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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/12/17</td>
<td>A copied of the original eStaffingAdjunctFacultyManual was used as the basis for this document.</td>
<td>all</td>
</tr>
<tr>
<td>04/12/17</td>
<td>Made minor modifications to <strong>Highlights</strong></td>
<td>Highlights</td>
</tr>
<tr>
<td>04/12/17</td>
<td>Made minor modifications to <strong>Logging In</strong>. Changed the URL address to the eStaffing Live login site.</td>
<td>Logging In</td>
</tr>
</tbody>
</table>
Related Documentation

Documents

- eStaffing MSTA GUIDELINES – FY05

AR Administrative Rules

Administrative Rules Directory

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

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

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

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

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

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

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

The process works as follows:

1. **Appointments and Eligibility**
   a. **Department Chairs** must set up the **Appointments** and **Eligibility** lists for all adjunct faculty members who will be teaching in their discipline.
   b. **Deans** must approve the **Appointments**. Either **Deans** or **Department Chairs** must approve the **Eligibility** list before courses can be assigned.

2. During the 3 or 4 day window for **Preferences**, each **Adjunct Faculty** member logs their teaching preferences into the eStaffing Adjunct Faculty System including campuses, days of the week, hours of the day, and preferred sections for an upcoming term for each department in which the adjunct faculty teaches.

3. During the 3 or 4 day window for **Assignments**, each **Department Chair** is responsible for making teaching assignments for a given department must perform the assignment of courses using the eStaffing system. The assignment process uses the adjunct faculty section preference information in conjunction with a randomized function, allowing Department Chairs to assign course sections in an automated and fair way for adjunct faculty.

4. During the 3 or 4 day window for “acceptance” (or “rejection”), each Adjunct Faculty is responsible for accepting or declining the sections assigned to them in the just completed Assignment process. For departments that allow faculty to select “material orders”, this will be the time to make those selections.

5. At the conclusion of the “acceptance” phase, if a faculty member wants to have his or her assignments adjusted, he or she must contact the Department Chair who may be able to make manual assignments for any remaining or declined course sections.

6. There are two phases each term in the eStaffing process. The first phase is the “MSTA” (and IA/CA, HPTH) phase; the second phase is the “Adjunct” phase. After each of the two phases is complete, an automated batch job is scheduled that uploads all course section assignments and material order selections to the Datatel/Colleague system.

Getting Help

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

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

This calendar displays the overall timeline for the entire term.

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

**Note:**

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

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

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

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

The links for all this information is under the **Calendar** drop down on the **eStaffing login page**.

If you get the following message,

![MSTA Application:](image)

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

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

![Faculty Menu](image)

During this time, choose **MSTA Application** to
- submit a new **MSTA Application**
- edit a submitted **MSTA Application**
• The departments listed on the **Please Select a Department** drop down are the only departments which the faculty member is eligible for a **MSTA Application**. Eligibility is determined on a faculty’s number of years of service within a department. (See [Administrative Rule AR# 4.06.002](#) **Subject: Staffing of Adjunct Faculty**.)

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

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

After the application has been submitted, faculty can still edit the submitted application by
- selecting the **MSTA Application** function in the **Faculty Menu**
- selecting the department and clicking the **Submit** button
- Then, click on the **Edit Application** button
- make the desired changes and click the **Save Application** button

Submitted MSTA Applications can be edited until the **End Date** of the **timeline to submit** MSTA applications. Timeline **Start** and **End Dates** change with each term.
To see the dates for the current timeline, click Calendar on the eStaffing login page. Click on the MSTA 201y-201y Process.

Look for the Start and End Dates for the timeline to submit MSTA application.

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

This is an example of a faculty’s last MSTA Application.
Logging In

1. **Start your browser.** (such as Chrome, Firefox, IE Internet Explorer)
   
   **Note:** Avoid using the **Back** and **Forward** buttons on your browser.
   
   If you happen to use the browser buttons to move from one screen to another, click on the **Refresh** button to make sure that your data is current.

2. Type [https://eapps.austincc.edu/eStaffing/login.php](https://eapps.austincc.edu/eStaffing/login.php) in the space indicated in the snapshot above with a red arrow. This area is referred to as the browser’s URL which specifies the network address of the web site you want.

3. Press the **ENTER** key on your keyboard.

4. The eStaffing **Login** page should appear.

5. Type your **ACCeID** in the box next to **ACCeID**.
   - If you do not know your ACCeID or you forgot your password:
     
     Click on the **gold key**. The **ACCeID Manager page** appears where:
     1. Your ACCeID can be searched and displayed
     2. You can activate your ACCeID
     3. You can manage your security questions for your login
     4. You can change your password
     5. You can get help
   
   **Note:** Both your ACCeID and Password are **case-sensitive**.
   
   Case-sensitive means if your email address was originally registered as JoeBlow@yahoo.com and your password was PaSsWoRd, then that is how you need to type it every time you log in.
   
