eStaffing

User's Manual for

Deans and Department Chairs

Austin Community College District

September 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.

If this is a PDF document, click on ▯ in the left margin to see the chapters and sections. You can click on the bookmarks to navigate through this document.

eStaffing
Dean-Dept. Chair Manual

Table of Contents

eStaffing
Dean-Dept. Chair Manual

eStaffing
Dean-Dept. Chair Manual

eStaffing
Dean-Dept. Chair Manual

eStaffing
Dean-Dept. Chair Manual

Change History

Date	Description	Pages
05/01/18	Revised from earlier version [eStaffingDeptChairManual](#)	all

eStaffing
Dean-Dept. Chair Manual

Related Documentation

- DeptChairMSTAManual
- eStaffing MSTA
- eStaffing Adjunct Faculty Manual
- eStaffing MSTA GUIDELINES – FY05
- IT Admin Functions – MSTA Process
- IT Admin Functions Doc
- MSTAFaculty

Administrative Rules

Administrative Rules Directory
AR#: 4.01.001 – Administrative Rules – Distance Education Best Practices
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

Board Policies

ACC Board Policy Manual
- DJ – ASSIGNMENT, WORK LOAD, AND SCHEDULES – Adjunct Faculty

Web sites

- What is Distance Education?

eStaffing
Dean-Dept. Chair Manual

Overview

Background

Courses must be staffed every term. Full time faculty will fill many of the courses. Any remaining courses are frequently filled with Adjunct Faculty.

Managing the Adjunct Faculty information is crucial in regards to staffing course sections. The task of managing a small number of Adjunct Faculty may be reasonably straightforward, but managing hundreds of Adjunct Faculty can be challenging.

The eStaffing application makes managing Adjunct Faculty information easier. Adjunct information is entered into a decision support system that enforces control over the course assignment process throughout the eStaffing cycle. The entire process can be reviewed and maintained to ensure assignments are conducted in a fair and organized manner.

Highlights of the eStaffing application

- Manages faculty appointments and eligibility.
- Manages faculty preferences regarding teaching times and locations.
- Provides a mechanism for faculty to precisely pick course sections of interest to the faculty
- Randomly selects faculty during the assignment phase that prioritizes seniority-based faculty.
- Provides a view of faculty assignments as well as faculty availability
- Controls user access to eStaffing features through the user's role in the organization.
- Gives faculty the ability to Accept/Refuse assignments
- eStaffing features are customizable to fit our Administrative Rules
- Enforces priorities and faculty selections in regards to faculty preferences, section assignments, faculty acceptance/refusal of assignments, and overloads.
- Provides a customized flexibility to allow/deny the scheduling of potentially conflicting section assignments
- Provides informative reports tracking progress of current staffing and analyzing past staffing

Overview of the Process

The eStaffing system allows the college to solicit the teaching preferences of individual Adjunct Faculty in a systematic way and reference that information while making teaching assignments. Adjunct Faculty record their preferences for locations, days of the week, times of day, and course sections. Individual preferences can be taken into account while class assignments are made.

The eStaffing process works as follows:

1. **Appointments** and **Eligibility time frame**
    a. Department Chairs and Deans first set up the **Appointments** and **Eligibility** of all Adjunct Faculty teaching within their respective discipline.
    b. Only Deans can decide whether to approve the appointments.
    c. Deans or Dept. Chairs <u>must approve</u> the faculty's **Eligibility** <u>before</u> courses are assigned.

eStaffing
Dean-Dept. Chair Manual

2. **Preferences time frame**

   During the 3 to 4 day **Preferences** window, each **Adjunct Faculty** enters their personal teaching preferences into the eStaffing application including locations, days of the week, hours of the day, and preferred course sections for the upcoming term within every department the Adjunct Faculty teaches.

3. **Assignments time frame**

   During the 3 to 4 day **Assignments** window, each **Department Chair**, responsible for making teaching assignments within a given department, assigns each course section to a faculty member using the eStaffing system.

   The assignment process uses a randomized function along with the Adjunct Faculty Preferences to assist the Department Chairs make the course section assignments in an automated and fair way for all adjunct faculty.

4. **Accept / Refuse**

   During the 3 to 4 day **Accept / Refuse** window, each **Adjunct Faculty** is responsible for accepting or declining the sections assigned to them by the Department Chair during the Assignments window.

   For departments that allow faculty to select "material orders", this is the time to make those selections.

5. **Assignments** may be adjusted at the conclusion of the **Accept / Refuse** window. **Adjunct Faculty** must contact their Department Chair to have their eStaffing assignments adjusted. The Department Chair may be able to make manual assignments at this time, but only with remaining, or declined, course sections.

6. **Phases**

   The eStaffing process includes two **Phases** in each term. See the eStaffing Calendar for the **Phase 1** and **Phase 2** Start and End Dates.

   Phase 1 - The first phase is the phase where MSTA, IA/CA, and HPTH are given first priority.

   Phase 2 - The second phase is the Adjunct phase.

   After each phase is completed, an automated batch job is scheduled that uploads all course section assignments and material order selections to the Datatel/Colleague system.

Definitions

Many definitions in this manual are based on:

   AR#: 4.06.002 - Administrative Rules – Staffing of Adjunct Faculty

See the eStaffing Glossary for other definitions.

See Related Documentation for other **Administrative Rules** that pertain to eStaffing.

eStaffing
Dean-Dept. Chair Manual

Priority Order for Staffing:

Please see Priority Levels or the Glossary for an explanation of the following terminology.

Phase I

The following is the priority order for assignments during **Phase 1**.

1. Multiple Semester Term Appointment (MSTA)-Exception
2. Multiple Semester Term Appointment (MSTA)
3. Instructional Associate (IA)/College Associate (CA) (Senior)
4. Instructional Associate (IA)/College Associate (CA)
5. Highest Priority To Hire (HPTH) (Senior)
6. Highest Priority To Hire (HPTH)

Phase II

7. All other Adjunct Faculty listed on the eStaffing Eligibility page within the respective discipline are included for assignments in a randomized order during **Phase 2** .

Getting Help

If you have an eStaffing question and the answer is not in this document, call the **Help Desk** at 512-223-8324.

eStaffing
Dean-Dept. Chair Manual

Login

1. Open a browser.
   Note: Avoid using the **Back ←** and **Forward →** buttons on your browser unless it is stated that it is okay to do so.
   If you do use the browser **Back ←** or **Forward →** buttons to move from one screen to another, please click on the **Refresh** button ⟳ to make sure that your data is current.

2. Type eapps.austincc.edu/eStaffing in the URL address field and press the ENTER key.
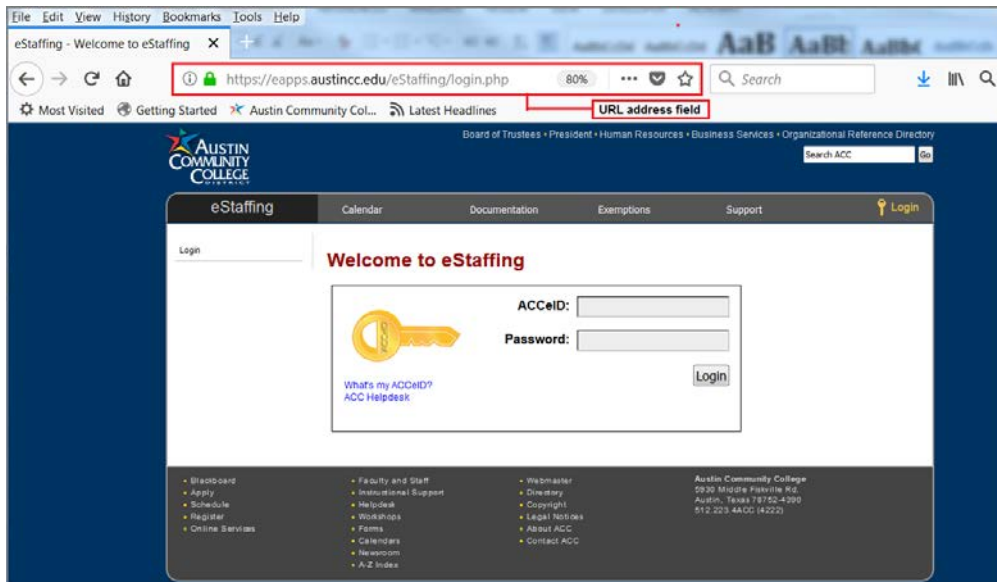
   The eStaffing **Login** page appears.

3. Type
   - your ACCeID in the **ACCeID** field
   - your ACCeID password in the **Password** field
   - Click on the **Login** button (or press the **ENTER** key).

   Your ACCeID and password are both case-sensitive.

   If your username/password fails to work, contact the ACC **Help Desk** at 512-223-8324 or send an email at **acctech@austincc.edu**.

   For assistance with ACCeID login and password issues, please visit the ACCeID Manager.

   If you still cannot login, please contact your manager and report that
   - you need an ACCeID and password
   - or, your ACCeID needs permission to access the eStaffing application

eStaffing
Dean-Dept. Chair Manual

4. With a successful login, the eStaffing menu appears.
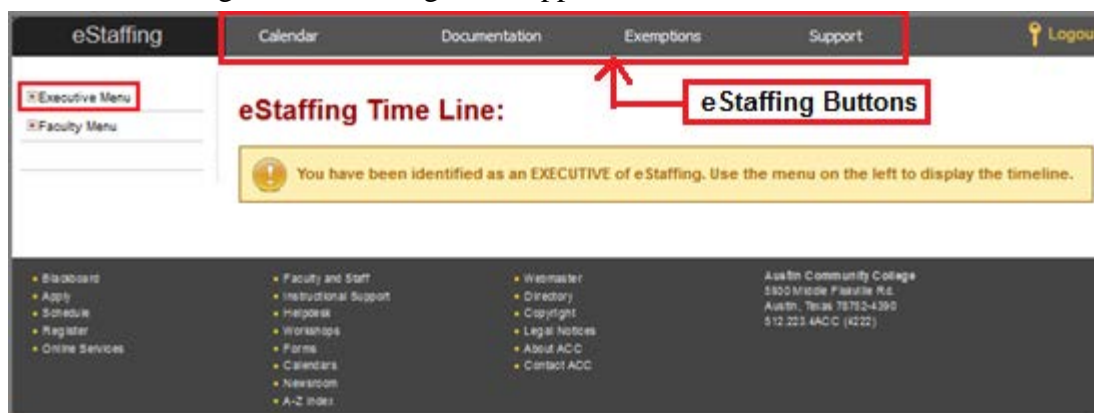
Go to eStaffing Buttons for an explanation of the drop down buttons at the top of the eStaffing window.

On the left, there is a link for **Executive Menu** and a link for **Faculty Menu**.

Both the Executive Menu and the Faculty Menu expand and contract when selected.

Note: The **eStaffing Time Line** page may, or may not, appear when you first login.

For **MSTA Applications**, please see MSTA Application Processing.

Executive Menu

The **Executive Menu** lists eStaffing functions involved with the selection, review, and approval of faculty and course assignments related to your department.

Click on the **Executive Menu** to expand its functions within the menu.

The **Executive Menu** contains a list of functions available only to Deans and Department Chairs.

These functions allow Deans and Dept. Chairs to select, review and approve faculty and course assignments through each step of the eStaffing cycle.

Click on any item under the **Executive Menu** and another page opens addressing that function.

eStaffing
Dean-Dept. Chair Manual

My Info

The eStaffing **My Info** page includes basic demographic information regarding the user ID currently logged into the eStaffing application such as the user's name, address, phone number and email address.

Click on **My Info** under the **Executive Menu.**

Your eStaffing Information:*

Name:	Your name
Street Address:	your address city, state zipcode
Phone:	your phone number
E-mail:	your email address

The ACCeID user should periodically review the information on **My Info** page for any errors or updates. ACC may use the employee phone, address, and email on this page for official business purposes. The user is responsible for keeping all demographic information up to date.

To update any information other than the name on the **My Info** page, the employee must log into **ACC's Online Services** and select the **Change Employee Information** link under **Employee Profile**. The employee should update all information and select the **Submit** button on the **Change Employee Information** page.

To update the employee's name, please see the Records office of ACC's Human Resources Department and request a **Name Change Notification** form.

Time Line

The **Time Line** specifies the dates when each step of the eStaffing process is performed.

⊟Executive Menu
  My Info
  Time Line
  Appointments

Click on **Time Line** under the **Executive Menu.**

Time Line Dates

Discipline Name	Phase	Section Preferences Selection		Assignment Loop Processing		Assignment Accept/Refuse	
		Start	**End**	**Start**	**End**	**Start**	**End**
name of discipline	Phase 1	09/10/2018	09/12/2018	09/13/2018	09/17/2018	09/20/2018	09/25/2018
	Phase 2	09/25/2018	09/27/2018	09/28/2018	10/02/2018	10/03/2018	10/05/2018

The processing of each step must be completed between the **Start** and **End** Dates. Other processes not associated with the current time line must not be attempted. Otherwise, you may encounter problems using the eStaffing application.

The eStaffing **Time Line** identifies the **Start** and **End Dates** of each eStaffing **Phase** as well as each stage (Preferences, Assignments, etc.) of the eStaffing process for every discipline in the department.

eStaffing
Dean-Dept. Chair Manual

Current eStaffing Calendar

The eStaffing **Calendar** tab is located at the top of the eStaffing window.

The **Time Line Dates** are preset and usually follow the dates established in the **Current Staffing Calendar** found in the **Calendar** drop down at the top of any eStaffing page.

The **Start** and **End Dates** displayed for each stage of **Phase 1** and **Phase 2** are only for the current eStaffing term (ex. Credit Fall 2018). To see the previous term, click on the term link displayed below the current eStaffing term table (ex. Credit Summer 2018).

It is possible for the Dean to alter the preset eStaffing deadlines.
1. However, all changes must be done only on an exception basis.
2. All date changes must be approved with the IT Department.
3. All date changes are made <u>only</u> at a department level.
4. No date can extend beyond the dates IT uploaded to Ellucian.
5. No date can overlap the Start or End Date in the next time period.
6. Otherwise, all Phase dates default to the dates set within the Current Staffing Calendar.
7. The default eStaffing dates are set by the eStaffing Administrator.

Appointments

At the beginning of each eStaffing term

The Rolling Appointments procedure is performed. See Rolling Appointments for more information.

The Dean determines the disciplines and the faculty for the next term. The Deans also decide which faculty are approved for each discipline. The approved faculty are referred to as appointments.

Appointments are made on a department basis and are determined from recommendations by Department Chairs.

Click on the **Appointments** function under the **Executive Menu.**

eStaffing
Dean-Dept. Chair Manual

Views

There are three different views of the **Appointments** page.

1. The first page appears when the Appointments function is selected from the **Executive Menu**. The first Appointments page is a List of Disciplines that list all disciplines alphabetically for which a Dean/ Department Chair is responsible.

2. The second Appointments page appears first as a List of Faculty Appointments, but only after a Rolling Appointments procedure has been performed. The Rolling Appointments procedure occurs only once at the beginning of every eStaffing cycle.

   After the Dean clicks on the **Create Appointments for Selected Faculty** button for the first time, the second Appointments page transforms into an Appointments - details page that lists the faculty selected by the Dean for the upcoming term known as appointments.

   The **Appointments - details page** remains as the view for the second Appointments page for the remainder of the eStaffing cycle.

3. The third page is an Appointments - faculty details page that appears when the user clicks on one of the faculty appointments. The **Appointments - faculty details page** displays all the attributes of an individual faculty appointment.

List of Disciplines

The **Appointments** page lists all disciplines alphabetically for which a Dean **/** Department Chair is responsible. Each discipline is linked to the Appointments - details page.

Click on one of the disciplines on the **Appointments** page.

eStaffing
Dean-Dept. Chair Manual

List of Faculty Appointments

The **List of Faculty Appointments** is the second view of the **Appointments** page.

This **Appointments** page lists all the faculty appointments related to this discipline. This page includes all [Active Appointments](#) and [Inactive Appointments](#) from the previous eStaffing term.

The snapshot above shows how the **Appointments** page appears the very first time the Appointments function is selected after a **Rolling Appointments** procedure has been performed.

See [Rolling Appointments](#) for more information regarding the Rolling Appointments process and for a description of the fields on the Appointments page immediately after the completion of Rolling Appointments.

The faculty listed on the **List of Faculty Appointments** page includes
- Faculty who were offered assignments in the previous term and those assignments were listed in the eStaffing application.
- Faculty who had assignments in the previous term whose assignments were listed only in Datateland not in the eStaffing application.
- Faculty who are currently marked as an **Inactive Appointment.**

All faculty who were removed from **Appointments** during the previous term are not included on the **List of Faculty Appointments** page. See the **Remove from Appointment List** field on the [Appointments - faculty details page](#).

eStaffing
Dean-Dept. Chair Manual

Select All/Deselect All column

Clicking the **Select All/Deselect All** checkbox toggles between selecting all and deselecting all.

Click on the **Select All/Deselect All** checkbox in the column header to select all, or deselect all, **Active Appointments**. Only **Active Appointments** are triggered with the **Select All/Deselect All** checkbox in the column header.

Then, click on the **Create Appointments for Selected Faculty** button to activate the appointments of all selected faculty for the current term.

Or, click individual checkboxes in the **Select All/Deselect All** column under **Active Appointments** and **Inactive Appointments** to select, or deselect, specific faculty.

Then, click on the **Create Appointments for Selected Faculty** button to activate all appointments with checkmarks for the current term.

eStaffing
Dean-Dept. Chair Manual

Create Appointments for Selected Faculty button

When a Dean or Department Chair selects the **Create Appointments for Selected Faculty** button for the first time at the bottom of the **List of Faculty Appointments** page, all faculty members with a checkmark in the **Select All/Deselect All** column become **Active Appointments** for the current term.

Appointments - details page

Once the **Create Appointments for Selected Faculty** button is selected for the first time during a term, the appearance of the **List of Faculty Appointments** page changes for the remainder of the term.

Instead of displaying these column headers (Described in Rolling Appointments)

The **Appointments** page presents the following column headers.
(See Appointments – details page)

This change indicates the beginning of faculty selection (appointments) for the upcoming term. Since the **Dean** has the exclusive authority to approve appointments, only the Dean has the **Approve** column in the **Appointments** page.

The **Dept. Chair** sees these column headers for the **Appointments** page after the **Create Appointments for Selected Faculty** button is selected for the first time.

eStaffing
Dean-Dept. Chair Manual

Every faculty member that had a checkmark now becomes an **Active Appointment** with a **Pending** Status <u>for the current term</u>. Every **Active Appointment** <u>must be</u> approved by the Dean.

