIL-1301-017	Jan 17, 2012 - May 13, 2012	3/3	Lecture
<input type="button" value="Order"/> <input type="button" value="Accept"/> <input type="button" value="Decline"/>		> Location Details Campus: PIN Bldg: PIN1 Room: 409 Meeting Time: MW 09:00AM 10:20AM Weeks: 16				
<input type="button" value="Order"/>	<input type="button" value="Accept"/> <input type="button" value="Decline"/>	47153	PHIL-1301-035	Jan 17, 2012 - May 13, 2012	3/3	Lecture
<input type="button" value="Order"/> <input type="button" value="Accept"/> <input type="button" value="Decline"/>		> Location Details Campus: CYP Bldg: CYP5 Room: 2227 Meeting Time: MW 06:00PM 07:20PM Weeks: 16				
<input type="button" value="Order"/>	<input type="button" value="Accept"/> <input type="button" value="Decline"/>	47155	PHIL-1301-037	Jan 17, 2012 - May 13, 2012	3/3	Lecture
<input type="button" value="Order"/> <input type="button" value="Accept"/> <input type="button" value="Decline"/>		> Location Details Campus: RVS Bldg: RVSA Room: 2211 Meeting Time: TTh 06:00PM 07:20PM Weeks: 16				

Total LEH Assigned = Total Credit Assigned =
Max LEH Allowed = 11 Max Credit Allowed = 9

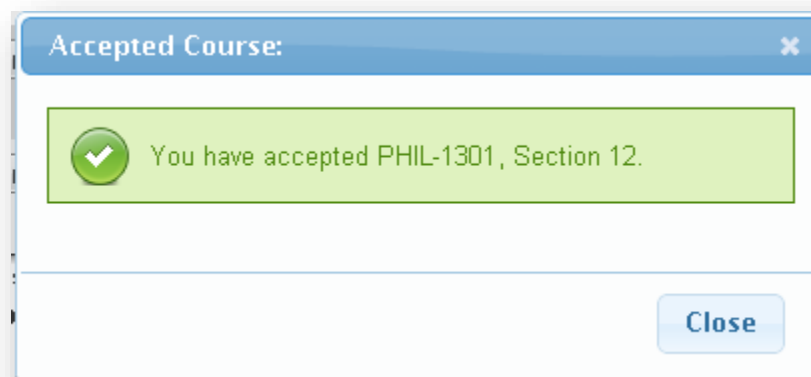
You accepted/declined these courses:

Accept/Decline	Date	Synonym	Course	Dates	LEH/Credit	Method
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Accept or Decline your assignments from each Department which has offered you assignments by clicking on the appropriate button.

- To accept the assignments from a department, click **Accept**.
- To decline the assignment from the department, Click **Decline**.

IF You Choose to Accept:



If you accept, you will get a confirmation on the accepted course.

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Total LEH Assigned = NaN Total Credit Assigned = NaN
Max LEH Allowed = 11 Max Credit Allowed = 8

You can compare and track your accepted **Total LEH** and **Total Credit Assigned** with the Limits in the middle of the page.

<input type="button" value="Order"/>	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>	47151	PHIL-1301-033	Jan 17, 2012 - May 13, 2012	3/3	Lecture
<input type="button" value="Location Details"/>			Campus: RVS Bldg: RVSE Room: 7003 Meeting Time: TTh 09:00AM 10:20AM Weeks: 16				

Once the section has been **Accepted** or **Declined** the course will be removed from the list at the top of the page, **Courses Assigned**, and can only be viewed at the bottom of the page under **You accepted/declined these courses**.

