eStaffing MSTA

2015

Deans and Department Chairs

Table of Contents

Contents

Overview of the Process

Background

The MSTA process is defined by Administrative Rules. The timeline is developed according to the dates for Summer Appointments and faculty evaluation by the Departments. The timeline is posted by the Schedule Development office.

Administrative Rules

4.06.013 Adjunct Faculty Workload

4.03.004 Full-Time Faculty Workload

4.06.002 Staffing of Adjunct Faculty

4.03.005 Faculty Qualifications

4.06.001 Administration of Eligibility Lists

Definitions

Definitions based on Administrative Rule: 4.06.002

Levels:

> MSTA (Exception): allows Adjunct Faculty who have, in a single semester prior to summer, 1999, taught at the maximum workload permitted under Board Policy D-3(c), to teach up to that workload for the duration of the appointment.

> MSTA: allows Adjunct Faculty to teach up to the maximum workload allowed by Administrative Rule 4.06.013, Adjunct Faculty Load Limits.

> 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.

Getting Help

If you have a question and cannot find an answer to in this document, call the Technical Support Services at 223-TECH (223-8324).

Logging In

1. Start your browser. **Note:** You should avoid using the **Back** and **Forward** buttons on your browser. If you do 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. Click on the browser's **File** menu, type eapps.austincc.edu/eStaffing dialog box, and press the **ENTER** key. A **Login** page appears.
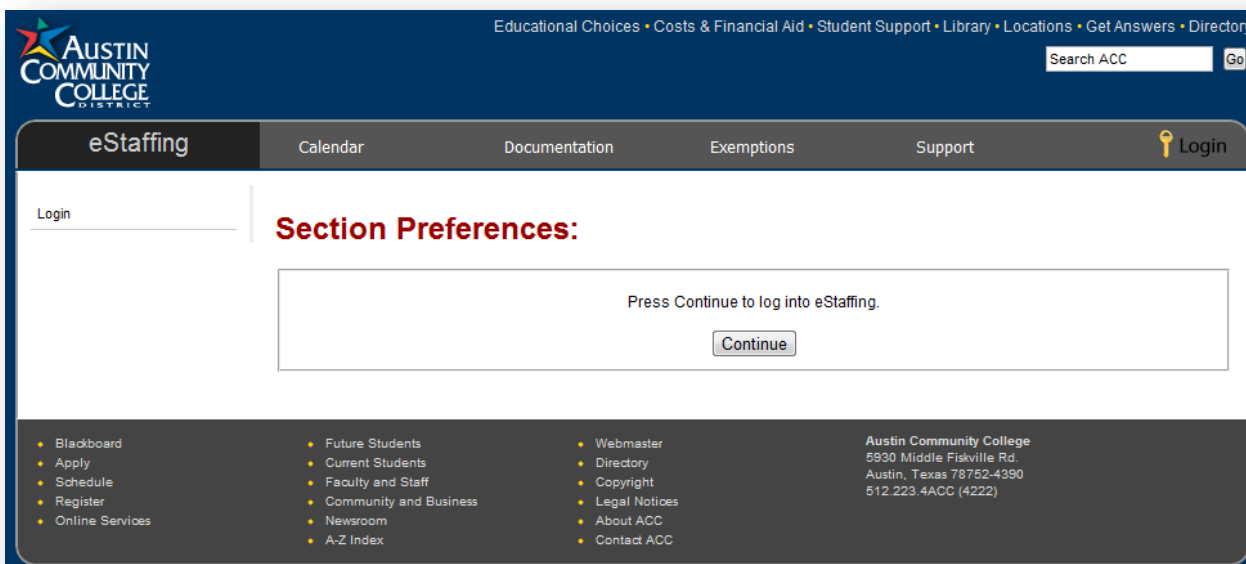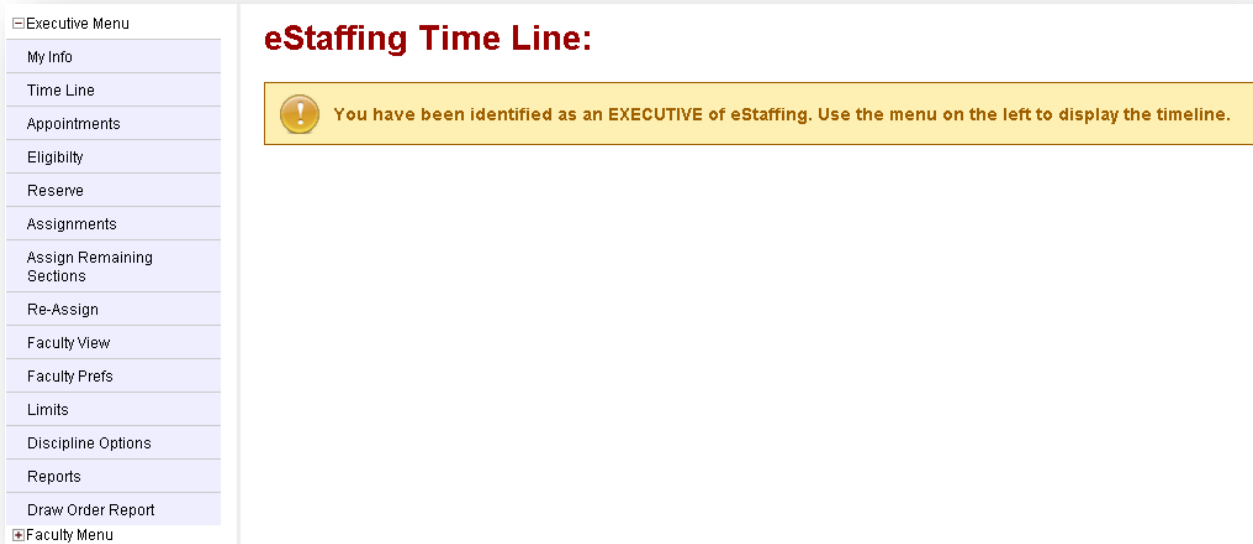