Note from <u>the previous **Appointments** snapshot</u>, the following faculty names were selected.

> Albers, John
> Eshkalak, Mohammad O
> Rao, Chandragirl D
> Springen, Clyde H

After the **Create Appointments for Selected Faculty** button was selected, these same names now appear under the **Active Appointments** table.

The following faculty names were not selected in the previous **Appointments** snapshot.

> Shaw, Shana O
> Trujillo, David N

After the **Create Appointments for Selected Faculty** button was selected, these two names remain under the **Inactive Appointments** table.

This selection is not permanent. Any names under the **Active Appointments** table can become inactive, and any of the names under the **Inactive Appointments** table can become active depending on what the user wishes. See the **Inactive Appointments** field on the <u>Appointments - faculty details page</u>.

See the <u>Appointments - details page</u> for a full description of each column header.

Click on the faculty's name to open the <u>Appointments - faculty details page</u> and view or edit the faculty's eStaffing appointment information.

eStaffing
Dean-Dept. Chair Manual

Appointments

Engineering

CREDIT SPRING 2019

Edit appointment by clicking the faculty name below. Add new faculty to the discipline by clicking the link.

Add New Faculty to Discipline

Select which appointment(s) to approve and click the button here or at the bottom of the page. [Approve Appointments]

Datatel ID	Faculty Name	Priority Level	Max LEH	Max Credit	Status	Approve Select All / Deselect All ☐
	Active Appointments					
	Albers, John	Adjunct	11	9	Pending	☐
	Rao, Chandragiri	Adjunct	11	9	Pending	☐
	Springen, Clyde	Adjunct	11	9	Pending	☐
	Inactive Appointments					
	Shaw, Shana	Adjunct	11	9	Pending	☐
	Trujillo, David	Adjunct	11	9	Pending	☐
	Exclude Appointments from Next Roll					
	Eshkalak, Mohammad	Adjunct	11	9	Pending	☐

[Approve Appointments]

Each faculty member affiliated with the discipline is listed under **Active Appointments**, **Inactive Appointments,** or **Exclude Appointments from Next Roll** in addition with the faculty's **Status**.

The **Approve Appointments** button is used with the **Approve Select All / Deselect All** column to approve faculty members as eStaffing appointments either individually or as a group.

Select the checkbox directly under the **Approve Select All / Deselect All** column heading to select all faculty for approval. When the user clicks the **Approve Select All / Deselect All** checkbox in the column heading, all faculty listed under **Active Appointments**, **Inactive Appointments,** and **Exclude Appointments from Next Roll** are selected with a checkmark in the column.

eStaffing
Dean-Dept. Chair Manual

Or, click individual checkboxes to indicate approval of individual faculty appointments. Selecting individual faculty checkboxes under **Active Appointments** and **Inactive Appointments** indicates the approval of these appointments for the current term.

Selecting individual faculty checkboxes under **Exclude Appointments from Next Roll** indicates approval to completely remove these appointments from the Appointments page during the next term (not the current term).

After the **Approve Appointments** button is selected, the **Status** changes to **Approved** for those appointments that had a checkmark.

Faculty listed under **Exclude Appointments from Next Roll** with an Approved **Status** will not appear on the Appointments - details page after the next eStaffing **Rolling Appointments** procedure (not the current term).

Whether approving individual faculty appointments, or approving all appointments, the **Approve Appointments** button must be selected for the approvals to take effect in the eStaffing application.

eStaffing
Dean-Dept. Chair Manual

Add New Faculty to Discipline

Select the **Add New Faculty to Discipline** link on the **Appointments** page to add faculty to the Appointments – details page.

To add a faculty member to the **Appointments** page, a search of the faculty member is performed in the Datatel database. The following is required to perform the search:
- faculty's Datatel ID
- Or, the last 4 digits of the faculty's Social Security Number and the faculty's first and last name

No results found – message

If the search is unsuccessful, the following error message appears.

A search can also be performed using the faculty's application in the eHire system. (Not in eStaffing)

eStaffing
Dean-Dept. Chair Manual

Multiple responses to a search criteria

Multiple responses from a search may be returned such as:

Click the **Yes, Add to Department and Go to Appointment** button related to the appropriate name.

The person cannot be added to eStaffing – message

Or, click on '**The correct person is not listed above'** button to continue to list possibilities.
When the end of the matching list is reached, the following message appears.

Click on the **Go back and try again** link. The user returns to Add New Faculty to Discipline page.

Adding faculty removed from the previous term

If some faculty members do not appear on the Appointments page after the completion of the Rolling Appointments procedure, the faculty may have been approved for removal.

Faculty that was listed under the **Exclude Appointments from Next Roll** table during the previous term with an **Approval** Status will not appear on the Appointments page after the next Rolling Appointments procedure. See Exclude Appointments from Next Roll.

Faculty not listed can be added back on the Appointments page by using the Add New Faculty to Discipline link. However, the **Add New Faculty to Discipline** link appears only on the **Appointments - details page**. So, if you see the **List of Faculty Appointments** page, the **Create Appointments for Selected Faculty** button must be selected first before the **Add New Faculty to Discipline** link is visible. See the Appointments - details page.

Reactivate faculty listed under the Exclude Appointments from Next Roll table

To reactivate faculty listed under the **Exclude Appointments from Next Roll** table, do not use the Add New Faculty to Discipline link.

Instead, click on the **Remove from Appointment List** checkmark on the Appointments – faculty details page to remove the checkmark. Then, select the **Save Appointment Changes** button to save the modification. Faculty reappears under the table where it was previous to the **Exclude Appointments from Next Roll** table; which is either the **Active Appointments** table or the **Inactive Appointments** table.

eStaffing
Dean-Dept. Chair Manual

Appointments - faculty details page

Clicking on a faculty name causes the **Appointments – faculty details page** to display.

The details of the faculty's appointment may be edited. However, any changes to the **Appointments – faculty details page** resets the **Status** of the faculty appointment from Approved to Pending on the Appointments – details page.

The history of the faculty's appointments may be viewed by clicking on the Show History link on the **Appointments – faculty details page.**

See Appointments – faculty details page for more information.

eStaffing
Dean-Dept. Chair Manual

Eligibility

Eligibility is determined by the SACS guidelines. Eligible teaching areas are based on faculty credentials.

All faculty listed on the Appointments - details page under **Active Appointments** are also listed on the eStaffing **Eligibility** page. The **Inactive Appointments** are not listed under Eligibility.

Click on the **Eligibility** function under the **Executive Menu.**

Views

As with the Appointments function, there are two different views of the Eligibility page.

The first page appears when the Eligibility function is selected from the Executive Menu.

> The first Eligibility page is a **List of Disciplines**. All disciplines are listed alphabetically for which a Dean **/** Department Chair is responsible.

The second Eligibility page appears first as an Eligibility – details page which appears after clicking on one of the listed disciplines.

List of Disciplines

The **Eligibility** page lists all disciplines alphabetically for which a Dean / Department Chair is responsible.

Click on one of the disciplines listed.

Eligibility – details page

The term has not been setup properly - message

If **Eligibility** is selected before the **Appointments** are created for the term, the following message appears.
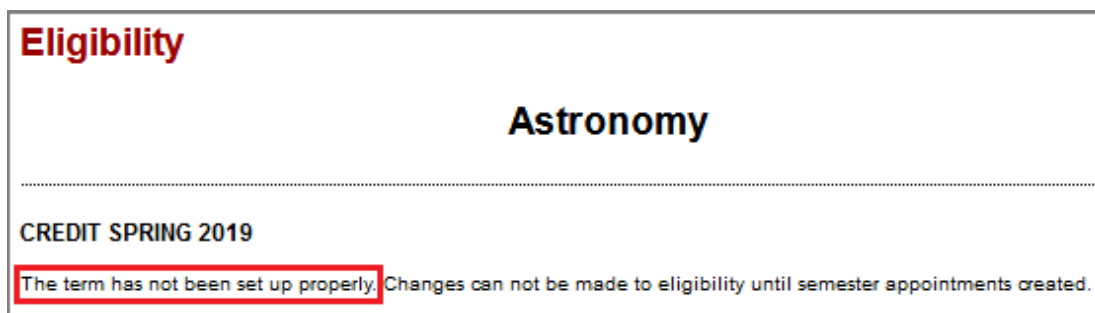
At least one appointment from the same discipline <u>must be created</u> before the **Eligibility** page becomes available. See Create Appointments for Selected Faculty button for more information.

Once **Appointments** are created, the **Eligibility** page appears as such:

eStaffing
Dean-Dept. Chair Manual

The **Eligibility** page is a summary of the faculty's **Appointments** and **Eligibility** attributes. The Eligibility fields are described on the Eligibility page.

The **Appt Status** column under **Appointment Overview** displays the faculty's **Appointments** status which is the same status as on the Appointments - details page.

The **Elig Status** column under **Eligibility Overview** displays the faculty's **Eligibility** status.

The **Eligibility** page can be used:
- to determine which faculty are ready to receive assignments in the **Assignments** step
- to determine which faculty are NOT ready to receive assignments - these faculty need an **Approved** status under the faculty's **Appt Status** and **Elig Status** before receiving assignments in the **Assignments** step

The **Appt. Status** column can remain in a **Pending** state and the **Elig Status** column can be in an **Approved** state while eStaffing is in the **Eligibility** step and vice versa.

eStaffing
Dean-Dept. Chair Manual

Appt Status and Elig Status must be Approved

However when eStaffing is performing the **Assignments** step, the **Appt Status** column **and** the **Elig Status** column **must be** in an **Approved** state before faculty can have ANY course sections assigned to them.

If the **Appt. Status** column **and** the **Elig Status** column are not both in an **Approved** state, faculty may miss the opportunity to receive priority in their section preferences.

Selecting a faculty name on the **Eligibility** page opens the faculty's **Edit/Add Eligibility** page.

eStaffing
Dean-Dept. Chair Manual

Edit/Add Eligibility

The **Edit/Add Eligibility** page lists all active courses for the term that meet the faculty's **Preferences** and **Eligibility**.

The **Edit/Add Eligibility** page consists of 2 tables.

> **Eligible to Teach** table – courses where faculty eligibility has been established
> - the faculty's level of eligibility as well as other course details are included in this table
> - even though faculty eligibility has been established, the faculty's eligibility to teach this course <u>must be</u> approved during each term

> **Add Course Eligibility** table – active and pending courses where faculty eligibility has not been established
> - courses are selected, edited, and then added to the faculty's **Eligible to Teach** table
> - the faculty's eligibility to teach this course <u>must be</u> approved each term

The faculty's eligibility details for each course appear on the **Edit/Add Eligibility** page.

All active courses for the term meeting the faculty's preferences and eligibility are displayed.

In the example above, the eligibility status for all courses are pending Dean Approval.

The **Edit/Add Eligibility** fields are described at the Edit/Add Eligibility page.

eStaffing
Dean-Dept. Chair Manual

Eligible to Teach table

When the Dean selects the **Approve** button, the eligibility **Status** for the related course changes from Pending to Approved on the **Edit/Add Eligibility** page and the **Approve** button disappears.

**** IMPORTANT ****

Before faculty Assignments can be made

- The Status of at least one course under the faculty's Eligible to Teach table must be **Approved**
- Faculty choose their **Preferences** before faculty Assignments are made. See **Section Preferences** in the eStaffing Adjunct Faculty Manual and Overview of the Process.

  If faculty do not select preferences, faculty are placed at the bottom of the assignments list meaning faculty might not receive their preferred sections.

Reserve

The **Reserve** function identifies all sections that need to be reserved and excluded from the Assignments process during Phase 1 of the eStaffing cycle.

The Reserve function allows specific sections to be "reserved" for full time faculty. Assignments for full time faculty normally occurs during **Phase 2** of the eStaffing cycle. By using the Reserve function, specific sections are preserved so full time faculty have a chance at selection.

eStaffing
Dean-Dept. Chair Manual

To reserve sections for full time faculty, first designate which sections to reserve.

Designate sections to reserve

Select the **Reserve** function. Then select the discipline.

The eStaffing **Reserve Sections** page initially displays all sections currently reserved for the selected discipline. Select the **Release** button to remove a course's reserved status.

To reserve a different section
- click on the **Course** drop down
- select a specific section from the drop down

Click the **Show Unreserved for the Course** button.

eStaffing
Dean-Dept. Chair Manual

All the unreserved sections for the selected course appear under **Unreserved Sections**.

Click the **Reserve** checkbox next to the section to reserve. Or, click the **Select All** checkbox to place a checkmark in all the **Reserve** checkboxes.

While the **RSVP Comment** field is not required, this field is used to explain why this section was selected for the **Reserved Sections** list.

Click the **Reserve Selected Sections** button.

The **RSVP Comment** appears with the reserved section under **Reserved Sections**.

Assignments

The eStaffing Assignments portion of the eStaffing Calendar is the time when course sections are assigned to faculty members based on the faculty's Preferences and Eligibility.

Faculty assignments can be performed only when the Assignments process is open. See the Time Line for the **Assignment Loop Processing** Start and End dates.

The assignment process is closed now. - message

Selecting the **Assignments** function any time other than within the **Assignment Loop Processing** Start and End dates displays the following error message.

eStaffing
Dean-Dept. Chair Manual

Assignments

English For Speakers of Other Languages

SPRING 2014

❌ The assignment process is closed now.
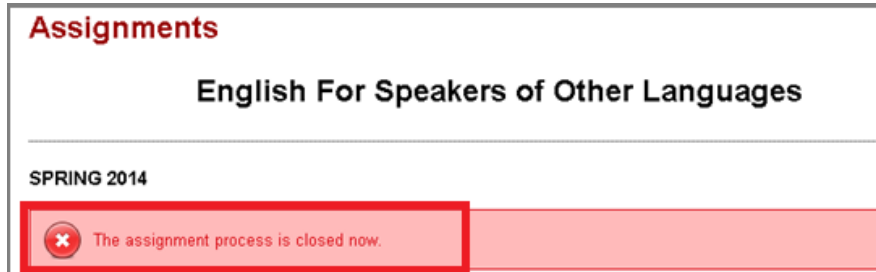
IMPORTANT

Before making any eStaffing assignments, the Appointments and the Eligibility for all instructors receiving assignments <u>must have</u> an approved Appointment Status and an approved Eligibility Status. See Appt Status and Elig Status must be Approved.

Faculty who do not have approved Appointments <u>and</u> approved Eligibility <u>cannot receive</u> any eStaffing Assignments.

eStaffing Assignment cycle

Summarized version of the entire Assignment cycle

1) Reserve sections

First, Dean/Dept. Chair identify all course sections that need to be reserved using the **Reserve** function. Course sections are reserved **<u>before</u>** the start of Assignments Time Line.

2) Assign sections

Second, during the **Assignments** Time Line, course sections are assigned to faculty**.** The **Assignments** process is divided into two phases (See Priority Order for Staffing)

> **Phase 1** – assignments are made by the faculty Group Order/Draw Order qualified for Phase 1 as explained next to **Group Order** under the Draw Order Report table

> **Phase 2** – assignments are made by the faculty Group Order/Draw Order qualified for Phase 2 as explained next to **Group Order** under the Draw Order Report table

eStaffing
Dean-Dept. Chair Manual

3) After the Assignments Loop Processing End Date

All of the following takes place only <u>after</u> the **Assignments Loop Processing End Date** passes (see Time Line).

    a. The **Assignments** process closes and course assignments cannot be made any longer using the **Assignments** function.

    b. All assignments made after the Assignments process closes are made using the **Assign Remaining Sections** function. See Assign Remaining Sections**.**

    c. The **Re-Assign** function is used to transfer a previously assigned course section to a different faculty member. See Re-Assign.

Detailed version of Assign Sections

This following is a detailed version of the Assign sections (above) and involves several steps.

1. First, the approved faculty is divided into seven groups: (See Priority Order for Staffing)
    1) MSTA Exception (**Phase1**)
    2) MSTA (**Phase 1**)
    3) IA-Senior (**Phase 1**)
    4) IA (**Phase 1**)
    5) And **3** levels of Adjunct:
        i. Senior faculty with Highest Priority Hire (HPH) (**Phase 1**)
        ii. Highest Priority Hire (HPH) (**Phase 1**)
        iii. And simply Adjunct (**Phase 2**)

    Within each of these groups, the order of the faculty is randomized.

2. Each group of randomized faculty is assigned sections to teach; working with only one group at a time.
    1) Start with **MSTA Exception** – this is the group with the highest priority
       This is the first group to be randomized and assigned sections to teach
    2) Next is **MSTA** – this is the next highest priority group
       This is the second group to be randomized and assigned sections to teach
    3) And so forth, to the next highest priority group until all randomized groups are assigned sections.

3. Sections are continually assigned to an individual faculty member until the faculty's Max LEH is reached, or until no more sections are available. You may split courses to allow a portion of a course to be assigned (lecture *or* lab *or* a portion of a lecture/lab).
   No **Overloads** can be assigned during **Assignments**.

4. Once the faculty's Max LEH is reached, sections are assigned to the next faculty within the randomized list. If that faculty is the last one within the randomized group, start assigning sections to the next highest priority group which is also randomized.

5. Continue assigning sections until all eligible faculty in all the prioritized groups have assigned sections, or until no sections are available for the term.

eStaffing
Dean-Dept. Chair Manual

6. Once all faculty have assigned sections, additional assignments are not permitted to the faculty in randomized groups **before** the **Assignment Loop Processing End Date**. After the **End Date**, additional assignments can be made using the **Assign Remaining Sections** function.

   Only new faculty who are subsequently added to the eStaffing term can be assigned sections during the **Assignment Loop Processing** time frame. (See Time Line).

7. Faculty with no preferences and approved eligibility may be assigned course sections they are eligible to teach, but only after faculty who entered preferences.

8. Faculty with no approved eligibility are not assigned any course sections until faculty eligibility is established and approved.

See Draw Order Report table to view the order in which faculty were assigned sections in past terms. This order changes with every eStaffing term. The order for the current term may not be available until the eStaffing cycle is complete.

eStaffing does not permit sections to be assigned with the **Assignments** function after the **Assignment Loop Processing End Date** passes (See Time Line). Selecting the **Assignments** function after that time displays an error message.

All subsequent assignments must be made using the **Assign Remaining Sections** function and the **Re-Assign** function under the **Executive Menu**.

The **Assign Remaining Sections** and the **Re-Assign** functions operate by assigning an instructor to a section rather than assigning a section to an instructor. This difference allows the user to directly manipulate both the unassigned sections as well as the assigned sections.

