Austin Community College
Memorandum

January 22, 2024

RE: ACC eStaffing – IMPORTANT INFORMATION FOR SUMMER 2024 ASSIGNMENTS

The eStaffing System is available online at http://eapps.austincc.edu/eStaffing. Departments exempted from using eStaffing for making course section assignments are identified online at https://eapps.austincc.edu/eStaffing/misc/depts_exempt.php.

System features allow adjunct faculty to verify adjunct faculty appointments, enter and modify all preference information, track course eligibility by discipline, and accept or decline section assignments.

To access the system, members of the adjunct faculty need:
1. Access to the internet. PCs located in adjunct faculty offices, campus libraries, and labs have access to the internet. Note: presently, Microsoft's Internet Explorer will not work well with the most recent version of eStaffing.
2. An ACCeID login and password.

Do you need help?
1. Documentation, including the *User Manual for Adjuncts* PDF file of the eStaffing System is available on the system login page at https://eapps.austincc.edu/eStaffing.
2. For any questions, including problems logging into eStaffing, please contact your Department Chair first. The Department Chair will contact ACC Tech Support (acctech@austincc.edu, 512-223-8324) if they are unable to resolve the issue.

Definitions
- **MSTA** – Multiple Semester Term Appointments are awarded to adjunct faculty in the Spring semester by Department Chairs subject to the availability of positions. Appointments are made for the upcoming academic year. The appointment is based on the results of the evaluation process. MSTAs are given the first choice of classes after full-time faculty members are assigned.
- **IA/CA** – Instructional/College Associates are associated with a department/support area of the college. IA/CA appointments are based on availability. To qualify for these appointments, an adjunct faculty member holds HPH on at least one course eligibility list.
- **Highest Priority to Hire (HPH)** – Adjunct Faculty are designated HPH by Department Chairs based on experience and results of the faculty evaluation process. HPH faculty are staffed after MSTAs and IA/CAs in Phase I and before Phase II when all other adjuncts are staffed.

Access to ACCeStaffing System Timeline for SUMMER 2024:

Task	Responsibility	Start Date	End Date
Phase I			
Preference Information Entered by Adjunct Faculty <u>with</u> MSTA or IA/CA or Highest Priority to Hire	Adjunct Faculty <u>with</u> MSTA or IA/CA or Highest Priority to Hire	Jan 29	Jan 30
Sections Assigned to Adjunct Faculty <u>with</u> MSTA or IA/CA or Highest Priority to Hire	Department Chairs	Jan 31	Feb 1
Section Assignments Accepted or Declined by Adjunct Faculty <u>with</u> MSTA or IA/CA or Highest Priority to Hire **AND** Teaching Materials Ordered	Adjunct Faculty <u>with</u> MSTA or IA/CA or Highest Priority to Hire	Feb 2	Feb 5
Phase II			
Preference Information Entered by Adjunct Faculty <u>without</u> MSTA or IA/CA or Highest Priority to Hire	Adjunct Faculty <u>without</u> MSTA or IA/CA or Highest Priority to Hire	Feb 8	Feb 9
Sections Assigned to Adjunct Faculty <u>without</u> MSTA or IA/CA or Highest Priority to Hire	Department Chairs	Feb 12	Feb 13
Section Assignments Accepted or Declined by Adjunct Faculty <u>without</u> MSTA or IA/CA or Highest Priority to Hire **AND** Teaching Materials Ordered	Adjunct Faculty <u>without</u> MSTA or IA/CA or Highest Priority to Hire	Feb 14	Feb 15

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