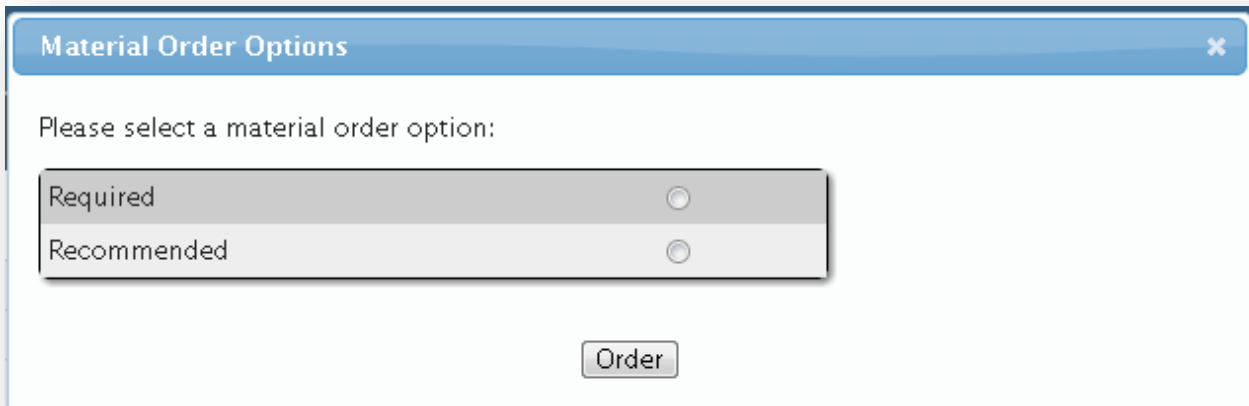
If the section requires materials, The **Order** button will become available for you to Click and the **Accept/Decline** buttons become deactivated. Click **Order**.

Materials for PHIL - 1301					
No Material Required or Recommended:					
No Material Needed					<input type="button" value="Select"/>
<input type="checkbox"/> = Material was pre-ordered or already selected.					
ISBN	Title	Edition	Author	Desc	Select
000049580875X	Phil Text W/ Readings	11th	Velasquez	Textbook	<input type="button" value="Order"/>
9780495603825	Archetypes of Wisdom	7th	Soccio	Textbook	<input type="button" value="Order"/>
9780195327304	Meaning of Life	3rd	Klemke	Textbook	<input type="button" value="Order"/>
9780070187832	Schaum Outline Intro Phil	1st	Earle	Textbook	<input type="button" value="Order"/>
9780195321401	Happiness	1st	Cahn	Textbook	<input type="button" value="Order"/>

Click **Select**, if you will not be using any of the listed materials for your section.

OR

Click **Order**, beside the material you wish to recommend or require your students to purchase for your class.



The image shows a dialog box titled "Material Order Options" with a close button (X) in the top right corner. Below the title bar, the text reads "Please select a material order option:". There are two radio button options: "Required" and "Recommended". The "Required" option is currently selected. Below the options is an "Order" button.

You must select **Required**, if you are requiring your students to purchase the material. Click **Order**

or

You must select **Recommended** if you are recommending but not requiring the students to purchase the material. Click **Order**.

Once the order has been completed the course will be removed from the list at the top of the page, **Courses Assigned**, and can only be viewed at the bottom of the page under **You accepted/declined these courses**. This action will send the order request to Datatel on the next upload to notify the bookstores of the order.

You can view the status of your order on Online Services

<http://www.austincc.edu/onlineservices/>. If you go to the **Faculty Menu**, Click **Textbooks**, Select **Term** and Then **Course**, you can make additional orders or view the status of your orders.

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IF You Choose to Decline:

The screenshot shows a 'Declined Course' dialog box with the following elements:

- Title: Declined Course: [Close]
- Text: Please select/enter a reason for declining PHIL-1301, Section 29:
- Dropdown menu: Schedule Conflict
- Large text input area for description.
- Text: (Maximum characters: 250) You Have 250 characters left.
- Submit button
- Close button

Below the dialog box, a table displays course details:

H/Credit	Method
Lecture	
AM Weeks: 16	
Lecture	
PM Weeks: 16	
Lecture	
PM Weeks: 16	

Accepted	Aug 27, 2011	47135	PHIL-1301-017	Jan 17, 2012-May 13, 2012	3/3	Lecture
> Location Details Campus: PIN Bldg: PIN1 Room: 409 Meeting Time: MW 09:00AM 10:20AM Weeks: 16						

If you Decline, the **Declined Course** page opens, and you may select a **Reason for declining** or describe your reasons for refusing the assignment offered in the **Description** box, Then Click **Submit**.

Once the section has been **Accepted** or **Declined** the course will be removed from the list at the top of the page, **Courses Assigned**, and can only be viewed at the bottom of the page under **You accepted/declined these courses**.