The **Assign Remaining Sections** and the **Re-Assign** functions assign unassigned sections to faculty within each discipline. The **Assign Remaining Sections** and the **Re-Assign** functions can reassign sections as well as assign overloads. Therefore the **Assign Remaining Sections** and **Re-Assign** functions provide more flexibility to the user than the Assignments function.

The dates in the eStaffing Calendar and the eStaffing Time Line are set by the IT department. However, Deans can adjust the timelines on a department-by-department basis in extreme circumstances. See Time Line for more information.

Select Assignments

eStaffing
Dean-Dept. Chair Manual
Select a discipline (Engineering)

The message:

You are working within the First phase of random drawing assignments.

Which indicates the Assignments step is currently open and operational.
Otherwise, the user might see the following message which indicates the **Assignment** process is not active.

(See the Start and End dates for **Assignment Loop Processing** in the Time Line.

Priority Level	indicates the priority order that sections are assigned
Phase	indicates whether the **Priority Level** belongs in **Phase 1** or **Phase 2** during the **Assignments** cycle
Phase Status	the phase is either
Complete	All course sections have been assigned.
To Be Done	Remaining course sections still need to be assigned to faculty at this **Priority Level**.
Phase Progress	indicates the number of sections that remain to be assigned to faculty

Click the **Proceed with Assignments** button

eStaffing
Dean-Dept. Chair Manual

Proceed with Assignments

Assignments

Faculty Name: Rao, Chandragiri D   Datatel ID:
Max LEH: 11.00   Assigned LEH: 0.00/0.00
Max Credit: 9.00   Assigned Credits: 0.00/0.00   Next Instructor >>
Priority Level: MSTA   MSTA: 1 of 1

Assign Instructor | Show Preferences | Show Assignments

Assign	Split	Highest Priority	Syn	Course	Desc	Start End	T/M	Avail LEH/Cr	Details
					Preferred Sections				
					Preferred Campus and Times				
					Non-Preferred Eligible for Courses				
Assign	Split	YES	24639	ENGR 1201 005	Intro to Engr	01/20/2015 05/17/2015	Lec	2.00 / 2.00	CYP CYP5 2236 MW 06:00PM 06:55PM
Assign	Split	YES	24635	ENGR 1201 001	Intro to Engr	01/20/2015 05/17/2015	Lec	2.00 / 2.00	SAC SAC1 1315 M 08:30AM 10:20AM
Assign	Split	YES	24636	ENGR 1201 002	Intro to Engr	01/20/2015 05/17/2015	Lec	2.00 / 2.00	HLC Th TBA
Assign	Split	YES	24638	ENGR 1201 004	Intro to Engr	01/20/2015 05/17/2015	Lec	2.00 / 2.00	RGC RGC1 327 T 08:30AM 10:20AM
Assign	Split	YES	24640	ENGR 2301 002	Statics	01/20/2015 05/17/2015	Lec	3.00 / 2.40	RGC RGC1 326 MW 09:00AM 10:20AM
							Lab	0.00 / 0.00	RGC RGC1 326 MW 08:25AM 08:50AM

A description of the table elements appear in the [Proceed with Assignments table](#).

Assign button

Split button

1. Click on the **Split** button relevant to the section of the course.

eStaffing
Dean-Dept. Chair Manual

Note: You can only split one course at a time. The split must be completed before working on another course.

8. Assign the split course to the current instructor by clicking on **Add *<faculty name>*for <**(Lab, Lecture, etc.>

Or, click the **Return** button at the upper left to return to the previous page.

eStaffing
Dean-Dept. Chair Manual

9. Select the **Save** button to save the split allocation with this instructor.

Or, click on the **Cancel** button to return to the previous page.

10. In this example, the **Save** button was selected.

Now, the instructor's information now appears below the **Instructors Assigned to Course Lecture** table.

11. The instructor's information assigned to a split course can be edited or deleted.

Edit   use to modify the instructor information

Delete   use to delete this instructor's assignment to this course.

Or, click the **Return** button at the upper left to return to the previous page.

eStaffing
Dean-Dept. Chair Manual

Note: All new instructors added to the **Appointments** page after the **Assignments** window ends, need to have their Appointments and Eligibility approved before the new instructors receive any Assignments.

If instructors are appointed and given course eligibility after you have been through the ***Assignments*** *process, they will appear as new work that needs to be handled from the* ***Assignment Module for XXX Department*** *page the next time you click on* ***Assignments****.*

Schedule Conflicts

A scheduling conflict occurs when a scheduling problem occurs between 2 or more courses. For example, scheduling conflicts can occur when

- the meeting time for 2 or more different classes overlap
- one class ends and the second class begins at the same time
- class locations make it unrealistic for someone to arrive and be present for more than one class within a reasonable period of time
- 2 or more classes attempt to be scheduled in the same room

There may be many other types of scheduling conflicts. There are too many to list.

eStaffing allows potentially conflicting sections to be assigned if the sections are located at nearby campuses. However, eStaffing denies scheduling potentially conflicting sections if the sections are located at distant campuses.

A scheduling conflict results in a failure to assign the section to an instructor. The following warning message displays when eStaffing detects potentially conflicting sections.

WARNING: Course XXXX NNNN section YYY conflicts with a previous assignment.

A schedule conflict between classes at nearby campuses can be overridden if

- there are no other conflicts between the two assignments
- only a single section is added
- and there is sufficient time between the end of the first class and the beginning of the second class to get from one classroom to the other

The eStaffing system calculates whether there is sufficient time for someone to get from one classroom to the other based on the location of the classes as well as other parameters set by the eStaffing Administrator.

If the scheduling conflict can be overridden, the message states

Confirm this assignment and override the typical travel time with the **Assign Courses** button above.

Upon receiving this message, examine the location of the two classes.

- If the campuses are, in fact, relatively close together and it does appear someone can get from one classroom to the next in the time allowed, click on the **Assign** button.
- However, if the campuses are relatively far apart and it appears someone cannot get from one classroom to the next in the time allowed, click on the **Split** button or the **Next Instructor** button. Both buttons assign one of the sections to a different instructor.

eStaffing
Dean-Dept. Chair Manual

Overloads

Overloads are additional teaching sections that are above the regular teaching load paid at the adjunct faculty rate of pay. A fractional overload does not count as an additional teaching section.

Attempting to assign a section that put's an instructor's LEH over the instructor's limit results in a failure to assign the section. The following warning message displays when attempting to assign sections to an instructor where the LEH is over the limit.

WARNING: Course XXXX NNNN section YYY would overload LEH.

See Faculty Eligibility View for more information on a faculty's assigned LEH.

Overloads cannot be assigned during **Assignments**. The **End** date of **Assignment Loop Processing** in the eStaffing Time Line must have passed before assigning any Overloads. The eStaffing **Assignment Loop Processing** End date is set by the eStaffing Administrator.

Assign Remaining Sections

Assign Remaining Sections can manipulate both the assigned and unassigned courses.

Inactive Disciplines are not yet past the assignment deadline. - message

Selecting the **Assign Remaining Sections** function before the end of the **Assignment Loop Processing** End date displays the following error message.

Assign Remaining Sections

Select discipline below:

Biology
Chemistry
Biotechnology
Astronomy
Engineering
Geology
Physics
Earth & Environmental Science
Military Science
Mathematics
Social Science Air Force

Inactive Disciplines are not yet past the assignment deadline

None of the disciplines are selectable before the end of the **Assignment Loop Processing** End date.

After the Assignment deadline passes, click on **Assign Remaining Sections**.

Assign Remaining Sections

Select discipline below:

Computer Science/Computer Technology

Inactive Disciplines are not yet past the assignment deadline

The **Assign Remaining Sections** page lists all disciplines alphabetically for which a Dean / Department Chair is responsible. Each discipline is linked to the second view of the **Assign Remaining Sections** page.

Click on one of the disciplines on the **Assign Remaining Sections** page.

eStaffing
Dean-Dept. Chair Manual

Show all Remaining Sections

Click on **Show all Remaining Sections** to view the entire list of unassigned sections for this department.

Click the **Assign** button next to a course/section to begin the assignment process.

Go to Begin the Assignment process.

eStaffing
Dean-Dept. Chair Manual

Filter Sections by Course and Campus button

- To view the list of unassigned sections belonging only to one course
  Select the **Filter by Course** drop down and click on the **Filter by Course and Campus** button.
- To view the list of unassigned sections located only at one location
  Select the **Filter by Campus** drop down and click on the **Filter by Course and Campus** button.

Click the **Assign** button next to a course/section. Go to Begin the Assignment process.

Begin the Assignment process

Select
- **Add Instructor for Lecture** button to assign an instructor to the lecture portion of the course
- **Add Instructor for Lab** button to assign an instructor to the lab portion of the course
- Or, **Return to Assign Remaining** button to return to the previous page

eStaffing
Dean-Dept. Chair Manual

Adjunct Faculty Assignment

Assign Course Between Instructors

Synonym	Course	Sec	Description	Start End	Campus	Total LEH Rem. LEH	Teach	Bldg	Room	Days	Time
12022	GEOL-1403	002	Physicl Geolgy	05/27/2014 08/12/2014	RGC	3.00 0.00	Lecture	RGC1	108	TTh	06:00PM 07:50PM
					RGC	2.25 0.00	Lab	RGC1	108	TTh	08:00PM 09:50PM

Return to Assign Course

Name	Level	Hire Priority	Max LEH	Assigned LEH Discipline / All	View Assignments	View Faculty Eligibility
		Eligible Faculty with Preferred Sections				
		Eligible Faculty with Matched Preferences				
		Eligible Faculty with un-Matched Preferences				
Hill, David	MSTA Exception	Highest Priority	11	0.00 / 0.00	No Assignments	Show Eligible
Riess, Carolyn M	Adjunct	Highest Priority	11	0.00 / 0.00	No Assignments	Show Eligible
Cunningham, Amy J	Adjunct	Highest Priority	11	0.00 / 0.00	No Assignments	Show Eligible
Denton-Hedrick, Meredith Y	MSTA	Highest Priority	11	0.00 / 0.00	No Assignments	Show Eligible
Duncan, Catherine S	Adjunct	Eligible	11	0.00 / 0.00	No Assignments	Show Eligible
Dunn, Dennis	Adjunct	Eligible	11	0.00 / 0.00	No Assignments	Show Eligible
Cooke, Mary J	Adjunct	Eligible	11	0.00 / 0.00	No Assignments	Show Eligible
Darling, Bruce	Adjunct	Eligible	11	0.00 / 0.00	No Assignments	Show Eligible

Note: The **Adjunct Faculty Assignment** page is currently on the **Eligible Faculty with un-Matched Preferences** table. (Probably should check these tables in order)

1st **Eligible Faculty with Preferred Sections**
2nd **Eligible Faculty with Matched Preferences**
3rd **Eligible Faculty with un-Matched Preferences**

Show Eligible link

Click on the **Show Eligible** link for one faculty

Adjunct Faculty - Show Eligible Course Summary

<< Return to Previous Screen | Faculty Name: Hill, David | Datatel ID:
Appt Level: MSTA Exception | Appt Status: Approved

| Geology Eligible Course Summary Information | Show Preferences | Show Assignments |

Course	Total Sections	Details	Hire Priority
GEOL - 1301	6	Show All Sections	Eligible
GEOL - 1305	4	Show All Sections	Highest
GEOL - 1403	11	Show All Sections	Highest

Show Eligible displays an overview of the faculty's **Eligibility**, **Preferences**, and **Assignments**.

If there are other sections that need to be considered, click the **Show All Sections** link.

eStaffing
Dean-Dept. Chair Manual

Show All Sections link

All sections of the course are displayed with detailed information.

Click on the **Assign** button for one of the classes and the instructor is assigned to that class. eStaffing then returns to the **Assign Course** page located at the To Begin the Assignment process.

Click on a faculty name.

Select the **Save** button to save the split allocation with this instructor.

Or, click on the **Cancel** button to return to the previous page.

Remaining/Re-Assign provides more flexibility to get assignments finalized. In this procedure, instructors are assigned to courses instead of assigning courses to instructors. This allows you to directly manipulate both unassigned and assigned classes. A list of unassigned sections can be called for each discipline to find instructors, and, where necessary, sections can be reassigned and overloads can be assigned.

eStaffing
Dean-Dept. Chair Manual

After the **End** date for **Assignment Loop Processing** in the Time Line., sections are assigned to instructors based on courses rather than instructors. Assign instructors to the remaining unassigned sections until there are no more sections or instructors.

Re-Assign

Re-Assign transfers a course assignment from one instructor to another in order to staff all sections. Only the Assignments from the current Phase are reflected as selections. The assignment must be made but not necessarily accepted to be reassigned.

Inactive Disciplines are not yet past the assignment deadline. - message

Selecting the **Re-Assign** function before the end of the **Assignment Loop Processing** End date displays the following error message.

Assign Remaining Sections

Select discipline below:

Biology
Chemistry
Biotechnology
Astronomy
Engineering
Geology
Physics
Earth & Environmental Science
Military Science
Mathematics
Social Science Air Force

Inactive Disciplines are not yet past the assignment deadline
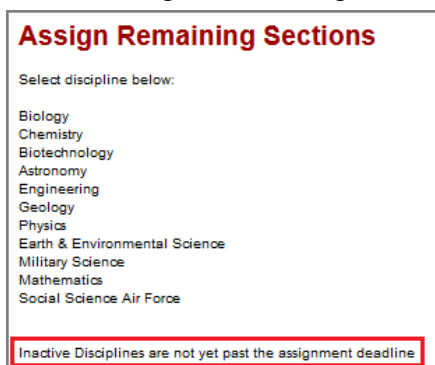
None of the disciplines are selectable before the end of the **Assignment Loop Processing** End date.

After the Assignment deadline passes, click on the **Re-Assign** function.

Faculty Selector - Re-Assign Faculty

Select discipline below:

Astronomy
Biology
Biotechnology
Chemistry
Engineering
Environmental Science and Technology
Geology
Mathematics
Military Science
Physical Sciences
Physics
Social Science Air Force

The **Re-Assign** page lists all disciplines alphabetically for which a Dean / Department Chair is responsible.

Click on one of the disciplines listed.

eStaffing
Dean-Dept. Chair Manual

Faculty View

The **Faculty View** page gives the Dean/Department Chair the opportunity to view the faculty **Eligibility** information as the faculty views it. Only faculty in the current Phase are displayed on the **Faculty View** page.
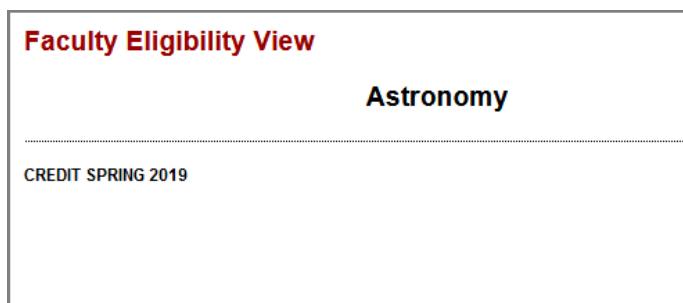
Faculty Eligibility View

Select discipline below:

Astronomy
Biology
Biotechnology
Chemistry
Engineering
Environmental Science and Technology
Geology
Mathematics
Military Science
Physical Sciences
Physics
Social Science Air Force

The **Faculty View** page lists all disciplines alphabetically for which a Dean / Department Chair is responsible.

Click on one of the disciplines listed.

Faculty Eligibility View

Astronomy

CREDIT SPRING 2019

If none of the faculty for the discipline selected preferences, nothing is returned.

eStaffing
Dean-Dept. Chair Manual

Faculty Eligibility View

Datatel ID   the faculty's ID number
Find Course by Name   the faculty's name
Level   indicates the faculty's current priority order
Status   indicates the faculty's current Appointment status; either **Approved** or
LEH Assigned   the total LEH currently assigned to the faculty for this term
      (Also see Faculty Assigned Load to view the faculty's **Assigned LEH** / **Credit** and
      the faculty's **Maximum LEH** / **Credit**)
Cred Assigned   the total number of credits currently assigned to the faculty for this term
      (Also see Faculty Assigned Load to view the faculty's **Assigned LEH** / **Credit** and
      the faculty's **Maximum LEH** / **Credit**)

Discipline
All

Click on one of the faculty names listed.

eStaffing
Dean-Dept. Chair Manual

Show Eligible Course Summary

See Show Eligible link for table details.

Show Eligible Course Details

See Show All Sections link for table details.

eStaffing
Dean-Dept. Chair Manual

Faculty Prefs

The **Faculty Prefs** page allows the Dean/Department Chair to view the faculty **Preferences** as the faculty views it. Only the faculty in the current Phase are displayed on the **Faculty Prefs** page.

Search by Datatel/Colleague ID

Faculty Preferences

Search for faculty by ID or Last Name

Datatel/Colleague ID	0000000
Last Name	

Find Faculty

Datatel/Colleague ID   enter the faculty's ID number

Click the **Find Faculty** button

Faculty Preferences

Which is the correct person?

0000000   Barak, Frank   Select Faculty

If this is the correct person, click the **Selected Faculty** button.

You cannot access the Section Preference area at this time. - message

Faculty Preferences

> ⓘ You cannot access the Section Preference area at this time. Access to this area is allowed during these dates:
> Sep 25, 2018 @ 12:00AM - Sep 27, 2018 11:59PM.

This message appears because there is a specific time period when faculty preferences can be viewed. First of all, faculty needs time to enter their preferences. Or, the current day/time may be completely out of the eStaffing cycle. Please wait for the appropriate time frame to select the **Faculty Prefs** function.

Faculty Preferences Summary Report

On the following page is an example of the **Faculty Preferences Summary Report**.

The report includes:

- **Disciplines** and **sections** the faculty is certified to teach
- **Location Preferences**
- **Term Preferences** including:
    - Maximum number of sections faculty selected and is willing to teach
    - Whether or not faculty is willing to teach section overloads
    - Comments entered by the faculty member
- **X** marks the days of the week and time of day faculty is **NOT** available to teach

eStaffing
Dean-Dept. Chair Manual

Faculty Preferences

Faculty Name (and ID): Frank Barak (   )

⚠ Faculty has no PREFERRED SECTIONS saved.

The following location preferences were entered:

☐ Limit my courses to these locations only

Priority	Location
Choice #1:	All Campuses

The following term preferences were entered:

Max Number of Sections: 12

☑ I am willing to teach Overloads

The following comments were entered:

cannot work 2 days out of every month.