3. Click **Continue**.
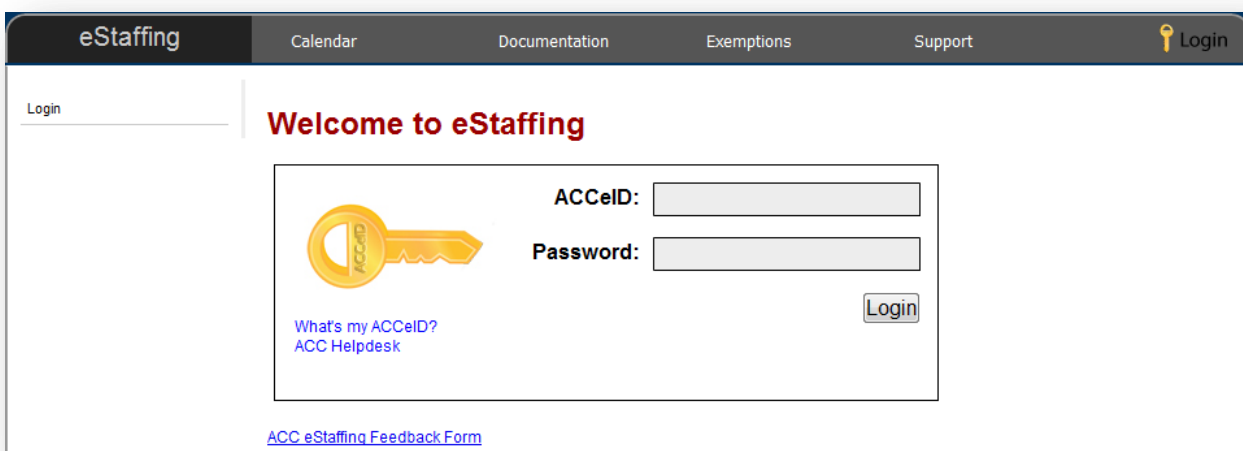
4. Type your ACC email **User ID** in the first box and your ACC email **Password** in the second box, and click on **Login** (or press the **ENTER** key). ACCeIDs and passwords are **case-sensitive**

- For assistance with ACCeID login and password issues, please visit the ACCeID Information Website (http://eapps.austincc.edu/estaffing/login.php)

5. If your login is successful, the **eStaffing Menu** opens with the **eStaffing Time Line** page.

6. Click on the +Executive to expand the **Executive Menu**.
The Executive Menu page has a menu bar with a series of menu items which allow you to review and approve all faculty and Section assignments. To select a menu item, click on it.

Resources

Calendar

The calendar for the MSTA process is dynamic and will display based on the academic year dates. The MSTA calendar will display information that pertrains to the teaching appointments made for the following academic year.