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Faculty Assignments:

Courses Assigned:

Materials Order	Accept/Decline	Synonym	Course	Dates	LEH/Credit	Method
<input type="button" value="Order"/>	<input type="button" value="Accept"/> <input type="button" value="Decline"/>	47155	PHIL-1301-037	Jan 17, 2012 - May 13, 2012	3/3	Lecture
› Location Details Campus: RVS Bldg: RVSA Room: 2211 Meeting Time: TTh 06:00PM 07:20PM Weeks: 16						

Total LEH Assigned = NaN Total Credit Assigned = NaN

Max LEH Allowed = 11 Max Credit Allowed = 9

You accepted/declined these courses:

Accept/Decline	Date	Synonym	Course	Dates	LEH/Credit	Method
Accepted	Aug 27, 2011	47135	PHIL-1301-017	Jan 17, 2012-May 13, 2012	3/3	Lecture
› Location Details Campus: PIN Bldg: PIN1 Room: 409 Meeting Time: MW 09:00AM 10:20AM Weeks: 16						
Accepted	Aug 27, 2011	47155	PHIL-1301-037	Jan 17, 2012-May 13, 2012	3/3	Lecture
› Location Details Campus: RVS Bldg: RVSA Room: 2211 Meeting Time: TTh 06:00PM 07:20PM Weeks: 16						
Declined	Aug 27, 2011	47153	PHIL-1301-035	Jan 17, 2012-May 13, 2012	3/3	Lecture
› Location Details Campus: CYP Bldg: CYP5 Room: 2227 Meeting Time: MW 06:00PM 07:20PM Weeks: 16						

You will have no courses listed under Courses Assigned if you have completed the Faculty Assignments process. All courses should be listed under You accept/decline these courses.

GREEN are accepted classes

PINK are declined classes

YELLOW are courses assigned to you in Datatel. The courses were manual adjustments in the Datatel system that did not go through the eStaffing Process

Once a section assignment has been accepted and/or declined changes can no longer be made from the eStaffing system.

After the assignment data has been transferred to the Datatel system, its status changes to “**In Datatel**”, and changes can no longer be made from the eStaffing system

Faculty Preferences

If you get the following message,

Faculty Selected Preferences:



Your faculty preferences cannot be displayed because you have not selected your preferred sections for this term.

There are several reasons:

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- You have not completed the Schedule Preferences process. Click **Schedule Preferences** to review your selections.
- If your appointment to a department has been suspended, contact your departmental Dean
- If your department is not participating in eStaffing, if you have questions contact your departmental Dean.

eStaffing Time Line

Entering **Campus, Term, Day/Time**, and **Section** preferences must be completed by department-specific deadlines, and accepting or refusing assignments can only be done after department-specific start dates in order to allow time for the assignments to be made and processed.

To determine what the deadlines and start dates are for your departments, click on **eStaffingTime Line**.

Eligibility

The Faculty Eligibility page will display the faculty member's eligibility by term and discipline.

You are eligible to teach these courses for the Fall 2011 term:

Course	Hire Priority	Appointment	Telecom Methods	Status
CETT-1403	New	Adjunct	N/A	Pending
CETT-1405	New	Adjunct	N/A	Pending
CETT-1425	New	Adjunct	N/A	Pending
CETT-1429	New	Adjunct	N/A	Pending
SMFT-1474	New	Adjunct	N/A	Pending
SMFT-2474	New	Adjunct	N/A	Pending

Logout

Always logout of the system when you are through with your eStaffing session. Just click on "Logout" to log out. In addition, it is a recommended safety precaution, in order to ensure the preservation of the privacy of your preference data, exit out of the browser also.

Glossary

Refer to the respective Administrative Rule in the applicable footnote for more information.

Adjunct faculty faculty appointed on a course-by-course basis for a term not to exceed one semester per contract period, except where the adjunct faculty member has a Multiple Semester Term Appointment, which guarantees courses during the academic year term (subject to sufficient enrollments).¹

College Associate (CA) a college professional/technical position that is associated with a support area of the college and that is held by a member of the Adjunct Faculty.²

Combined Courses Multiple sections of a course that are treated as a single section for payroll purposes. Distance Learning courses that are scheduled for more than one session during a semester (i.e. 16, 12, and 8 weeks) are often combined. Combined sections receive a numeric combination code.