The following times as times when the instructor is NOT available were entered:

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

The **Faculty Preferences** page appears displaying the faculty's choices with campus locations, maximum number of sections to teach, as well as days and times for the next term.

eStaffing
Dean-Dept. Chair Manual

Search by Last Name

Last Name   enter the faculty's last name

Click the **Find Faculty** button

If multiple responses appear, click the **Select Faculty** button related to the appropriate person.

Discipline Options

Ordering materials through the eStaffing system is no longer an option.
So this feature automatically defaults to block all material orders for all disciplines.

Disregard the **Discipline Options** function in this manual.

It is not relevant to eStaffing any longer.

Discipline Options allows Deans to control whether the discipline can order media via eStaffing.
Click on **Discipline Options**.

The checkbox for **Use Material Order System** either permits (checkmark) or denies (no checkmark) the use of the material ordering system for each of the listed disciplines.

The checkbox for **Block New Faculty Material Orders** either permits (checkmark) or denies (no checkmark) blocking new faculty from using the material ordering system for each of the listed disciplines.

eStaffing
Dean-Dept. Chair Manual

Reports

Reports provides a convenient way to view many tables of data regarding faculty, appointments, eligibility and assignments within each discipline for present and past terms.

Click on **Reports**.

The **Executive Reports** page appears listing all possible reports that run based on the **Term for Reports**.

All Reports are based on the **Term for Reports** indicated at the top of the **Executive Reports** page. To change the **Term for Reports**, click on Change Term Used for Reports**.**

Use the browser Back button ← to get back to the **Executive Reports** page.

Change Term

Change Term Used for Reports

Click on **Change Term Used for Reports**.

All Reports selected on this page reflect the term next to the **Current Term Selected** at the top of the page.

To change the **Reporting Term**
- click on the **Select Reporting Term** drop down
- select one of the listed Terms
- click on the **Select Reporting Term** button

eStaffing
Dean-Dept. Chair Manual

Executive Reports

Term for Reports: Credit Fall 2018

Change Term
Change Term Used for Reports

Executive Reports reappears with the selected term next to **Term for Reports**.

The data for all subsequent reports are executed based on the selected term.

The selected term remains until the user logs out or the user selects another term with the Change Term Used for Reports function.

Click on one of the links to see the respective report.

- Show Faculty Preferences
- Faculty Preference Summary
- Faculty Contact List
- Eligibility List
- All Assignments
- Faculty Assigned Load

Faculty

Show Faculty Preferences

The **Faculty Preference Summary** report allows the Dean/Dept. Chair to view preferences for an individual faculty member from past terms.

To view faculty preferences in the current eStaffing Phase, see Faculty Prefs.

Click on **Show Faculty Preferences** link under Reports in the Executive Menu.

Faculty Preferences

Search for faculty by ID or Last Name

Datatel/Colleague ID

Last Name

Find Faculty

Enter only one of the following:

- **Datatel/Colleague ID**   Faculty ID
- **Last Name**   only the last name of the faculty

Click the **Find Faculty** button

eStaffing
Dean-Dept. Chair Manual

Faculty Preferences

Search for faculty by ID or Last Name

Datatel/Colleague ID   0007776

Last Name

Find Faculty

Entering the **Datatel ID** results in only one response. See Show Faculty Preferences - Example.

Faculty Preferences

Search for faculty by ID or Last Name

Datatel/Colleague ID

Last Name   Blum

Find Faculty

Entering the faculty **Last Name** may, or may not, result in multiple responses.

Faculty Preferences

Which is the correct person?

Blum, Andrea	Select Faculty
Blum, John	Select Faculty
Blum, Sherry	Select Faculty
Blum-Katz, Katrina	Select Faculty
Blumenthal, Michael	Select Faculty

If multiple responses appear, click the **Select Faculty** button for the appropriate faculty member.

On the following page is an example of the **Faculty Preferences Summary Report**.

The report includes:

- **Disciplines** and **sections** the faculty is certified to teach
- **Location Preferences**
- **Term Preferences** including:
  o Maximum number of sections faculty selected and is willing to teach
  o Whether or not faculty is willing to teach section overloads
  o Comments entered by the faculty member
- **X** marks the days of the week and time of day faculty is **NOT** available to teach

eStaffing
Dean-Dept. Chair Manual

Show Faculty Preferences - Example

Faculty Preferences

Faculty Name (and ID): Zachary Blankenship (   )

The following sections were certified for Astronomy:

Priority	Synonym	Course	Section	Dates	Method	Campus	Bldg	Room	Days	Time
1	58874	ASTR 1403	002	08/27/2018 12/16/2018	Lecture	NRG	NRG2	2155	MW	06:00PM 07:20PM
	58874	ASTR 1403	002	08/27/2018 12/16/2018	Lab	NRG	NRG2	2228	MW	07:30PM 08:50PM
2	58865	ASTR 1303	002	08/27/2018 12/16/2018	Lecture	HLC	HLC1	2404	TTh	12:00PM 01:20PM

The following sections were certified for Physics:

Priority	Synonym	Course	Section	Dates	Method	Campus	Bldg	Room	Days	Time
1	62939	PHYS 1401	004	08/27/2018 12/16/2018	Lecture	HLC	HLC1	2405	MW	06:00PM 07:20PM
	62939	PHYS 1401	004	08/27/2018 12/16/2018	Lab	HLC	HLC1	2116.00	MW	07:30PM 08:50PM

The following location preferences were entered:

☐ Limit my courses to these locations only

Priority	Location
Choice #1:	Northridge
Choice #2:	Highland ACC Campus

The following term preferences were entered:

Max Number of Sections: 2

☑ I am willing to teach Overloads

The following comments were entered:

The following times as times when the instructor is NOT available were entered:

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

eStaffing
Dean-Dept. Chair Manual

Faculty Preference Summary

The **Faculty Preference Summary** report provides a succinct view of each faculty member within a discipline, whether or not preferences were entered for each faculty member, and the number of preferred sections each faculty member selected.

Click on the **Faculty Preference Summary** link under Reports in the Executive Menu.

Adjunct Faculty Assignment - Preference Summary

Select discipline below:

Architectural & Engineering Computer Aided Design
Auto Collision Repair & Refinishing Tech
Automotive Technology
Building Construction Technology
Electronics & Advanced Tech
Geographic Information Systems
Heating, Air Conditioning & Refrigeration
Land Surveying Technology & Geomatics
Welding Technology

Click on one of the disciplines listed.

Adjunct Faculty Assignment - Preference Summary

Auto Tech/Power Mech

CREDIT SPRING 2018

Faculty Preference Status Summary for Auto Tech/Power Mech				
Faculty Name	College ID	Level	Preferences Entered	# Preferred Sections
McNeil, Kevin V		Adjunct	Campus & Times	5
Hernandez, Antonio		MSTA Exception	--	0
Pineda, Robert		Adjunct	--	0
Grooms, Michael P		Adjunct	Campus & Times	3
Sosa, Alex M		Adjunct	Campus & Times	6
Carter, Timothy A		IA / CA	Campus & Times	3
Hughes, Stephen B		Adjunct	Campus & Times	0
Barrington, Keith D		Adjunct	--	0

The **Adjunct Faculty Assignment – Preference Summary** page appears with
- the faculty priority level
- which preferences were entered by the faculty
- and the number of preferred sections chosen by each faculty member within the selected discipline

eStaffing
Dean-Dept. Chair Manual

Faculty Contact List

The **Faculty Contact List** link provides the faculty name, faculty ID, phone, email, and home address for each faculty member within a discipline. It includes the current faculty appointment status as well.

Click on the **Faculty Contact List** link under Reports in the Executive Menu.

Use the browser Back button (←) to get back to the first Contact List after selecting one of the links. (**Note**: The ID, phone, and home address was altered in this document for protection.)

Show Contact in Address format

Clicking the **Show Contact in Address format** link displays only the faculty name, ID, and address information.

eStaffing
Dean-Dept. Chair Manual

Show Name and Email only

Clicking the **Show Name and Email only** link displays the faculty name, ID, and email address.

Show Contact and Preference Status

Clicking the **Show Contact and Preference Status** link displays the faculty name, ID, home telephone, office telephone, email address, preference status, and appointment status.

Appointments and Eligibility

Eligibility List

The **Eligibility List** report provides a succinct view of the eligibility attributes as well as the priority level for each faculty member within a discipline.

Click on the **Eligibility List** link under Reports in the Executive Menu.

Click on one of the disciplines.

eStaffing
Dean-Dept. Chair Manual

Faculty criteria

Select from:

      All Faculty   (all faculty within a selected discipline)

      Early College Start ONLY Appointments   (faculty within a selected discipline with ECS)

      Phase 1 Faculty   (all Phase 1 faculty within a selected discipline)

      Phase 2 Faculty   (all Phase 2 faculty within a selected discipline)

Sort order

Select from:

      Course - (sorts all courses within a discipline by course/rubric)

      Last Name - faculty last name

      Priority Level - (meaning **Eligibility Level** priority under [Edit/Add Eligibility table](#))

      Rubric - (sorts by course/rubric within each faculty's course assignments)

      Telecom Method - (see **Telecom Methods** options under [Edit Course Eligibility table](#))

eStaffing
Dean-Dept. Chair Manual

Example – All Faculty sorted by Last Name

Faculty criteria   All Faculty
Sort order   Last Name

Output is sorted only by faculty's last name.

Displays the faculty name, ID, and

APPT	appointment status; Same as **Priority Level** under <u>Appointments table</u>
Course	course/rubric; Same as **Course** under <u>Assignments</u> without the section number
Hire Priority	Same as **Eligibility Level** under <u>Edit/Add Eligibility table</u>)
ECS Elig	(Is faculty eligible to teach Early College Start courses? **Yes/No**) Same as **Early College Start Level** under <u>Edit/Add Eligibility table</u>
Status	eligibility status; Same as **Elig Status** under <u>Eligibility table</u>

eStaffing
Dean-Dept. Chair Manual

Example – All Faculty sorted by Course

Output is sorted by faculty name within course/rubric number, same as the next example except the course/rubric is the first column in the table.

Example – All Faculty sorted by Rubric

Output is sorted by faculty name within course/rubric number, same as the above example except the faculty name is the first column in the table.

eStaffing
Dean-Dept. Chair Manual

Assignments

All Assignments

The **All Assignments List** report provides a succinct view of the eligibility attributes as well as the priority level for each faculty member within a discipline.

Click on **All Assignments** link under [Reports](#) in the [Executive Menu](#)**.**

Click on one of the disciplines.

Select one of the **Faculty criteria**:
    Accepted   faculty accepted an assignment
    Pending   faculty has not accepted or refused an assignment
    Refused   faculty refused an assignment

Click on the **Build Report** button.

eStaffing
Dean-Dept. Chair Manual

Faculty criteria   Pending example

Pending assignments within the Astronomy discipline.

Faculty criteria   Refused example

Refused assignments within the Mathematics discipline. The **Reason** for refusal is given in the first column.

eStaffing
Dean-Dept. Chair Manual

Faculty Assigned Load

The **Faculty Assigned Load** report provides a succinct view of the maximum number of LEH and Credit hours, the assigned LEH and Credit hours as well as the priority level for each faculty member within a discipline.

Click on the **Faculty Assigned Load** link under Reports in the Executive Menu**.**

Click on one of the disciplines.

The **Maximum LEH/Credit** hours and the **Assigned LEH/Credit** hours appear for each faculty.

Draw Order Report

The **Draw Order Report** provides a summary of faculty assignments for a term within a discipline.

Click on **Draw Order Report.**

Click on the **Select a Term** drop down.

eStaffing
Dean-Dept. Chair Manual

Click on a term from the drop down list.

The **Faculty Draw Information** page reappears with a discipline drop down list.
Click on one of the disciplines listed in from the drop down.

Now that both the term and the discipline are chosen, click on the **Submit** button.

eStaffing
Dean-Dept. Chair Manual

Faculty Draw Information:

Select Discipline and Term

Select a Term ▾

Submit

				Assignment Information					
Group	Group Order	Draw Order	Name	Discipline	Phase	Section Preferences Entered	Assigned	Type	Campus
Adjunct HPH - Senior	5	1	Richmond, Marvin	Astronomy	1	Y	ASTR-1304-003	Lecture	HLC
Adjunct HPH - Senior	5	1	Richmond, Marvin	Astronomy	1	Y	ASTR-1304-002	Lecture	HLC
Adjunct HPH - Senior	5	2	Mitra, Shyamal	Astronomy	1	Y	--		
Adjunct HPH - Senior	5	3	Blankenship, Zachary	Astronomy	1	Y	--		
Adjunct HPH - Senior	5	4	Endl, Michael	Astronomy	1	Y	ASTR-1403-002	Lecture	RRC
Adjunct HPH - Senior	5	4	Endl, Michael	Astronomy	1	Y	ASTR-1403-002	Lab	RRC
Adjunct HPH - Senior	5	5	Fulton, John	Astronomy	1	N	--		
Adjunct	7	1	Keating, Christopher	Astronomy	2	Y	--		
Adjunct	7	2	Endl, Barbara	Astronomy	2	Y	--		
Adjunct	7	3	Marion, George	Astronomy	2	Y	ASTR-1303-001	Lecture	CYP
Adjunct	7	3	Marion, George	Astronomy	2	Y	ASTR-1303-003	Lecture	NRG
Adjunct	7	4	Ries, Judit	Astronomy	2	N	--		

Total records: 12

See Draw Order Report table for an explanation of the columns on this page.

MSTA

MSTA Exception is the highest priority group when receiving section assignments.
MSTA is the next highest priority group when receiving section assignments.

MSTA appointments are renewable one-year appointments. Adjunct Faculty who have held a MSTA one-year appointment for three consecutive years shall receive a three-year MSTA appointment that is renewable every year the Adjunct Faculty meets the MSTA Eligibility Standards.

See MSTA Application Processing for information on submitting a MSTA Application. Faculty are allowed to submit a MSTA Application within a predetermined timeframe.
(See **Timeline to submit MSTA application** in the eStaffing MSTA Calendar)

Dept. Chairs are required to make their MSTA selections within a predetermined timeframe.
(See **MSTA selection** in the eStaffing MSTA Calendar)

And Deans are required to make their MSTA approvals within a predetermined timeframe.
(See **MSTA approvals** in the eStaffing MSTA Calendar)

Department Chairs and their staff will receive email reminders at the appropriate time, but the MSTA dates are also posted on the eStaffing MSTA Calendar).

eStaffing
Dean-Dept. Chair Manual

MSTA Limits

There is a pre-determined limit to the number of MSTA applications allowed for each discipline.

The **MSTA Limits** apply only to specific terms (**MSTA Term Type**).

The **MSTA Limits** are established by the eStaffing Administrator.

The **MSTA Limits** table is available only to Deans and Department Chairs.

Click on **MSTA Limits** in the Executive Menu.

MSTA Limits

MSTA Limits for Term Spring 2014		
Discipline Name	**MSTA Total Limit**	**MSTA Term Type**
Astronomy	2	Fall, Spring Only
Biology	15	Fall, Spring, Summer
Biotechnology	0	Fall, Spring, Summer
Chemistry	10	Fall, Spring Only
Engineering	1	Fall, Spring Only
Environmental Science and Technology	0	Fall, Spring Only
Geology	4	Fall, Spring Only
Mathematics	36	Fall, Spring Only
Military Science	n/a	n/a
Physical Sciences	0	Fall, Spring Only
Physics	8	Fall, Spring, Summer
Social Science Air Force	n/a	n/a
Save Changes		

This is an example of the **MSTA Limits** table for the Dean of Science, Engineering & Math.

MSTA Total Limit   displays the total number of approved MSTA applications allowed for each discipline within the current term

MSTA Term Type   identifies which terms the **MSTA Limits** apply within the current term

Deans can change the **MSTA Total Limit** and the **MSTA Term Type.**
Department Chairs can change only the **MSTA Term Type**.

To make a change:

  MSTA Total Limit enter the changed number in the **MSTA Total Limit** box for the appropriate discipline. Then, click the **Save Changes** button.

  MSTA Term Type select the term type from the **MSTA Term Type** drop down for the appropriate discipline. Then, click the **Save Changes** button.

eStaffing
Dean-Dept. Chair Manual

MSTA Options

MSTA Options allows Deans to accept new MSTA applications for the upcoming fiscal <u>year</u> (not term).

Click **MSTA Options** in the <u>Executive Menu</u>.

The **Discipline MSTA Setting** page lists all disciplines alphabetically for which a Dean **/** Department Chair is responsible.

Click on one of the disciplines on the **Discipline MSTA Setting** page.

Click on the **(select)** drop down. Then, select **Yes** or **No.**

      Yes   accept new MSTA applications

      No   do not accept new MSTA applications

Click on the **Update Discipline Selection** button.

This selection updates the <u>Departments accepting MSTA applications</u> and the <u>Departments NOT accepting MSTA applications</u> pages located under the **Calendar** tab at the top of the eStaffing application.

eStaffing
Dean-Dept. Chair Manual

MSTA Select

The Deans/Dept. Chairs uses the **MSTA Select** function to choose from a list of the submitted MSTA Applicants for the current fiscal year.

Clicking on **MSTA Select**.

Opens the **MSTA Applicant Selection** page.

MSTA selections have not seen submitted – message

The following message informs the Dean that no MSTA selections have been made.

MSTA selections have not been submitted! The deadline is <month day, year>.

Under the **MSTA Applicant Selection** column no MSTA selections have been made:
 0 MSTA and **0 MSTA Exception**. This discipline is permitted to have 2 MSTA appointments.

Once the MSTA selection deadline has passed (See **MSTA selection** in the eStaffing MSTA Calendar), the Dept. Chair cannot select MSTA appointments until the next fiscal year.

MSTA appointments get first priority over all other Adjunct faculty when selecting assignments.

MSTA Applicant Selections table

The **MSTA Applicant Selections** table on the **MSTA Application Selection** page displays the number of MSTA Applicants yet to be selected and the number of three-year MSTA appointments.

The total number of **MSTA Applicant Selections** plus the number of **MSTA 3 Year Ongoing** appointments cannot total more than the number of **MSTA Selection Limits.**

> **MSTA Selection Limits** - the number of MSTA appointments allowed for this discipline; same as the **MSTA Total Limit** for the discipline when clicking MSTA Limits

> **MSTA Applicant Selections**
>> **MSTA** –total number of saved MSTA applicants for this fiscal year (still needs approval)
>> **MSTA (Exception) -** total number of saved MSTA (Exception) applicants for this fiscal year (still needs approval)

> **MSTA 3 Year Ongoing -** the number of three-year MSTA appointments - see MSTA or see MSTA in the Glossary for more information

eStaffing
Dean-Dept. Chair Manual

Number in MSTA 3 year Ongoing column

Clicking the number under the **MSTA 3 year Ongoing** column presents the following page:

The **MSTA Ongoing 3 Year Appointments** page lists all three-year MSTA appointments within this discipline with their contact information and appointment status.