The calendar can be accessed from the eStaffing site using the horizontal menu. Click the first menu tab, Calendar, as below and locate the item MSTA <<academic year description>> Process.
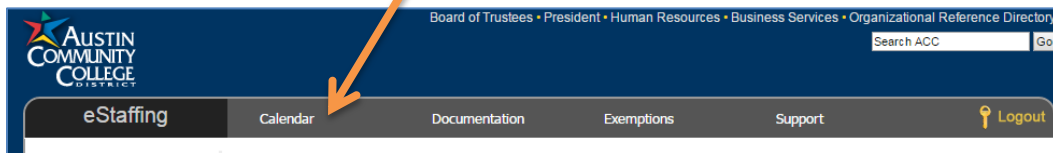
Here is a sample calendar for the MSTA 2015-2016 Process:
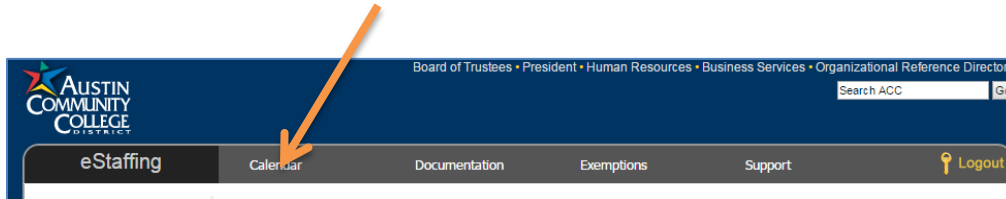
eStaffing MSTA Calendar

ESTAFFING MSTA CALENDAR APPLICATION PROCESS FOR FALL 2015 - SUMMER 2016 APPOINTMENT

Start Date	End Date	Task
Feb 03, 2015	Feb 03, 2015	Announcement of MSTA Process to Adjunct Faculty
Feb 16, 2015	Feb 27, 2015	Timeline to submit MSTA application in ACCeStaffing
Mar 03, 2015	Mar 12, 2015	MSTA selection by Department Chair
Mar 23, 2015	Mar 23, 2015	MSTA approvals by Deans
Mar 24, 2015	Mar 24, 2015	MSTAs notified of award via email

ⓘ For information about department criteria, contact the Department Chair.

Disciplines need to indicate whether or not they will be accepting <u>new</u> MSTA appointments. The lists of Accepting/Not Accepting are listed under Calendar, as below:

Sample Departments Accepting MSTA Applications:

Sample Departments NOT Accepting MSTA Applications:

Adjunct faculty are mailed a notification two weeks prior to the MSTA Application period beginning. The notification is posted under Calendar, as below:
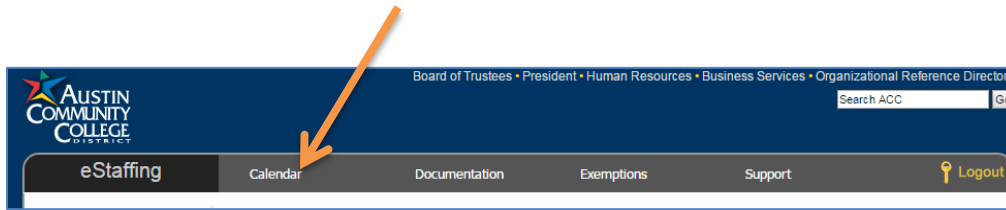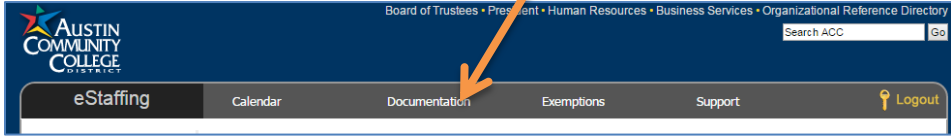

Sample notification:
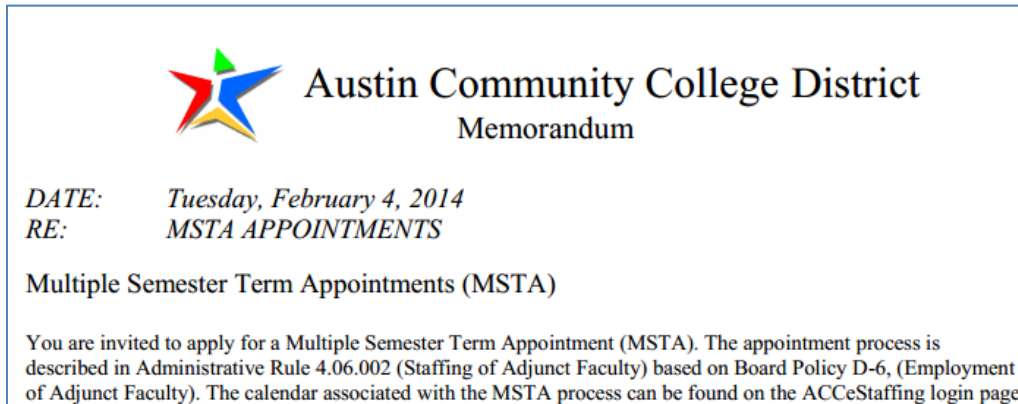
Documentation

User documentation for Faculty, Department Chairs and Deans are listed under Documentation, as below:

Processing Utilities

Accepting/Not Accepting

Disciplines and Departments can choose "MSTA Discipline Options" from the menu to indicate whether they will be accepting new MSTA applications to be chosen during the application period. What is chosen here will control what is listed on the Accepting and Not Accepting lists posted (dynamically driven). This can only be changed through the end of the MSTA application and selection period.

