



# Austin Community College

## Memorandum

Monday August 24, 2009

### RE: ACCeStaffing – IMPORTANT INFORMATION FOR SPRING 2010 ASSIGNMENTS

The ACCeStaffing System is available online at: <https://www3.austincc.edu/afs>. Departments exempted from using the system are identified online at: [https://www3.austincc.edu/afs/misc/depts\\_exempt.html](https://www3.austincc.edu/afs/misc/depts_exempt.html).

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

**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.
2. An ACCeID login and password. If you have questions concerning access, please call the ACC Help Desk at 223-HELP (223-4357).

#### Do you need help?

- ◆ Training on the ACCeStaffing System is not required but highly recommended. ACCeStaffing training is available on the Workshop and Event Registration website at <https://www3.austincc.edu/it/workshops/>.
- ◆ Staff in the campus computer resource centers, ACC Centers, and campus administrative offices are trained on the ACCeStaffing System to assist adjunct faculty on each campus.
- ◆ Documentation of the ACCeStaffing System is available on the system login page at <https://www3.austincc.edu/afs>. Copies of the manual are available in adjunct faculty offices and Campus Administrative offices.

#### Definitions

- ◆ **MSTA** – Multiple Semester Term Appointments are awarded to adjunct faculty in the Spring semester by Department Chairs subject to the availability of positions. The appointment is based on the results of the evaluation process. MSTAs are given the first choice of classes.
- ◆ **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 must have taught the maximum load prior to the Summer of 1999 and hold 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 Spring 2010

Task	Responsibility	Start Date	End Date
<b>Phase I</b>			
Preference Information Entered by Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire	Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire	Aug 31 9am	Sep 2
Sections Assigned to Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire	Department Chairs	Sep 3	Sep 8
Section Assignments Accepted or Declined by Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire <b>AND</b> Teach Materials Ordered	Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire	Sep 9	Sep 11 5pm
<b>Phase II</b>			
Preference Information Entered by Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire	Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire	Sep 18 9am	Sep 22
Sections Assigned to Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire	Department Chairs	Sep 23	Sep 25
Section Assignments Accepted or Declined by Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire <b>AND</b> Teach Materials Ordered	Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire	Sep 27	Sep 30 5pm

Any questions or comments concerning assignments, eligibility, preferences, and section assignments should be directed to the adjunct faculty's Department Chair. Thank you for your time and consideration.