Click the **Return to Previous Page** button to return to the **MSTA Application Selection** page

MSTA Applicant List table

The **MSTA Applicant List** table on the **MSTA Application Selection** page lists the selected MSTA Applicants waiting for approval and the MSTA Applicants yet to be selected.

Name – faculty name

ID – faculty's ID

Requested Level – the faculty member's requested appointment level (MSTA or MSTA Exception)

Appointment Level - the faculty member's current appointment level (None or MSTA)

New Applicant Qualifications – displays **View Details** or **Incumbent**

    View Details –a MSTA Applicant. Clicking displays the applicant's qualification details.

    This is a problem. Should see the MSTA Applicant's qualification details.

    Incumbent - indicates a current MSTA appointment (not a MSTA Applicant)

Show Comments

Clicking on the **Show Comments** link on the **MSTA Application Selection** page presents:

eStaffing
Dean-Dept. Chair Manual

The **Show Comments** page is exactly the same as the MSTA Applicant List table with the addition of the **Application Comments** column.

Application Comments - Displays the text entered in the area titled '**Please briefly describe your background and ACC Experience'** from the faculty's submitted MSTA Application.

All other column headings are described on the previous page.

Hide Comments

Clicking on the **Hide Comments** link returns to the MSTA Select page.

eStaffing
Dean-Dept. Chair Manual

Show Pending

Clicking on the **Show Pending** link on the **MSTA Application Selection** page….

The **Show Pending** page displays all faculty within a discipline who either submitted a MSTA Application, or who did not submit a MSTA Application but are qualified to do so.

Not all faculty may be qualified to submit a MSTA Application. See the **Eligibility Standards** for MSTA Appointments in AR#: 4.06.002 - Administrative Rules – Staffing of Adjunct Faculty

Requested Level(s)

Pending	the pending definition is not certain at this time –one of the following may apply:

- faculty within a discipline who are qualified to submit a MSTA Application, but have not done so yet
- faculty who have submitted a MSTA Application, was selected to be a MSTA appointment by the Dean but has not accepted or declined an offer to become a MSTA appointment (from MSTA – DeptChairMSTAManual)

Declined	the declined definition is not certain at this time –the following may apply

- faculty who has chosen to decline an offer to become a MSTA appointment (from MSTA – DeptChairMSTAManual)

MSTA	all faculty within a discipline who submitted a MSTA Application requesting a MSTA priority level

View the explanations for **Appointment Level**, **New Applicant Qualifications,** and **View Details** under MSTA Applicant List table.

MSTA Applications Only

Selecting **MSTA Applications Only** returns to the original MSTA Applicant Selection page with the MSTA Applicant List table.

eStaffing
Dean-Dept. Chair Manual

MSTA Approve

Only the Deans has access to the **MSTA Approve** function.

MSTA Approve approves submitted MSTA Applicants for the next fiscal year.

MSTA selections have not been submitted – message

This message is a warning indicating no MSTA applications have been submitted so far.

Approval can not be performed! – message

This message is a warning indicating approval of submitted MSTA applications cannot take place since no MSTA applications have been submitted so far.

MSTA Applicant List table

The **MSTA Applicant List** table on the **MSTA Application Approval** page lists the selected MSTA Applicants waiting for approval. None of the MSTA Applicants yet to be selected appear on this page.

eStaffing
Dean-Dept. Chair Manual

Faculty Menu

The **Faculty Menu** lists eStaffing functions involved with your past personal teaching assignments.
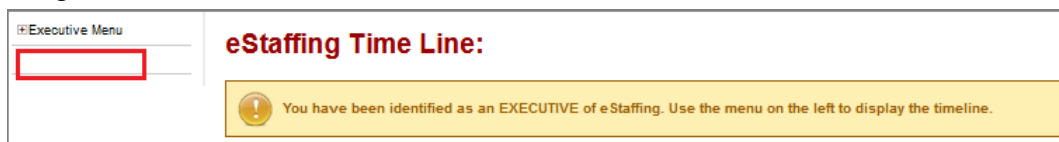
If you have no past teaching assignments with ACC, the only menu you'll see is the **Executive Menu**. The **Faculty Menu** is not available with your login to the eStaffing application.

If the **Faculty Menu** does not appear when you login to the eStaffing application, this section of the eStaffing Dean and Dept. Chair Manual does not apply to you.
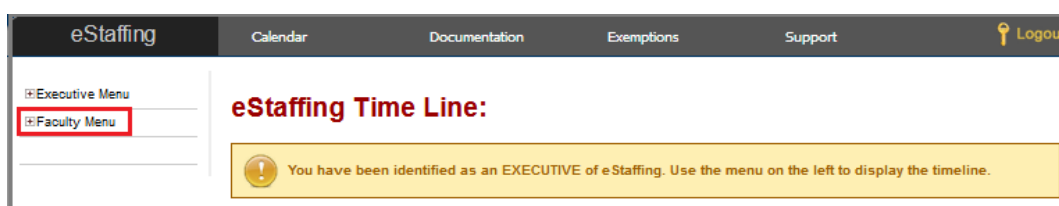
Deans and Dept. Chairs with past teaching assignments may see this page after logging into the eStaffing application.

Click on **Faculty Menu** to expand its functions.

This is what the expanded view of the **Faculty Menu** looks like**.**

eStaffing
Dean-Dept. Chair Manual

My Info

The Faculty **My Info** page summarizes the user's eStaffing information as a faculty member.

The Faculty **My Info** page includes:

- The faculty's personal contact information.
- **Employment** - The faculty's Priority Level. for the current term
- **Your Staffing Eligibility** - A summary of the faculty's assigned load for the current term
- **Your LEH Information for <term>** - A summary of the faculty's maximum LEH hours and Credit hours for the current term

Reports

See Draw Order Report.

Section Preferences

See **Section Preferences** in the eStaffing Adjunct Faculty Manual

Show Assignments

See **Show Assignments** in the eStaffing Adjunct Faculty Manual

Faculty Preferences

See **Faculty Preferences** in the eStaffing Adjunct Faculty Manual

eStaffing
Dean-Dept. Chair Manual

eStaffing Time Line

> **eStaffing Time Line:**
>
> ⚠ You have been identified as an EXECUTIVE of eStaffing. Use the menu on the left to display the timeline.

Deans and Dept. Chairs should use the Time Line function under the Executive Menu.
Also see **eStaffing Time Line** in the eStaffing Adjunct Faculty Manual.

Eligibility

Also see **Eligibility** in the eStaffing Adjunct Faculty Manual

Please see the eStaffing Adjunct Faculty Manual for more information on the eStaffing faculty functions.

eStaffing
Dean-Dept. Chair Manual

Appendix

Priority Levels

Initially, Priority Levels are based on the previous year appointments.
Please see AR#: 4.06.002 - Administrative Rules – Staffing of Adjunct Faculty.

MSTA

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.

MSTA appointments are renewable one-year appointments. Adjunct Faculty who have held a MSTA one-year appointment for three consecutive years shall receive a three-year MSTA appointment that is renewable every year the Adjunct Faculty meets the MSTA Eligibility Standards.

Instructional Associate

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.

IAs are automatically renewable one-year appointments. IAs not meeting the IA Eligibility Standards for two consecutive years will not be renewed.

College Associate

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

CAs are automatically renewable one-year appointments. CAs not meeting the CA Eligibility Standards for two consecutive years will not be renewed.

Senior

Senior - applies to Adjunct Faculty who have taught at least 10 semesters at ACC not counting more than two semesters from any one year.

Employed Industry Specialist: (work force only)

- 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.

To receive or retain this designation, Adjunct Faculty must submit evidence yearly of employment and benefits, or retirement with benefits.

eStaffing
Dean-Dept. Chair Manual

Dual Credit Annual Appointments

Dual Credit Annual Appointment - an appointment held by selected Adjunct Faculty that allows for assignment of sections over multiple semesters.

These appointments:

- apply only to dual credit courses taught at High Schools
- are available only to faculty who have completed the <u>Dual Credit Orientation Program</u>
- are made by Department Chairs with approval of their Dean

Dual Credit Annual Appointments are renewable annually with summary teaching evaluations of very good or excellent in all categories and acceptable evaluations with respect to compliance with administrative procedures.

eStaffing
Dean-Dept. Chair Manual

List of Faculty Appointments after performing Rolling Appointments

This is the same page as the List of Faculty Appointments page.

This is the first time **Appointments** function is selected after a **Rolling Appointments** procedure. This page changes its appearance after the first time **Create Appointments for Selected Faculty** button is selected. (Go to Appointments - details page to see the differences in this table).

The column headings on the **List of Faculty Appointments page** are:

Faculty Name   the name of the faculty member

Select All / Deselect All   a checkmark in the column header acts as a toggle to either select or deselect all **Active Appointments**. No **Inactive Appointments** are selected with this checkbox.

Or, the user can click individual checkboxes in this column to create appointments for individual faculty members. Do not click the **Select All/Deselect All** column header checkbox.

Faculty with checkmarks are created as **Active Appointments**. Unchecked faculty become **Inactive Appointments** and are placed under the **Inactive Appointments** table.

Whether creating individual faculty appointments, or creating all **Active Appointments**, the **Create Appointments for Selected Faculty** button must be selected to activate the appointments for the current term.

No Preferences Past Three Semesters

***   indicates preferences were selected by the faculty in each of the past 3 semesters

blank entry   indicates that faculty preferences were NOT selected by the faculty member in each of the past 3 semesters. A blank entry also exists for faculty members who did not choose faculty preferences for any past 3 semesters, or for any one semester in the past 3 semesters. New ACC faculty have a blank entry.

Last Semester Taught in Disciple   the last semester the faculty taught within this discipline. An abbreviated year – 218 (2018); S (Spring), F (Fall), U (Summer); 000(college credit) Information is based on Ellucian assigned active courses. Cancelled courses are excluded. A blank term indicates faculty remains in eHire as an applicant with no Colleague assignments.

Create Appointments for Selected Faculty button   creates the **Active Appointments** for the current term. This button can be selected only once per semester for each discipline.

Active Appointments – see Active Appointments

Inactive Appointments - see Inactive Appointments

eStaffing
Dean-Dept. Chair Manual

Appointments - details page

After the **Create Appointments for Selected Faculty** button is selected for the first time during a term, the appearance of the List of Faculty Appointments page changes to this view.

Go to Add New Faculty to Discipline for information on that function.

Click on the **Faculty Name** to edit the faculty's eStaffing appointment

The fields on the **Appointments - details page** are:

Datatel ID the faculty ID – If no ID is listed, it needs to be reported to the IT staff.

Faculty Name the name of the faculty member; click on the name to edit the faculty's eStaffing appointment settings
  If the name is incorrect, it needs to be reported to Human Resources.

Priority Level based on the faculty's previous term Priority Level. – See Priority Levels

Max LEH the maximum number of the combined lecture hours and laboratory hours allowed to each faculty member. These numbers are different for IA, CIA, and EIS status. The LEH numbers are maintained under **LEH Settings** on the Administrator site.

  The Dean assigns sections to each instructor until the instructor's LEH is reached, or no more courses are available. Courses may be split allowing the assignment of a portion of a course (lecture OR lab OR a portion of a lecture / lab). No overloads can be assigned during the Assignments phase. See Lecture Equivalent Hour (LEH) and AR#: 4.06.013

Max Credit the maximum number of course credits allowed to each faculty member
  See AR#: 4.06.013

Status the current state of the faculty's appointment status – either Pending or Approved. Any new **Assignment,** or changes to faculty **Assignments** causes the faculty **Status** to reset from Approved to Pending. All appointments are approved only by the Dean.

  Pending the appointment is recommended, but the recommendation has not yet been approved by your Dean. A Pending status does not restrict eligibility, but the Pending status does exclude faculty from the Assignments process.

  Approved the appointment recommendation has been approved by the Dean.

Approve Select All / Deselect All a checkmark in the column header acts as a toggle to either select or deselect all **Active Appointments** and **Inactive Appointments.** Or, the user can click each specific checkbox in this column that applies (but not the **Approve Select All / Deselect All** checkbox) to indicate the approval of individual faculty appointments. Whether approving individual faculty appointments, or approving ALL appointments, the **Approve Appointments** button must be selected to submit the approval.

eStaffing
Dean-Dept. Chair Manual

Active Appointments – see Active Appointments

Inactive Appointments - see Inactive Appointments

Exclude Appointments from Next Roll

All faculty who have a checkmark next to the **Remove from Appointment List** field in the Appointments – faculty details page are moved to the **Exclude Appointments from Next Roll** table with a **Pending** status where these faculty members remain until they are

- **Approved** to be removed from the Appointment list during the next term
- Or, the **Remove from Appointment List** checkmark is removed from the Appointments – faculty details page. In this instance, the appointment is moved back under the **Active Appointments** or **Inactive Appointments** table where the faculty originated.

Unable to create appointments - message

If the discipline is not participating in the eStaffing cycle or if the discipline is new with no assigned faculty, the following message appears:

Appointments - faculty details page

Any changes made to the **Appointments – faculty details page** resets the **Status** of the faculty appointment from Approved to Pending on the Appointments –details page.

eStaffing
Dean-Dept. Chair Manual

The fields on the **Appointments – faculty details page** are:

Faculty Name   the name of the faculty member

Datatel ID   the ID number of the faculty member

Priority Level   the current Priority Level of the faculty member

Change Priority Level   Adjunct, MSTA, IA and CA may be listed in the **Priority Level** field, but Adjunct and IA are the only changes allowed in the **Change Priority Level** field

New Discipline Appointment
     No - this is NOT the first term faculty completed a teaching assignment for this discipline
     Yes - this IS the first term faculty completed a teaching assignment for this discipline

First Semester Taught in Discipline   an abbreviated year; S(Spring), F(Fall), U(Summer); 000(college credit); (example 214F000 is the Fall term of 2014)
     If faculty taught before 1999, this field should default to 199F000.

Show History   selecting this link opens the faculty's **Appointment and Teaching History** page which displays the faculty's past teaching assignments. See Show History link for more information.

Semesters in Discipline   the number of semesters (or terms) faculty taught and completed an assignment. Cancelled courses are excluded.

Senior Flag   based on an Admin Rule 4.06.002 calculation. The calculation determines whether faculty is classified a senior.
     No   faculty is NOT classified a senior
     Yes   faculty IS classified a senior

Early College Start ONLY   the assignment process allows sections marked Early College Start within the department as course options only if they are available for assignment. This attribute is manually maintained. This effects Preferences and Assignments. ECS and ECHS indicate Early College Start and Early College High School.

Workforce Only:
     Employment Industry Specialist (EIS)   An on/off switch that allows the Dean to bypass the Max LEH and Credit Hour requirements as defined by Admin Rule 4.06.013
     ($\checkmark$ = bypass;   no checkmark = do not bypass)

Inactive Appointment   faculty members who are not participating in the current eStaffing term;
     A checkmark in the **Inactive Appointments** checkbox causes a faculty name to
     • remain on the eStaffing faculty roll, but not be included in the Preferences process or the Assignments process and does not allow changes to Eligibility
     • be listed under the **Inactive Appointments** table
     Dean or Dept. Chair can remove the checkmark to make the faculty an **Active Appointment.**

Remove from Appointment List   faculty who are deactivated during the eStaffing cycle
     These faculty members are no longer on the eStaffing faculty roll and are not considered for any eStaffing assignments. Deactivated faculty members are listed on the **Exclude Appointments from Next Roll** table and are not included in the Rolling Appointments process for the next term.
     See Exclude Appointments from Next Roll to reactivate the faculty.

eStaffing
Dean-Dept. Chair Manual

Buttons at the bottom of the page

Save Appointment Changes button   to save modifications to the faculty appointment attributes

Approve Appointment button   only Deans have the **Approve Appointment** button.
        The Dean selects the **Approve Appointment** button to approve the faculty appointment
        for the current term.

Cancel button   selected to reinstate the original faculty appointment detail attributes, or to back
        out any recent changes

eStaffing
Dean-Dept. Chair Manual

Show History link

The faculty's **Appointment and Teaching History** page appears when selecting the **Show History** link on the Appointments – faculty details page.

Appointment and Teaching History page displays a history of the
- faculty's Priority Levels (example: Adjunct, MSTA)
- Course assignments the faculty completed in the past (in **Green** type). The completed courses may be included in the computation to determine seniority (**Senior Flag** on the Appointments – faculty details page.)
- current course assignments the faculty is scheduled to teach, pending completion (in Blue type)
- past course assignments the faculty was assigned to teach but were cancelled (in Red type)
- past terms where the faculty had no course assignments – no course information appears
- method used to assign a course - whether eStaffing or Datatel was used (explained below)

In the example above, the faculty:
- changed Priority Level from MSTA to Adjunct between 2017 and 2018
- completed several course assignments in the past (**Green**) between 2015 and 2018
- has pending course assignments in the future (Blue); Summer 2018 and Fall 2019
- had a course assignment, but did not complete it due to a course cancellation (Red); Fall 2016
- did not have a course assignment during two terms; Summer 2016 and Fall 2017
- had course assignments during the Summer terms of 2015, 2017, and 2018
- the **Fall, Spring Only** designation indicates that the courses for this discipline participate in the eStaffing application only during the Fall and Spring terms

The courses for this particular discipline are exempt from participating in the eStaffing application during the **Summer** term. Courses for the Summer term may assigned only in Datatel, or in eStaffing when the eStaffing exempt toggle is switched. Since this discipline is exempt for the Summer term, these courses may, or may not, noted in the eStaffing application. But the courses for this particular discipline in the Summer term should always appear in Datatel (**FWKL**).

eStaffing
Dean-Dept. Chair Manual

Review and/or Modify the Appointments - faculty details page

This Appointments page appears when clicking on a faculty's name on the **Appointments – details page**. See Appointments – faculty details page for information on this page.

Review and/or modify the faculty's attributes.

If nothing needs to be modified, the Dean may choose

- The **Cancel** button if the faculty is not to be approved at this time.
- The **Approve Appointment** button to immediately approve the appointment.

Modifications to the faculty member's attributes require the user select the **Save Appointment Changes** button to save the modifications.