Choose Discipline from list, as below:

Discipline MSTA Setting

Select discipline below:

English
Journalism
Speech

Choose the Application Year:

Discipline MSTA Setting

Speech

Select MSTA Application Year

Fall 2015 - Summer 2016 ▼   Select MSTA Year

If no indication has been recorded, screen will look like this:

Discipline MSTA Setting

Speech

Is this discipline accepting new MSTAs for the coming year?

(select) ▼   Update Discipline Selection

Make selection and click "Update Discipline Selection".

If indication has already been recorded, it will show previous choice and the user can change by making selection and clicking "Update Discipline Selection".

Discipline MSTA Setting

Speech

Is this discipline accepting new MSTAs for the coming year?

Yes ▼   Update Discipline Selection

Deans can set limits on how many MSTA are allowed and can also set the type. Other users can view the information, but will not be given a button to save any changes.

Click "MSTA Limits" and the menu and the following will display:

MSTA Limits

MSTA Limits for Fall 2015 - Summer 2016		
Discipline Name	**MSTA Total Limit**	**MSTA Term Type**
Biology	10	Fall, Spring, Summer ▾
Chemistry	4	Fall, Spring Only ▾
Physical Sciences	0	Fall, Spring Only ▾
Biotechnology	0	Fall, Spring, Summer ▾
Astronomy	2	Fall, Spring Only ▾
Engineering	0	Fall, Spring Only ▾
Geology	9	Fall, Spring Only ▾
Physics	2	Fall, Spring, Summer ▾
Environmental Science and Technology	0	Fall, Spring Only ▾
Military Science	n/a	n/a
Mathematics	25	Fall, Spring Only ▾
Social Science Air Force	n/a	n/a
Save Changes		

Make any desired changes and click the "Save Changes" button (Deans only).

Faculty will only be allowed to submit an application within the dates posted. Similarly, disciplines are required to make their selections within a predetermined timeframe. Department Chairs and their staff will receive email reminders, but the dates are also posted on the MSTA Process Calendar.

Limits

- The Limits bar (top left) displays the number of MSTA positions available.
- The Selections bar (to the right of Limits) indicates the number of MSTA positions selected and saved.

MSTA Selection Limits	MSTA Applicant Selections		MSTA 3 Year Ongoing
	MSTA	MSTA (Exception)	
21	0	0	16

To make selections, click "MSTA Select" on the menu. Select Discipline.

Show Comments   Show Pending

Government MSTA Applicant list for Fall, Spring

Name	ID	Requested Level(s)	Appointment Level	New Applicant Qualifications
A___ D:___	1___	MSTA	◉ None ○ MSTA	*Incumbent*

Save Applicant Status Settings   Submit for Approval

* - Faculty Taught Before Summer 1999 Flag was changed since time of application.

If you click the number link in the MSTA 3 Year Ongoing column, you'd get this report:

Use the "Return to Previous Page" to exit this report.