Contact hour refers to a 50-minute classroom assignment

Course load reduction releases faculty members from all or part of their full-time teaching duties

Distance education Distance education classes must be offered through Distance Learning. Distance education is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place and is defined by SACS. Instruction may be synchronous or asynchronous

Dual Credit Annual Appointment an appointment held by selected Adjunct Faculty who completed the Dual Credit Orientation Program and teach only to dual credit courses at High Schools.³

Eligibility the courses that a faculty member can teach based on credentials

Employed Industry Specialist is a designated member of the Adjunct Faculty who receives his or her primary income and benefits from an organization or source other than ACC, or is retired with benefits, and has knowledge of special technical skills required for successful employment in a particular industry or business.⁴

Faculty hired by justification faculty who have qualifications other than normally expected academic credentials such as: outstanding professional experience, appropriate licenses, honors and awards, or other demonstrated competencies or achievements that further the instructional goals and objectives of the College.⁵

Full-time faculty all full-time staffing table teaching faculty, librarians, and counselors who are paid on the full-time faculty pay scale.⁶

¹ [eStaffing Dept. Chair Manual](#)

² [Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002](#)

³ [Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002](#)

⁴ [Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002](#)

⁵ [Administrative Rules – Faculty Qualifications - AR#: 4.03.005](#)

⁶ [Administrative Rules – Faculty Qualifications - AR#: 4.03.005](#)

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Good evaluative standing refers to an overall rating of good or better on the most recent Full-Time Faculty Evaluation Summary form.

Highest Priority to Hire Status (HPTH) - Highest Priority to Hire (HPTH) is a designation given by the Department Chair to some members of the Adjunct Faculty on a given Eligibility List in recognition of the documented quality of their teaching of that course or their unique qualifications to teach that course. Adjunct Faculty holding HPTH designation will be afforded priority in the staffing process (see Administrative Rule 4.06.002, Staffing of Adjunct Faculty).⁷

Hire Priority the demand for Faculty to teach a course. Some Faculty have exclusive credentials to match demanded requirements for specific courses.

Instructional Associate (IA) a college professional/technical position that is associated with a department and that is held by a member of the Adjunct Faculty.⁸

Integrated Courses Courses in which both college credit and continuing education students may enroll. Integrated courses also receive a numeric code.

Laboratory hour - One laboratory hour equals 0.75 contact hours unless defined differently elsewhere in this document. The number of lecture equivalent hours and lab hours for each course is determined from the course descriptions in the official College catalog.

Lecture equivalent hour The Lecture Equivalent Hour (LEH) value for any course is a weighted combination of Lecture Hours and Laboratory Hours stated for the course. One Lecture Hour is one LEH, and one Laboratory Hour is .75 LEH.

Lecture hour the total number of contact hours scheduled for the lecture portion of a course during a standard 16-week semester, divided by the number of weeks in the semester. The number of lecture hours for any course is stated in the course description in the catalog.

Multiple Semester Term Appointment (MSTA)⁹ an appointment held by selected Adjunct Faculty that allows for priority status in the assignment of sections over multiple semesters.

MSTAs are renewable one-year appointments. A member of the Adjunct Faculty who has held an MSTA for three consecutive years shall receive a three-year appointment that shall be renewed each year that he or she meets the eligibility standards.

Types of MSTA appointments

1. **MSTA (Exception)** allows Adjunct Faculty who have taught at the maximum permissible workload permitted in the Spring of 1999, or earlier, are eligible for a MSTA (Exception) appointment under [Board Policy D-3\(c\)](#). MSTA (Exception) can teach up to that workload for the duration of the appointment.
2. **MSTA** allows Adjunct Faculty to teach up to the maximum workload allowed by [Administrative Rule 4.06.013, Adjunct Faculty Load Limits](#).

⁷ [Administrative Rules – Administration of Eligibility Lists – AR#: 4.06.001](#)

⁸ [Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002](#)

⁹ [Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002](#)

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Overload an additional teaching section, above the regular teaching load, paid at the adjunct faculty rate of pay. A fractional overload does not count as an additional teaching section.

Senior Adjunct Faculty members of the Adjunct Faculty who have taught at least 10 semesters at ACC not counting more than two semesters from any one year.

Skills instructor refers to those instructors appointed on a course-by-course basis who have knowledge and experience in specific course content and work under the supervision of a SACS-qualified faculty member.¹⁰

Workload The total responsibility of a faculty member will require a minimum of 40 hours of work per week

¹⁰ [Administrative Rules – Faculty Qualifications - AR#: 4.03.005](#)

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