Only Deans have the **Approve Appointment** button on the Appointments – faculty details page.

eStaffing
Dean-Dept. Chair Manual

Eligibility page

Used to select which courses faculty are eligible to teach in the next term.

Click on the faculty name to display the details of the faculty's eligibility (See Edit/Add Eligibility page).

Approve All Checked Eligibility button   Click the **Approve All Checked Eligibility** button to approve the eligibility of faculty members. After selecting individual **Approve Select / Deselect** checkboxes, click the **Approve All Checked Eligibility** button.

Datatel ID   the faculty ID

Faculty Name   the name of the faculty member which is linked to the details of the faculty's eligibility

Appointment Overview

  Appt. Status   the approval status of the appointment – Reflects the same state as the **Status** column on the Appointments page

  Priority Level   the faculty's current Priority Level - Reflects the same priority as the **Priority Level** column on the Appointments page

Eligibility Overview

  Eligible Courses The number of courses this faculty member is eligible to teach.
  - If this number is 0 (zero) this means the faculty member is either new, or has all eligibility removed.
  - This number is **RED** when any changes are made with the faculty's eligibility after the initial approval.
  - A **RED** number indicates this eligibility needs to be approved.

  Pending Approval   number of courses where eligibility is pending Dean/Dept. Chair approval

  Any HPH (see Edit/Add Eligibility page)
    Yes   at least one course under **Eligibility Level** in the **Edit/Add Eligibility** table is marked with the Highest - HPH (Highest Priority to Hire) eligibility level
    No   No courses under **Eligibility Level** in the **Edit/Add Eligibility** table are marked with the Highest - HPH (Highest Priority to Hire) eligibility level
    See To Change HPH to change **Any HPH** from Yes to No.

eStaffing
Dean-Dept. Chair Manual

Elig Status Pending, Approved, or Revoked – the current eligibility status of a faculty member

Pending eligibility has been recommended, but the recommendation has not yet been approved by the Dean or Department Chair

Approved the Dean or Department Chair has approved the recommendation

Revoked refers to the faculty's eligibility to teach a course. It has nothing to do with the availability of the course in the Course Schedule.

In this example, the faculty's <u>eligibility to teach</u> JAPN 1300 has been revoked and it is not recommended that the faculty's eligibility to teach JAPN 1300 is approved at this point in time. However, the faculty's eligibility to teach JAPN 1300 can be reinstated anytime.

Revoked <u>relates to the faculty's eligibility status to teach a course</u>. It has nothing to do with a course being canceled or removed from the schedule. So the course remains in eStaffing.

Revoked appearing next to a **Course** on the **Edit/Add Eligibility** page means <u>the faculty</u> is ineligible to teach that course for some reason.

The course remains in the eStaffing application. So, even though this faculty member maybe ineligible, perhaps another faculty in the department IS eligible to teach JAPN 1300.

Approve Select / Deselect Checkboxes used to select or deselect faculty member for approval. Clicking Approve for a faculty checkbox causes ALL Pending eligibility for that faculty to become Approved.

To Change HPH

Before you can do the following, the **Status** of the **Course** in the **Edit/Add Eligibility** page **CANNOT** be Revoked. If so, you must select the course and select **Reinstate Eligibility** first.

To change a faculty's Yes to No under the **Any HPH** column:

- Select **Eligibility**
- click on the faculty name
- click on the course(s) that indicates **Highest** under the **Eligibility Level** column
- click on **Eligible** under the **Eligibility Level** column
- **Save Changes**
- If the course needs to be revoked, select the course again and click on **Revoke.** Select a **Revoke reason** and select **Save Revoke Changes**.

eStaffing
Dean-Dept. Chair Manual

Edit/Add Eligibility page

Eligible to Teach

All active courses for the term meeting the faculty member's **Preferences** and **Eligibility** are displayed here.

Return to Eligibility List button   returns to the Eligibility page

Faculty Name   the name of the faculty member

Datatel ID   the ID number of the faculty member

Appointment Level   the faculty's current Priority Level – Should reflect the same priority as the **Priority Level** column on the Appointments page

Fields in the table titled - **Eligible to teach the following courses during Credit** *<term> <fiscal year>*

Course   the abbreviation of a section identifying a specific course including a **Subject Prefix** (four letters – Ex. BIOL - Biology) and a **Course Number** (four numbers)[1]

The four numbers of a course number:

       1st digit – indicates academic level

            0 indicates a Developmental level course

            1 indicates a freshman level course

            2 indicates a sophomore level course

       2nd digit – indicates the semester credit hour. Ex. BIOL 1406 is a four credit hour course.

       last 2 digits – identifies the specific class

Eligibility Level   one of the following values

      New   indicates a course was added to the faculty's Eligible to teach table, or faculty is new to eStaffing; the course is added to the **Eligible to teach** table pending approval

---

[1] Reading a Course Description – page 16 of **2011 Student Success Guide**

eStaffing
Dean-Dept. Chair Manual

> **Eligible**   meets the first level of eligibility requirements as defined by AR#: 4.06.001
> **Highest**   meets the highest eligibility level; faculty is Adjunct (HPH); as defined by
> AR#: 4.06.001
> **Remove**   course is pending approval for a removal. The course appears until removal is
> approved.
>> Once the removal is approved, the course disappears from the faculty's eligibility list.

Telecom Methods
> **Yes**   the course is available as a distance learning class in a Telecom Method
> **No**   the course is not available as a distance learning class in a Telecom Method

Early Coll Start
> **Yes**   this course is offered as an Early College Start course
> **No**   this course is not offered as an Early College Start course

> **Early College Start only - message**
>> If faculty is marked as **Early College Start Only** on the Assignment, the
>> Early College Start Only message appears here.

Status
> **Pending**   eligibility has been recommended, but the recommendation has not yet been
> approved by the Dean or Department Chair.
>
> **Approved**   the Dean or Department Chair has approved the recommendation
>
> **Revoke**   Faculty eligibility for this course is not recommended. Click on the course to view
> the text in the **Revoke reason** field. However, faculty eligibility can be reinstated
> for this course anytime.
>
> **Revoke Approved**   The **Revoke** Status of the faculty's eligibility was approved. So, faculty
> eligibility for this course is not recommended. However, faculty eligibility can be
> reinstated for this course anytime.

Approve button   Changes the eligibility Status of an individual course from Pending to
> Approved.
>> The **Approved** Eligibility status for one course on the **Edit/Add Eligibility
>> page** does not change the status of the **Elig Status** column on the Eligibility
>> page.

eStaffing
Dean-Dept. Chair Manual

Add Course Eligibility

These are active and pending courses that may now meet the faculty member's **Preferences** and **Eligibility**.

A CURRENTLY UNRESOLVED ISSUE:

> *eStaffing problems occur when a course is cancelled or changed <u>anytime</u> during an eStaffing cycle such as <u>after course eligibility is added.</u>*

Edit/Add Eligibility

Welding Technology

CREDIT SPRING 2019

Return to Eligibility List

Faculty Name	Barak, Frank
Datatel ID	
Appointment Level	Adjunct Faculty

Eligible to teach the following courses during Credit Spring 2019:

Course	Eligibility Level	Telecom Methods	Early Coll Start	Status	
WLDG 1407	Eligible	No	Yes	Pending	Approve
WLDG 1417	Eligible	No	Yes	Pending	Approve
WLDG 1425	Eligible	No	Yes	Pending	Approve
WLDG 1428	Eligible	No	Yes	Pending	Approve

Add Course Eligibility

Course	Eligibility Level	Telecom Methods	Early Coll Start	Add Justification	
NDTE 1405	New	None / DIL / DLC	✓		Add
NDTE 2401	New	None / DIL / DLC	✓		Add

Course　　　the abbreviation of a section identifying a specific course including a **Subject Prefix** (four letters – Ex. BIOL - Biology) and a **Course Number** (four numbers)[2]

The four numbers of a course number:

1st digit – indicates academic level
0 indicates a Developmental level course
1 indicates a freshman level course
2 indicates a sophomore level course

---

[2] Reading a Course Description – page 16 of **2011 Student Success Guide**

eStaffing
Dean-Dept. Chair Manual

2nd digit – indicates the semester credit hour. Ex. BIOL 1406 is a four credit hour course.

last 2 digits – identifies the specific class

Eligibility Level   select one of the following values

New   indicates a course was added to the faculty's Eligible to teach table, or faculty is new to eStaffing; the course is added to the **Eligible to teach** table pending approval

Eligible   faculty meets the first level of eligibility requirements as defined by AR#: 4.06.001

Highest   meets the highest eligibility level; faculty is Adjunct (HPH); as defined by AR#: 4.06.001

Telecom Methods   select one of the following values. These values are maintained on the Administrator site.

The course must be offered as the selected method before the system can assign the faculty to the course.**³**

None   course is not offered in any of the Telecom Methods

DIL (**Distance Learning**) - All Telecom Methods are classified as distance learning. This may refer to a Telecom Method that is not already listed.

DLC (Campus testing required) - Course instruction is online. Tests are taken in the Instructional Testing Centers on campus. Distance Testing is not allowed. Students need to be aware of the on-campus testing requirement when registering.

HYD (Hybrid) - Most course instruction is online (more than 50%). There is at least one mandatory on-campus component (e.g.; on-site orientation, lab work, meetings, testing in an Instructional Testing Center). Distance Testing may be allowed. Students need to be aware of the on-campus requirement when registering.

ONL (Online) - Course instruction is online. Tests may be taken in the Instructional Testing Centers on campus or proctored through the Distance Testing program. Online courses eliminate geography as a factor.

Early Coll Start   All Faculty can teach Early College Start courses so this checkbox defaults with a checkmark. Faculty marked Early College Start from the appointments page will have these boxes grayed and unchangeable. Eligibility can be removed only from regular faculty.

Add Justification This field is optional. Used to enter the faculty's source of credentials.

Add button   moves a course into faculty's **Eligible to teach** table from the **Add Course Eligibility** table.

---

³ Distance Education – Telecom Methods

eStaffing
Dean-Dept. Chair Manual

Edit Course Eligibility

Used to make modifications to a faculty's Eligibility to teach a course.

Course   the abbreviation of a section identifying a specific course including a
     Subject Prefix (four letters – Ex. BIOL - Biology) and a **Course Number** (four
     numbers)**[4]**
     The four numbers of a course number:
         1st digit – indicates academic level
            0 indicates a Developmental level course
            1 indicates a freshman level course
            2 indicates a sophomore level course
         2nd digit – indicates the semester credit hour. Ex. BIOL 1406 is a four credit hour
         course.
         last 2 digits – identifies the specific class

Eligibility Level   select one of the following values
     New   indicates a course was added to the faculty's Eligible to teach table, or faculty
                 is new to eStaffing; the course is added to the **Eligible to teach** table pending
                 approval
     Eligible   meets the first level of eligibility requirements as defined by AR#: 4.06.001
     Highest   meets the highest eligibility level; faculty is Adjunct (HPH); as defined by
     AR#: 4.06.001

Telecom Methods   select one of the following values. These values are maintained on the
Administrator site. See Distance & Alternative Education.
     The course must be offered as the selected method <u>before</u> the system can assign the faculty
     to the course.
     None   course is not offered in any of the Telecom Methods
     DIL (**Distance Learning**) - All Telecom Methods are classified as distance learning. This
         may refer to a Telecom Method that is not already listed.
     DIR (**Distance Learning**) - All Telecom Methods are classified as distance learning. This
         may refer to a Telecom Method that is not already listed.

---

[4] Reading a Course Description – page 16 of **2011 Student Success Guide**

eStaffing
Dean-Dept. Chair Manual

> **DLC (Campus testing required)** - Course instruction is online. Tests are taken in the Instructional Testing Centers on campus. Distance Testing is not allowed. Students need to be aware of the on-campus testing requirement when registering.
>
> **HYC (Hybrid) -** a classroom Hybrid class. A hybrid course combines traditional face-to-face classroom instruction with online computer-based learning. A hybrid course meets onsite more often than an **Online course** (**ONL**) (more than 50 percent but less than 85 percent), and less of the work is completed online.[5] The classroom Hybrid is divided between 50% time spent in class and 50% time spent working online. Distance Testing may be allowed. There are mandatory on-campus components (e.g.; on-site orientation, lab work, meetings, testing in an Instructional Testing Center). Students need to be aware of the on-campus requirement when registering.
>
> **HYD (Hybrid)** – a Hybrid class offered through Distance Learning. A hybrid course combines traditional face-to-face classroom instruction with online computer-based learning. Most course instruction is online (more than 50%). There is at least one mandatory on-campus component (e.g.; on-site orientation, lab work, meetings, testing in an Instructional Testing Center). Distance Testing may be allowed. Students need to be aware of the on-campus requirement when registering.
>
> **ITV –**
>
> **IVC -**
>
> **ONL (Online)** - Course instruction is online. Tests may be taken in the Instructional Testing Centers on campus or proctored through the Distance Testing program. Online courses eliminate geography as a factor.[6]
>
> **PCM -**
>
> **PRN** -

Early Coll Start   All Faculty can teach Early College Start courses so this checkbox defaults with a checkmark. Faculty marked Early College Start from the appointments page will have these boxes grayed and unchangeable. Eligibility can be removed from regular faculty only.

Status

> **Save Changes** button   saves all of the faculty's Eligibility modifications
> **Revoke** button   used to revoke the faculty's Eligibility to teach a course

Add Date   displays the date a course was revoked; only when the eligibility for a course has been revoked. eStaffing automatically fills in this date.

Add Reason   the reason a course was revoked; selected from the **Revoke reason** drop down

---

[5] FAQs about Hybrid Courses
[6] What is Distance Education?

eStaffing
Dean-Dept. Chair Manual

Save Revoke Changes - example

Add Date   the date when the **Revoke** button was selected; eStaffing automatically
fills in this date

Revoke reason   select one of the reasons from the drop down button

    Data entry error   the wrong course was selected
    Retired   the faculty retired from teaching

Revoke description   enter text describing the reason to revoke this course

Save Revoke Changes button   must be selected to save the revoke details

Reinstate Eligibility button   used after the a revoke was selected to reinstate the
faculty's Eligibility to teach a course (see Reinstate Eligibility)

Revoke of Eligibility Approved - example

A revoked course remains on the faculty's **Eligible to teach** table with a Revoked Status.

The course does not go back to the **Add Course Eligibility** table.

eStaffing
Dean-Dept. Chair Manual

Edit/Add Eligibility

Welding Technology

CREDIT SPRING 2019

Return to Eligibility List

Faculty Name	Barak, Frank
Datatel ID	
Appointment Level	Adjunct Faculty

Eligible to teach the following courses during Credit Spring 2019:

Course	Eligibility Level	Telecom Methods	Early Coll Start	Status	
NDTE 1405	New	No	Yes	Revoke Approved	
WLDG 1407	Eligible	No	Yes	Pending	Approve
WLDG 1417	Eligible	No	Yes	Pending	Approve
WLDG 1425	Eligible	No	Yes	Pending	Approve
WLDG 1428	Eligible	No	Yes	Pending	Approve

If the **Approve** button is selected on a Revoked course, the **Status** changes to **Revoke Approved** and the **Approve** button for this course disappears.

This eligibility can still be reinstated. See Reinstate Eligibility.

Reinstate Eligibility - example

Edit Course Eligibility

Make any level and method changes. Click appropriate button when finished.

Name	Frank Barak
Datatel ID	

Course	Eligibility Level	Telecom Methods	Early Coll Start	Status
NDTE 2401	New	No	Yes	Pending

Add Date: 07/19/2018

Add Reason:

Revoke reason: Data Entry Error ▾

Revoke description: an error

Save Revoke Changes

Reinstate Eligibility

Select the **Save Revoke Changes** button.

eStaffing
Dean-Dept. Chair Manual

Click on **NDTE 2401** which was revoked under the Course column.

Click on the **Reinstate Eligibility** button.

The original Eligibility information returns.

Make any changes, if necessary. Then, click the **Save Changes** button.

eStaffing
Dean-Dept. Chair Manual

Edit/Add Eligibility

Welding Technology

CREDIT SPRING 2019

Return to Eligibility List

Faculty Name	Barak, Frank
Datatel ID	
Appointment Level	Adjunct Faculty

Eligible to teach the following courses during Credit Spring 2019:

Course	Eligibility Level	Telecom Methods	Early Coll Start	Status	
NDTE 1405	New	No	Yes	Revoke Approved	
NDTE 2401	New	No	Yes	Pending	Approve
WLDG 1407	Eligible	No	Yes	Pending	Approve
WLDG 1417	Eligible	No	Yes	Pending	Approve
WLDG 1425	Eligible	No	Yes	Pending	Approve
WLDG 1428	Eligible	No	Yes	Pending	Approve

The faculty's eligibility to teach this course is reinstated with a Pending status; meaning this change now requires Dean Approval

eStaffing
Dean-Dept. Chair Manual

Proceed with Assignments table

eStaffing
Dean-Dept. Chair Manual

Instructor information

Lists an instructor's **Name** and the **Eligibility** attributes that make this instructor a candidate for any of the following sections. Or, click the **Next Instructor** button to display the next instructor's name and eligibility attributes.

Instructor tabs

The user can quickly view the instructor's **Preferences** and **Assignments** using these tabs.

Assign Instructor tab

There are three mutually exclusive lists of sections under the **Assign Instructor tab** from which sections can be assigned.

    Preferred Sections - These sections are unassigned and match this instructor's preferred sections; matching this instructor's preferences.

    Preferred Campus and Times - These sections are unassigned and match this instructor's preferred campus and preferred times; matching this instructor's preferences.

    Non-Preferred Eligible for Courses - These sections are unassigned and the faculty is eligible to teach this section, but the course does not match this instructor's preferences.

eStaffing
Dean-Dept. Chair Manual

Unassigned Sections

Lists the sections that are unassigned which the instructor is eligible to teach.

1. The **Assignments** page always lists the highest priority sections that need to be assigned. Regardless how many times eStaffing is exited and re-entered, the **Assignments** page always lists the highest priority sections that need to be assigned.

2. Initially **LEH** is **0.00 / 0.00**. This indicates **0 LEH** have been assigned in the current discipline and **0 LEH** have been assigned in all disciplines.

3. To assign one or more sections, click the **Assign** or **Split** buttons to assign the sections to this instructor. Then click on **Assign Courses.**

Assign

Split

A co-requisite course consists of two courses that must be taken concurrently, such as the Lecture and Lab components belonging to one course. Sometimes the individual components of a co-requisite course may be taught by more than one instructor.

Choosing the **Split** button causes each component of a co-requisite course to be taught by a different instructor.