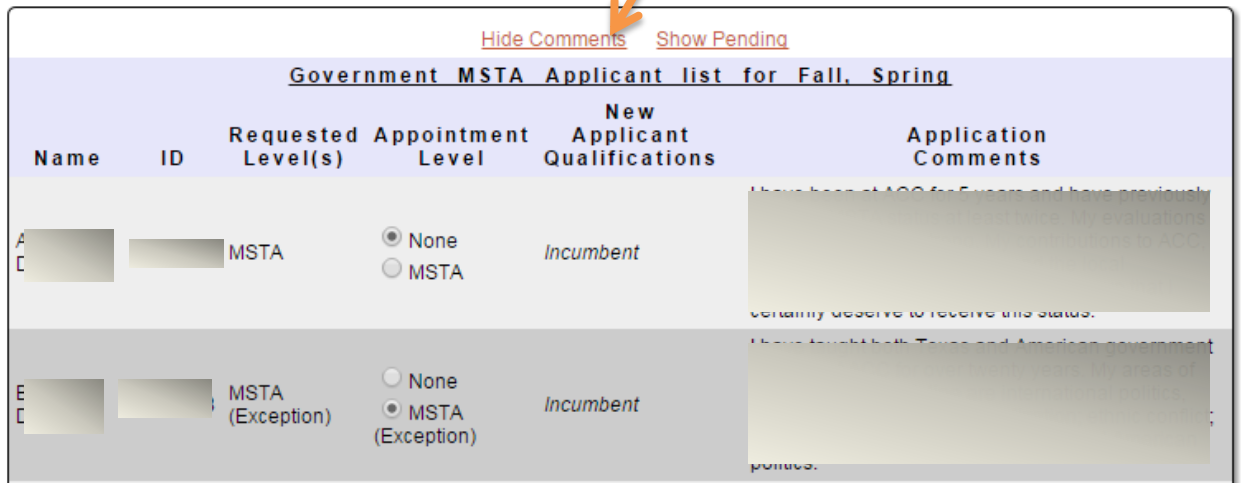Click the "Show Comments" link and the page will display the applicants' comments on the page

Hide Comments **Show Pending**

Government MSTA Applicant list for Fall, Spring

Name	ID	Requested Level(s)	Appointment Level	New Applicant Qualifications	Application Comments
A_____ D_____	_____	MSTA	○ None ● MSTA	*Incumbent*	*I have been at ACC for 5 years and have previously... certainly deserve to receive this status.*
E_____ D_____	_____	MSTA (Exception)	○ None ● MSTA (Exception)	*Incumbent*	*I have taught both Texas and American government... politics.*

Click the "Hide Comments" link to return screen to previous view.

Click "Show Pending" to show all Discipline appointments.

Click the "MSTA Applications Only" link to restore back to the previous page view and show only the MSTA applications.

To make the selections, select the appropriate radio button

Requested Levels

The Requested Levels column shows the applicants' choices.

- MSTA or MSTA Exception appears for applicants who are applying for a position.
- Pending indicates that the faculty member has neither accepted nor declined a position.
- Declined indicates that the faculty member has chosen not to apply for an MSTA position.

Current MSTAs vs. New Applicants

- Current MSTAs are marked as Incumbent in the qualifications column.

- New applicants will have a View Details link. Click this link to see the applicant's short essay.

Making Selections and Submitting for Approval

MSTA

| Save Applicant Status Settings | Submit for Approval |
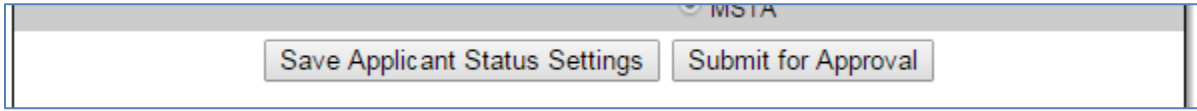
Save your selections at any time by clicking the "Save MSTA Applicant Selections" button above the list of names. Then click "Submit for Approval" to send your selections to the Dean. You MUST submit for approval before the deadline for the Dean to see your final decisions.

Note: These buttons will display only between the selections begin and end dates.

Click "MSTA Approve" from menu.

(Not visible on menu after approval deadline.)

Limits

- The Limits bar (top left) displays the number of MSTA positions available.
- The Selections bar (to the right of Limits) indicates the number of MSTA positions selected and saved.

MSTA Selection Limits	MSTA Applicant Selections		MSTA 3 Year Ongoing
	MSTA	MSTA (Exception)	
21	0	0	16

If you click the number link in the MSTA 3 Year Ongoing column, you'd get this report:

Adjunct Faculty Assignment

Government

Return to Previous Page

			MSTA Ongoing 3 Year Appointment Contact List within Government			
Name	Datatel ID	Home Phone Office Phone	Email	Address	Appt Status
B ,S			k@austincc.edu		MSTA
B , J			s@austincc.edu		MSTA Exception
C , N R.			b@austincc.edu		MSTA Exception
C Y			@austincc.edu		MSTA
C F			@austincc.edu		MSTA
F ,			@austincc.edu		MSTA

Use the "Return to Previous Page" to exit this report.

Click the "Show Comments" link and the page will display the applicants' comments on the page

Click the "Hide Comments" link to return screen to previous view.

Click "Show Pending" to show all Discipline appointments.

Click the "MSTA Applications Only" link to restore back to the previous page view and show only the MSTA applications.

Click the "Approve Applicant Status Settings" to approve the MSTA selections.

If the selections have not been submitted, the follow message will display instead of the button:

Logging Out

Users should always log out 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.