Click on **Add <instructor name> for Lecture** at the bottom of the page to split the section with this instructor. Or, click the **Return** button at the upper left to return to the previous page.

Select the **Save** button to save the split with this instructor.

Or, click on the **Cancel** button to return to the previous page.

eStaffing
Dean-Dept. Chair Manual

In this example, the **Save** button was selected. Now, the instructor information now appears below the **Instructors Assigned to Course Lecture** table.

Modify

Edit – used to modify

Delete – used to delete this instructor from this assigned course.

Show Preferences tab

The **Show Preferences** tab displays a quick view of this instructor's preferences across all disciplines.
Initially, this tab is blank.

Show Assignments tab

The **Show Assignments** tab displays a quick view of this instructor's assignments across all disciplines. Initially, this tab is blank.

Note that the first column is **Approval** with an initial Pending value. **Approval** indicates whether the faculty member has accepted or declined the assignment, or has not yet done either. New assignments are automatically assigned a Pending value until the faculty member makes a decision.

eStaffing
Dean-Dept. Chair Manual

Assignments cannot proceed if **Appointments** have not been approved.

The number of approved Appointments is shown for each group under **Phase Progress**.

If there isn't at least one approved **Appointment**, this discipline will not be allowed to proceed to the **Assignments** step.

All **Appointments** must be approved.

eStaffing
Dean-Dept. Chair Manual

Assignments

Faculty Name: Dupnick, Edwin	Datatel ID:
Max LEH: 11.00	Assigned LEH: 0.00/0.00
Max Credit: 9.00	Assigned Credits: 0.00/0.00
Priority Level: Adjunct	Adjunct: 1 of 3

Next Instructor >>

Assign Instructor | Show Preferences | Show Assignments

Assign Split	Highest Priority	Syn	Course	Desc	Start End	T/M	Avail LEH/Cr	Details
				Preferred Sections				
				Preferred Campus and Times				
				Non-Preferred Eligible for Courses				
Assign Split	NO	24638	ENGR 1201 004	Intro to Engr	01/20/2015 05/17/2015	Lec	2.00 / 2.00	RGC RGC1 327 T 08:30AM 10:20AM
Assign Split	NO	24640	ENGR 2301 002	Statics	01/20/2015 05/17/2015	Lec	3.00 / 2.40	RGC RGC1 326 MW 09:00AM 10:20AM
						Lab	0.00 / 0.00	RGC RGC1 326 MW 08:25AM 08:50AM
Assign Split	NO	24642	ENGR 2302 001	Dynamics	01/20/2015 05/17/2015	Lec	3.00 / 2.40	RGC RGC1 331 TTh 06:00PM 07:20PM
						Lec	3.00 / 2.40	RGC RGC1 327 TTh 06:35PM 07:55PM
						Lab	0.00 / 0.00	RGC RGC1 327 TTh 06:00PM 06:25PM
						Lab	0.00 / 0.00	RGC RGC1 331 TTh 05:25PM 05:50PM

eStaffing
Dean-Dept. Chair Manual

Assignments

Engineering

CREDIT SPRING 2015

You are working within the Second phase of random draw assignments.

Proceed with Assignments

Assignment Process Status for Engineering

Priority Level	Phase	Phase Status	Phase Progress
MSTA - Senior	First	Complete	0 of 0
MSTA	First	Complete	1 of 1
IA - Senior	First	Complete	0 of 0
IA	First	Complete	0 of 0
Adjunct HPH - Senior	First	Complete	1 of 1
Adjunct HPH	First	Complete	0 of 0
Adjunct	Second	Complete	3 of 3

You have completed this pass of random drawings.
You should proceed to Remaining to continue staffing.

Second phase completed but faculty view doesn't show the additional faculty

eStaffing
Dean-Dept. Chair Manual

Draw Order Report table

Click on the **Draw Order Report** function under the **Executive Menu**.

This table provides a summary of faculty assignments for a term within a discipline.

Faculty Draw Information:

Select Discipline and Term

| Select a Term ▼ |

[Submit]

Assignment Information

Group	Group Order	Draw Order	Name	Discipline	Phase	Section Preferences Entered	Assigned	Type	Campus
Adjunct HPH - Senior	5	1	Richmond, Marvin	Astronomy	1	Y	ASTR-1304-003	Lecture	HLC
Adjunct HPH - Senior	5	1	Richmond, Marvin	Astronomy	1	Y	ASTR-1304-002	Lecture	HLC
Adjunct HPH - Senior	5	2	Mitra, Shyamal	Astronomy	1	Y	--		
Adjunct HPH - Senior	5	3	Blankenship, Zachary	Astronomy	1	Y	--		
Adjunct HPH - Senior	5	4	Endl, Michael	Astronomy	1	Y	ASTR-1403-002	Lecture	RRC
Adjunct HPH - Senior	5	4	Endl, Michael	Astronomy	1	Y	ASTR-1403-002	Lab	RRC
Adjunct HPH - Senior	5	5	Fulton, John	Astronomy	1	N	--		
Adjunct	7	1	Keating, Christopher	Astronomy	2	Y	--		
Adjunct	7	2	Endl, Barbara	Astronomy	2	Y	--		
Adjunct	7	3	Marion, George	Astronomy	2	Y	ASTR-1303-001	Lecture	CYP
Adjunct	7	3	Marion, George	Astronomy	2	Y	ASTR-1303-003	Lecture	NRG
Adjunct	7	4	Ries, Judit	Astronomy	2	N	--		

Total records: 12

Group   the **Priority Level** and **Senior Flag** from Appointments – faculty details page

Group Order   The **Group Order** and **Draw Order** are used together to determine the order in which faculty are assigned course sections for the upcoming term.

The **Group Order** is the number assigned to a faculty that corresponds with the Priority Order for Staffing.

Then, the faculty within each **Group Order** are randomly selected and assigned the next consecutive sequence number beginning with number 1. A **Draw Order** number is the term used for this consecutive sequence number assignment. So, the **Draw Order** is a consecutive sequence number beginning with 1 assigned to a randomly sorted set of faculty members within a given **Group Order**.

Together, the **Group Order** and **Draw Order** are used to assign courses within a term in a fair and equal manner across all faculty.

Priority in course assignments
- Begins with the lowest **Group Order** (1) and ends with the highest **Group Order** (7).
- Within each **Group Order**, the priority in course assignments begins with the lowest **Draw Order** (1) and ends with the highest **Draw Order.**

Draw Order   See **Group Order** (above)

eStaffing
Dean-Dept. Chair Manual

Name   The faculty name

Discipline   The name of the discipline selected in the Draw Order Report.

Phase   the Phase in the eStaffing Calendar the faculty enters the eStaffing cycle; either 1 (Phase 1) or 2 (Phase 2)

Selection Preferences Entered   **Y/N** - faculty entered Preferences for the term **Y** (Yes) or (**N**) No

Assigned   Specific sections (combination of **course prefix** – **course number** - **section number**) assigned to each faculty. (See Understanding the Public Course Schedule)
                  A hyphen (-) means no classes were assigned in this term to this faculty.

Type   the **Section Type** of assigned to this section (Lecture, Lab, etc.)

Campus   the campus location assigned to this section

eStaffing
Dean-Dept. Chair Manual

Rolling Appointments

Changes or updates to all eStaffing data must occur **after** a completed Rolling Appointments procedure for the term. Otherwise, changes to eStaffing data are **NOT** <u>saved or maintained</u>.

The Rolling Appointments procedure for the term <u>is not complete</u> until you receive the eStaffing email notification informing you of the start of the eStaffing cycle. See eStaffing **Letters Mailed** in the <u>eStaffing Calendar</u>.

Rolling Appointments is a process performed exclusively by the IT Department that occurs only once at the beginning of each eStaffing term. Appointments from each discipline in the previous eStaffing term are copied, or "rolled", into the upcoming eStaffing term.

This process also rolls the faculty's current <u>Priority Level</u> (Adjunct, MSTA, IA/CA) into each discipline in the upcoming term. Each department rolled into the eStaffing term is reviewed and approved individually.

The **Appointments** page below is an example of what might be seen after the Rolling Appointments process has completed.

This **Appointments** list includes:
- All faculty offered assignments in the previous eStaffing term
- All faculty with past assignments in Datatel, but did not participate in the past eStaffing cycle
- All faculty marked as an **Inactive Appointment**

The Dean/Department Chair should verify this list of adjuncts and click on the **Select All / Deselect All** checkbox for each faculty that should be included in the upcoming term.

Or, click the **Select All / Deselect All** checkbox in the column header to select all **Active Appointments**.

Then click the **Create Appointments for Selected Faculty** button after all faculty are chosen. This process creates all eStaffing appointments for the next term.

Faculty not on the **Appointments** list can be placed back on the **Appointments** list after the <u>Appointments - details page</u> is available including faculty who were listed under the **Remove from Appointment List** from the previous eStaffing term.

eStaffing
Dean-Dept. Chair Manual

All faculty who had a checkmark in the **Remove from Appointment List** checkbox (see Appointments – faculty details page) from the previous eStaffing term under the **Exclude Appointments from Next Roll** table are <u>not included</u> in the current **Appointments** list.

These faculty can also be placed back on the **Appointments** list after the Appointments - details page is available. See Adding faculty removed from the previous term

Immediately after the eStaffing email notification is sent, the Dean or Department Chair can decide which faculty members listed on the **Appointments** page should be considered for teaching assignments in the current eStaffing term.

The Dean may decide

- To click the checkbox immediately under the **Select All/Deselect All** column. Doing so automatically selects every faculty member, but only under **Active Appointments.**
- To click individual checkboxes for every faculty member to be included in the upcoming term. Faculty under **Active Appointments** and under **Inactive Appointments** can be selected.
- To click the checkbox immediately under the **Select All/Deselect All** column to select only those faculty under **Active Appointments**. Then click individual checkboxes under **Inactive Appointments.**

After all faculty members are selected, the Dean clicks the **Create Appointments for Selected Faculty** button at the bottom of the **Appointments** page.

Then the format of the **Appointments** page changes into the Appointments - details page format for the reminder of the term.

eStaffing
Dean-Dept. Chair Manual

After the **Create Appointment** button is selected, the appearance of the **Appointments** page changes.

For a detailed explanation of this page, go to Appointments – details page.

The snapshot below shows how the **Appointments** page appears the first time the **Appointments** function is selected after the Rolling Appointments procedure is completed.

The following statement appears at the top of the page.

> Semester appointments not yet created for Credit *<term> <year>*. Select the faculty below to create the Credit *<term> <year>*.appointments.

Appointments may appear under the **Active Appointments** table and the **Inactive Appointments** table. The appointments that were listed under the **Exclude Appointments from Next Roll** table from the previous term are removed and will not appear at all on the **Appointments** page for this term.

Faculty members are listed under **Active Appointments** or **Inactive Appointments** according to the placement of the faculty at the end of the previous term.

eStaffing
Dean-Dept. Chair Manual

Appointments page after Rolling Appointments

The **Appointments** page includes:
- the name of the discipline (example: Land Surveying Technology & Geomatics)
- the current Term, as it pertains to eStaffing
  - CREDIT –meaning a college credit discipline (rather than Continuing Education)
  - the term (Spring, Summer, Fall)
  - and the fiscal year

A description of the columns on this **Appointments** page can be found at List of Faculty Appointments after performing Rolling Appointments.

Active Appointments

Active Appointments include
- all faculty offered assignments in the previous eStaffing term and whose assignments appeared in both the eStaffing application as well as Datatel
- all faculty offered assignments in the previous eStaffing term but whose assignments appeared only in Datatel and not in the eStaffing application

Inactive Appointments

Inactive Appointments include all faculty who have a checkmark in the **Inactive Appointment** checkbox on the Appointments – faculty details page.

Even though these faculty continue to remain on the faculty roll, they do not participate in the eStaffing cycle as long as they remain as an **Inactive Appointment**. As a consequence, these faculty members also do not participate in the eStaffing Preferences or Assignments processes for the current eStaffing term.

eStaffing
Dean-Dept. Chair Manual

Create Appointments for Selected Faculty button

When a Dean or Department Chair selects the **Create Appointments for Selected Faculty** button, all faculty members with a checkmark under the **Select All/Deselect All** column become Active Appointments for the current term.

Active Appointments

All faculty members currently listed under **Active Appointments** with no checkmark in the **Select All/Deselect All** column will be marked as an **Inactive Appointment** and will be moved under **Inactive Appointments** at the time the **Create Appointments for Selected Faculty** button is selected.

All **Active Appointments** must have a checkmark in the **Select All/Deselect All** column to remain under **Active Appointments** after the **Create Appointments for Selected Faculty** button is selected.

Inactive Appointments

All faculty members currently listed under **Inactive Appointments** with a checkmark in the **Select All/Deselect All** column will be marked as an **Active Appointment** and will be moved under the **Active Appointments** table at the time the **Create Appointments for Selected Faculty** button is selected.

All **Inactive Appointments** with no checkmark in the **Select All/Deselect All** column remain under **Inactive Appointments** after the **Create Appointments for Selected Faculty** button is selected.

eStaffing
Dean-Dept. Chair Manual

MSTA Application Processing

Adjunct Faculty may apply for **Multiple Semester Term Appointment** (**MSTA**) positions through the eStaffing system.

However, MSTA applications must be submitted within the time period specified on the **MSTA 20xx-20xx Notification (PDF)** under the eStaffing Calendar.

Deans and Dept. Chairs may choose to approve or decline any submitted MSTA applications.

Any questions faculty have about MSTA positions, eligibility requirements, or selection criteria should be discussed with the faculty's Department Chair.

It is recommended that faculty first becomes familiar with the **Administrative Rule** AR# 4.06.002 Subject: Staffing of Adjunct Faculty.

Faculty may see the following message.
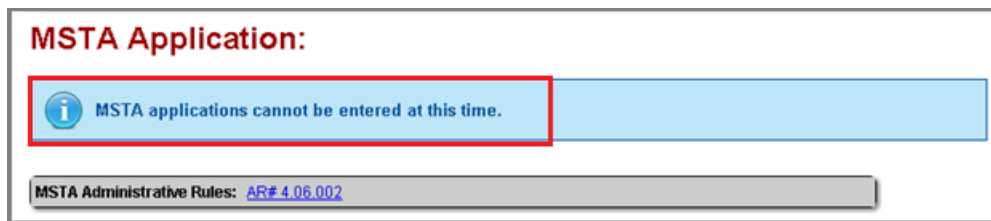
There possible reasons for seeing the message above are:

- The timeline for entering MSTA applications is **NOT** open.
  See the eStaffing MSTA Calendar to review the scheduled time slot to process MSTA applications.

- Your department is **NOT** participating in eStaffing. See eStaffing Exempted Departments.

Faculty may see a page similar to the page below, but only if the faculty member previously entered a MSTA Application.
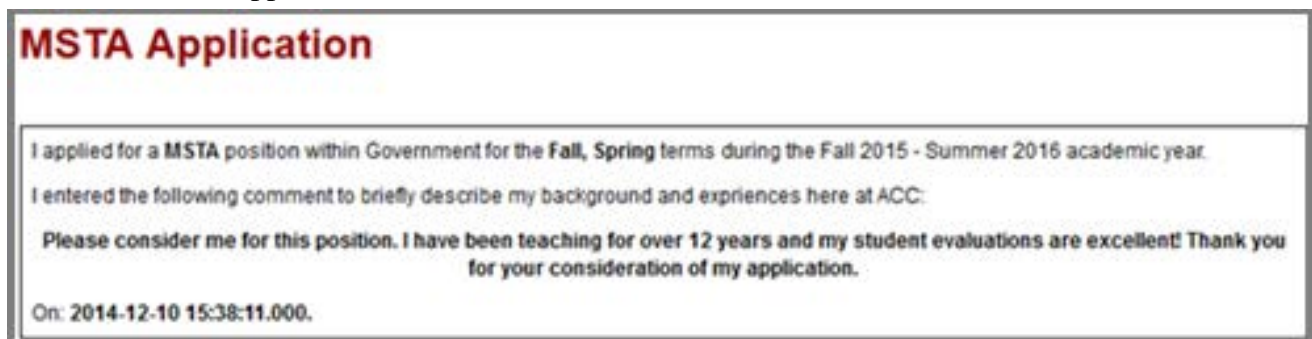
All eStaffing questions should be directed to the Dean of your department or your Dept. Chair.

eStaffing
Dean-Dept. Chair Manual

eStaffing Buttons
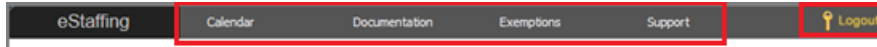
Calendar

Hovering the mouse over **Calendar** displays a drop down of selections.
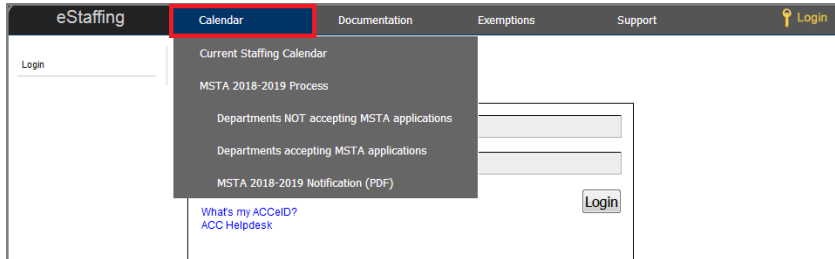
The **Calendar** drop down includes:
- Current Staffing Calendar
- MSTA 201x-201x Process
    - Departments NOT accepting MSTA Applications
    - Departments accepting MSTA Applications
    - MSTA 201x-201x Notification (PDF)

Current Staffing Calendar

Clicking on the **Current Staffing Calendar** displays the eStaffing calendar for the current term.

The calendar below is an example of an eStaffing calendar.

The **Start Dates** and **End Dates** for both **Phase 1** and **Phase 2** appear here.

eStaffing
Dean-Dept. Chair Manual

MSTA 201x-201x Process

Suspending your mouse over **Calendar** in the eStaffing window displays a drop down of selections.
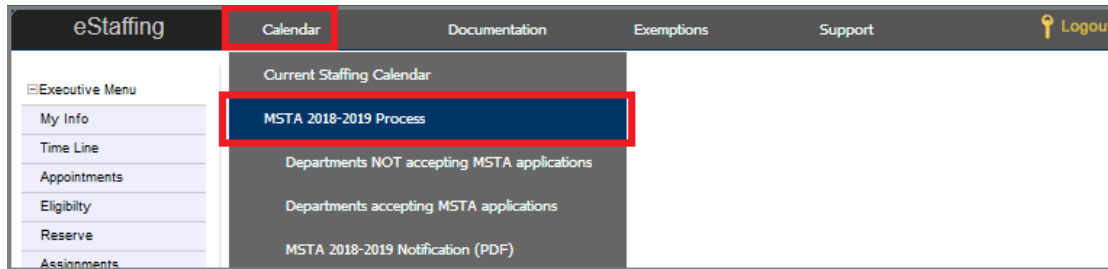
Clicking on **MSTA 201x-201x Process** under **Calendar**

Displays the **eStaffing MSTA Calendar.** The **eStaffing MSTA Calendar** is updated every fiscal <u>year</u>.

The **eStaffing MSTA Calendar** displays the Start and End dates when
- MSTA Applications can be submitted (once every fiscal <u>year)</u>
- MSTA selections and approvals are made
- MSTA approvals are notified by email

Faculty should contact their Dept. Chair for questions on the MSTA application process.

eStaffing
Dean-Dept. Chair Manual

Departments NOT accepting MSTA applications

Clicking on **Departments NOT accepting MSTA Applications** under **Calendar** displays all departments that are not accepting MSTA applications for the current term.

This list may be different every term.

Departments Not Accepting MSTA Appointments:

THE DEPARTMENTS LISTED BELOW WILL NOT ACCEPT NEW MSTA APPLICATIONS FOR THE FALL 2019 - SUMMER 2020 ACADEMIC YEAR (THESE DEPARTMENTS HAVE DEPLETED THE NUMBER OF MSTAS THEY ARE ALLOWED):

Professional Photography
Visual Communication
Art
Creative Writing
Dance
Drama
Radio, Television & Film
Creative Design Technologies
Accounting

Any MSTA applications submitted for these departments will NOT be considered for the current term.

Departments accepting MSTA applications

Clicking on **Departments accepting MSTA Applications** under **Calendar** displays all departments that ARE accepting MSTA applications for the current term.

This list may be different for every term.

Departments Accepting MSTA Appointments:

THE DEPARTMENTS LISTED BELOW WILL ACCEPT NEW MSTA APPLICATIONS FOR THE FALL 2019 - SUMMER 2020 ACADEMIC YEAR :

Government
Education Instruction
Sociology
English For Speakers of Other Languages
Culinary Arts

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

MSTA applications submitted for these departments MAY be considered for the current term.

MSTA applications for these departments <u>must be approved</u> by the Dean of the department.

eStaffing
Dean-Dept. Chair Manual

MSTA 201-201x Notification (PDF)

Clicking on **MSTA 201x-201x Notification (PDF)** under **Calendar** displays a memo with information regarding MSTA appointments for the current term.
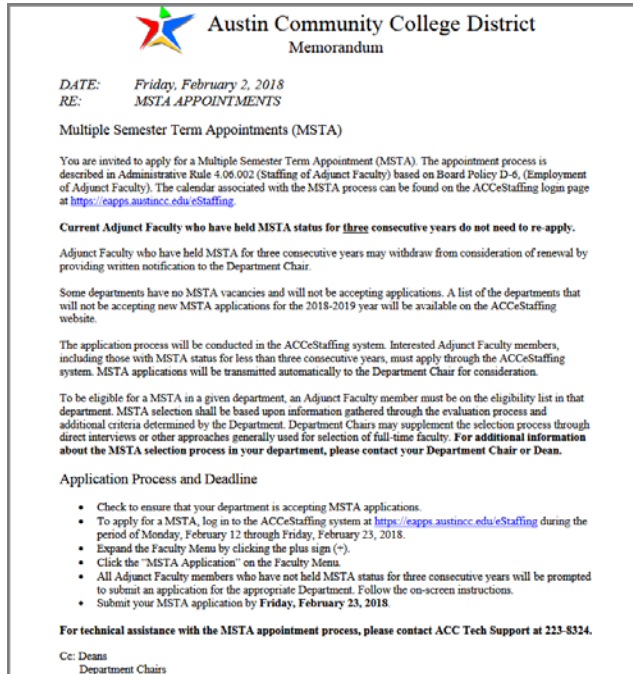
This is only an example. Do not attempt to read this snapshot of a memo. The information on this memo is different every term. It is important to be familiar with the information on this memo.

eStaffing
Dean-Dept. Chair Manual

Documentation

Hovering your mouse over **Documentation** displays a drop down of selections.
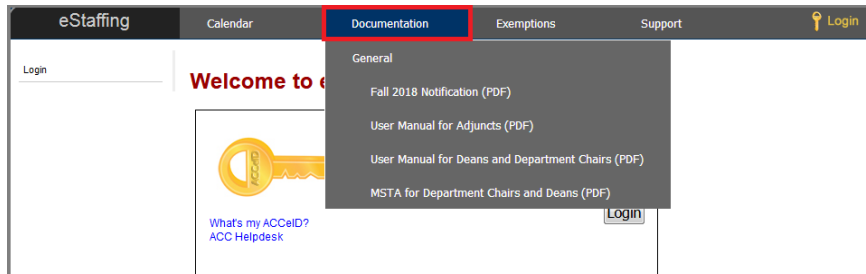
The **Documentation** drop down includes:

- *<term>* 201x Notification (PDF)
- User Manual for Adjuncts (PDF)
- User Manual for Deans and Department Chairs (PDF)
- MSTA for Department Chairs and Deans (PDF)

General

There is no information to see here.

<term> 201x Notification (PDF)

Clicking on ***<term>* 201x Notification (PDF)** displays a memo with general information regarding the eStaffing cycle for the current term.
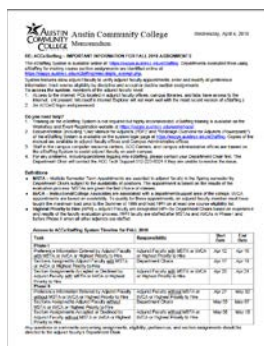
This is only an example. <u>Do not attempt to read this snapshot of a memo</u>. The information on this memo is different every term. It is important to be familiar with the information on this memo.

User Manual for Adjuncts (PDF)

Clicking on **User Manual for Adjuncts (PDF)** opens the eStaffing Adjunct User Manual.

Note: The most recent version of this manual may, may not, be available at this time.

User Manual for Deans and Department Chairs (PDF)

Clicking on **User Manual for Deans and Department Chairs (PDF)** opens the eStaffing User Manual for Deans and Department Chairs.

Note: The most recent version of this manual may, may not, be available at this time.

MSTA for Department Chairs and Deans (PDF)

Clicking on **MSTA for Department Chairs and Deans (PDF)** opens the eStaffing User Manual for Deans and Department Chairs dealing specifically with processing MSTA applications.

eStaffing

Dean-Dept. Chair Manual

Exemptions

A department with an eStaffing Exemption is exempt **ONLY** from performing the **Assignments** portion within the eStaffing application.

Exempt eStaffing departments **must** perform both the Appointments as well as the Eligibility portions within the eStaffing application.

It is essential that the college maintains all related records regarding course assignments. The college needs to be aware

- which faculty were selected within each term
- which sections faculty was assigned to teach within each term
- what eligibility is assigned to each faculty member within each term

After **Appointments** and **Eligibility** have been approved, exempt departments make their course assignments for the term manually within Colleague.

Faculty **Appointments**, **Eligibility**, and **Assignments** for non-exempt departments are maintained within the eStaffing application which, in turn, updates the related data within Colleague.

The appointments and eligibility information is maintained for exempt departments historically throughout time. The assignments information is also maintained for non-exempt departments.

To see which departments are exempt from making assignments in eStaffing, hover your mouse over **Exemptions**. A drop down of selections appears.

The **Exemptions** drop down includes:

- 201x-201x Departments Exempted from ACCeStaffing
- Procedure for Requesting Exemptions
- ACC eStaffing Exemption Request Form

201x-201x Departments Exempted from ACCeStaffing

Clicking on **201x-201x Departments Exempted from ACCeStaffing** displays an approved list of departments exempt from participating in eStaffing.

Exemptions must be approved before the department appears on this list.

eStaffing
Dean-Dept. Chair Manual

eStaffing Exempted Departments	
List of current exempted disciplines not available at this time.	
DEPARTMENT	**EXEMPTION APPROVAL**
Building Construction Technology	Exemption approved
Dental Hygiene	Exemption approved
Diagnostic Medical Imaging - Radiology	Exemption approved
Emergency Medical Services Technology	Exemption approved
Fire Protection Technology	Exemption approved
Jewelry	Exemption approved
Medical Lab Technology	Exemption approved
Music	Exemption approved
Music Business, Performance & Technology	Exemption approved
Occupational Therapy Assistant	Exemption approved
Office Administration	Exemption approved
Pharmacy Technician	Exemption approved
Physical Therapist Assistant	Exemption approved
Professional Nursing	Exemption approved
Sonography	Exemption approved
Surgical Technology	Exemption approved
Vocational Nursing	Exemption approved
Welding Technology	Exemption approved

This is only an example. This list is NOT current. The list is different every term.

It is important to review this list every term.

Procedure for Requesting Exemption

Clicking on the **Procedure for Requesting Exemptions** displays a detailed set of steps and approvals required for a department to obtain an exemption from participating in eStaffing.

This request must be approved every term. See ACC eStaffing Exemption Request Form.

The bottom of this page refers to the Administrative Rule AR 4.06.002 which mandates an approval of the exemption.

ACC eStaffing Exemption Request Form

Clicking on the **ACC eStaffing Exemption Request Form** opens an **Information Technology** page listing a number of IT forms. The **eStaffing Exemption Request.pdf** is only one of the many forms listed.

The **eStaffing Exemption Request.pdf** appears a few entries down the list.

eStaffing
Dean-Dept. Chair Manual

This is only an example of the form. This form may have changed so it is important to download a current version of the form from the eStaffing site.

The **ACC eStaffing Exemption Request Form** needs to be completed and submitted for approval.

eStaffing
Dean-Dept. Chair Manual

Support

Hovering your mouse over **Support** displays a drop down of selections.
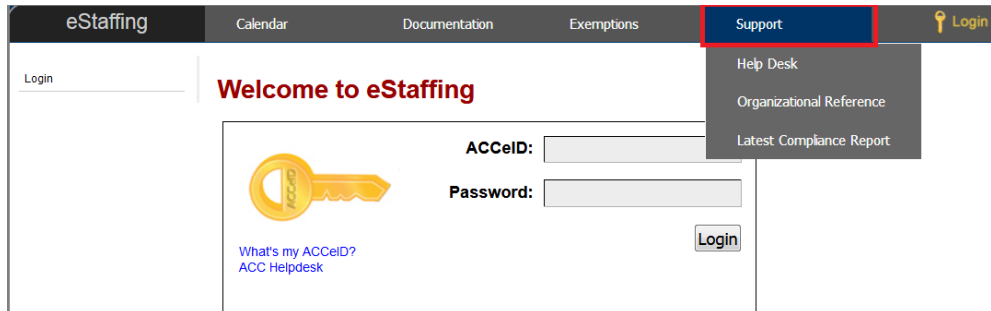
The **Support** drop down includes:

- Help Desk
- Organizational Reference
- Latest Compliance Report

Help Desk

Clicking on **Help Desk** takes the user out of the eStaffing application and into the ACC **Technical Support Services** website which provides the user with many technical resources.

The user can click on the browser Back button ← to get back to eStaffing.

Organizational Reference

Clicking on **Organizational Reference** takes the user out of the eStaffing application and into a website where the user can view ACC's hierarchy of staff by clicking on the **Organizational Charts** button.

Latest Compliance Report

As stated in the Background Overview, the purpose of the eStaffing application is to make the assignments for course sections fair and unbiased across all faculty. While it may be impossible for all departments to participate in eStaffing, it is important to remember:

Departments who do not participate in eStaffing (exempt) **are responsible for proving fair and unbiased course assignments across all faculty**.

That is why it is important for exempt departments to keep accurate records regarding faculty course assignments as well as the rationale used to make the assignments. Accurate records are critical for exempt departments to insure all course sections have faculty assignments and to prove fairness with all course assignments.

The **Latest Compliance Report** is analyzed at the end of every eStaffing term to determine how departments used the eStaffing application and how departments comply overall with our Administrative Rules. Click on Latest Compliance Report under the **Support** drop down at the top of the eStaffing window.

The report displays detailed statistics regarding all departments that participated in eStaffing during the last eStaffing term.

eStaffing
Dean-Dept. Chair Manual

Dean Area / Discipline	Exempt Y/N?	# of Adjunct Faculty	# of Sections (assigned in eStaffing)	Assignments Completed	Pass/ Fail	# of Adjunct Faculty	# of Sections (assigned in eStaffing)	Assignments Completed	Pass/ Fail
		PHASE I (MSTA/IA/HPH)				PHASE II			
Arts & Digital Media									

May 21, 2018 — ACCeStaffing Compliance Report — Fall 2018

While it may be impossible for all departments to participate with eStaffing, it is important that as many departments follow eStaffing to insure:

- all course sections have an assigned faculty member
- all course sections were assigned fairly and without bias
- all course section reassignments can be made quickly and easily
- all course sections with split assignments have an assigned faculty member
- section assignments are made to a faculty member with eligible credentials
- ease in assigning course sections fairly and without bias
- historical record keeping of eStaffing assignments

Each of the above bulleted items become the responsibility of every department awarded an eStaffing exempt status in the event that an exempt department needs to prove these items.

eStaffing
Dean-Dept. Chair Manual

Logout

eStaffing	Calendar	Documentation	Exemptions	Support	🔑 Logout
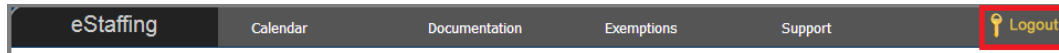
Clicking on **Logout** takes the user out of the eStaffing application and back to the eStaffing Login screen. Clicking on **Logout** provides security by preventing unauthorized use of the eStaffing system while the user is away from their computer.

It is important to <u>always log out</u> of eStaffing before leaving the computer.

When a user logs into the ACC eStaffing system, the system remains open and available for modification until the user is logged off. All changes to the system are associated with the user id that made them.

If a user is away from the computer while logged into the system, anyone could work at that computer using that user's access level and that user's identification. Anyone could potentially make changes to the eStaffing system using that user's authorization.

To logout of the system, click on the **Logout** button.

eStaffing
Dean-Dept. Chair Manual

Glossary

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

Active Appointments   These are faculty members that <u>are participating</u> in the eStaffing cycle during the current eStaffing term. These are faculty members include all faculty offered assignments in the previous eStaffing term and all faculty that had assignments in Colleague but did not go through eStaffing.

Adjunct faculty   non-staffing table employees of the College who hold an academic rank or title and are paid using the adjunct faculty pay scale[7]. 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 MSTA (Multiple Semester Term Appointment), which guarantees courses during the academic year term (subject to sufficient enrollments).[8]

Assignments (**Teaching Assignments** or **Teaching Load**) - sections that a faculty member is assigned to teach within a specified period of time, usually a semester.

Case-sensitive   your ACCeID and password are both case sensitive which means <u>each letter</u> in your ACCeID and password must be typed the way it was originally entered; either as a capital (upper-case) letter or a common (lower-case) letter. Otherwise, the ACCeID and password combination entered will not login successfully.

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.[9]

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   a unit of measure that represents an hour of scheduled instruction given to students, of which 50 minutes must be instruction.

Course load   number of sections assigned to a faculty member in a specified period of time, usually a semester

Course load reduction   - a reduction in the number of sections assigned to a faculty member; releases faculty members from all or part of their full-time teaching duties

Distance education   a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same physical setting; 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. Faculty may teach no more than 60% of their regular teaching load in distance education courses. This requirement may be waived by the Department Chair for good cause.

---

[7] Administrative Rules – Full-Time Faculty Workload – AR#: 4.03.004
[8] page 6 of eStaffingDept.ChairManual
[9] Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002

eStaffing
Dean-Dept. Chair Manual

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.**10**

Eligibility in reference to eStaffing, a determination of whether, or not, a faculty member is qualified to teach within a subject matter based on the faculty's credentials meeting SACS requirements

Employed Industry Specialist (EIS)   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.**11**

Faculty employees of the College who hold an academic rank or title and are paid using a faculty pay scale.

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.**12**

Full-time faculty   all full-time teaching faculty, librarians, and counselors who are paid on the full-time faculty pay scale.**13**

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 (HPH or 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).**14**

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

Inactive Appointments are faculty members that <u>are NOT participating</u> in the eStaffing cycle during the current eStaffing term. These are determined by the **Inactive Appointment** flag. (See Appointments – faculty details page) These faculty members remain on the faculty roll, but cannot participate in the eStaffing Preferences or the Assignments processes.

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.**15**

---

10 Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002
11 Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002
12 Administrative Rules – Faculty Qualifications - AR#: 4.03.005
13 Administrative Rules – Faculty Qualifications - AR#: 4.03.005
14 Administrative Rules – Administration of Eligibility Lists – AR#: 4.06.001
15 Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002

eStaffing
Dean-Dept. Chair Manual

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

Laboratory hour   the number of hours per week students are required to spend in contact with teaching staff in a laboratory setting that is associated with a course. For workload calculation purposes, 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 (**LEH**)   - the sum of Lecture Contact Hours per week plus 0.75 times the number of Laboratory Contact Hours per week that are required for a course. It 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.

> **Max LEH –** may be different for Adjuncts. Instructional Associate (IA), College Associate (CA), MSTA, and Employed Industry Specialist (EIS). This information is maintained on the eStaffing Administrator site.

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) [16]   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.

Overload   refers to the fulltime faculty's sections or Lecture Equivalent Hours (LEH) taught in addition to a faculty's required course load or workload within a specified time period (usually a semester) and paid at the adjunct faculty rate of pay. [17] A fractional overload does not count as an additional teaching section.

Section   a class identified in the College's Semester Course Schedule by a unique section/synonym number

---

[16] Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002
[17] Administrative Rules – Full-Time Faculty Workload – AR#: 4.03.004

eStaffing
Dean-Dept. Chair Manual

Section type   courses may be offered in various formats; lecture, in-class exercises, laboratory, distance learning or a combination

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.[18]

Teaching assignment   may include teaching during the day or evening at more than one location.

Workload   the amount of work assigned, or expected, of a full-time faculty member within a specified period of time, usually 40 hours per week.

---

[18] Administrative Rules – Faculty Qualifications - AR#: 4.03.005

eStaffing
Dean-Dept. Chair Manual

Index

eStaffing
Dean-Dept. Chair Manual