   Typing them as 'joeblow' and 'password' will not allow you access.
   
   For assistance with ACCeID login and password issues, please visit the ACCeID Information Website ([http://www.austincc.edu/acceid/](http://www.austincc.edu/acceid/)).

6. Type your **Password** in the box next to **Password**.

7. Click the **Login** button (or press the **ENTER** key on your keyboard).
If your login is successful, the Faculty Menu opens with your eStaffing Time Line page.

8. Click on Faculty Menu.

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

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

Your eStaffing Information:

*Click here to change your address

Your Staffing Eligibility:

Your LEH Information for Credit Fall 2017:

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

- Review your personal information on this page for errors. ACC uses the phone, address and email listed on this page for official contact purposes. So it is essential that you keep this information up to date.

- If any part of your personal information (directly under Your eStaffing Information) needs to change (such as name, address, or phone number), click on the Click here to change your address link.

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

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

Note: If your name or email address needs to be changed, please contact the ACC Human Resources Department.
The second half of **Your eStaffing Information** page pertains to your Adjunct employment information.

- If any part of your **Staffing Eligibility** or **LEH Information** needs to be changed, report the correction to your Dean’s office.

- Both the **Credit Info** and the **LEH Info** within **Your Staffing Eligibility** reflect your accepted LEH and Credits for the term specified. If no assignments have been made the following message appears.
  
  “You were not assigned any classes during the <Term YYYY>, so no LEH was assigned”
# Reports

## Faculty Draw Information:

Select Discipline and Term

| Fall 2010 | Biology |

Submit

<table>
<thead>
<tr>
<th>Assignment Information for Fall 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group</strong></td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>MSTA - Senior</td>
</tr>
<tr>
<td>MSTA - Senior</td>
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<tr>
<td>MSTA</td>
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<td>MSTA</td>
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<td>MSTA</td>
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<tr>
<td>Adjunct HPF - Senior</td>
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<td>Adjunct HPF</td>
</tr>
<tr>
<td>Adjunct HPF</td>
</tr>
</tbody>
</table>
Section Preferences

Section Preferences consists of Location, Term, Day/Time and Section Preferences. Your preference selection is available based on:
- your eligibility status on My Info page
- the timeline on the eStaffing Time Line

If you see the following message,

Section Preferences:

There are several reasons this message might appear:
- the option to select preferences is not open
  Click on eStaffing Time Line in the Faculty Menu to review your scheduled time slot.
- your appointment to a department has been suspended
  Contact your departmental Dean
- your department has been formally approved by the ACCeStaffing Committee for exemption from using eStaffing for the purposes of staffing adjunct faculty course sections

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

To complete the Section Preferences section, you must complete all 4 steps.
- Step 1 Location Preferences
- Step 2 Term Preferences
- Step 3 Day/Time Preferences
- Step 4 Section Preferences

First, go to the Step 1 Location Preferences section in this manual.
Step 1 Location Preferences

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

Selecting Locations

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

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

The first time you enter your Location Preferences

The following page appears

- If you check the Limit my courses to these locations only box, your preferences will be taken as absolute choices (“I will teach at only these locations.”).
- If you do not check this box, your choices are taken as simple preferences (“I’d like to teach here, but I will teach elsewhere if necessary.”).
For each of your **Location Preferences** (up to 5 choices)
1. Click on **down arrow**. Then, scroll to the desired location and click on it.
2. Once you have selected all your locations, Click the **Submit** button to continue.
   
   **Note:** **ACC Campuses, North Austin, South Austin,** and **All Locations** all refer to multi-campus lists whose contents are listed at the bottom of the page. Selecting a multi-campus list will list every campus in its group as your preference.
3. You can choose a maximum of five **Location Preferences**. A multi-campus list may be selected as one of your choices.
4. Once you are satisfied with the locations you have chosen, click the **Submit** button to save your choices.
   
   **Note:** If you do not click the **Submit** button, your location preferences you entered will be lost.

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

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

Go to the **Term Preferences** section in this manual.
If this is NOT the first time you are entering your Location Preferences

The following page appears

Section Preferences:

You have entered the following location preferences:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice #1:</td>
<td>All Locations</td>
</tr>
</tbody>
</table>

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

Section Preferences:

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

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

Click the Continue button. The Term Preferences page appears.
Go to the Term Preferences section in this manual.
Step 2 Term Preferences

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

The first time you enter your Term Preferences

The following page appears

Section Preferences:

You have entered the following term preferences:

- I am willing to teach Overloads

Number of Sections I am Willing to Teach: 5

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

[Blank space for comments]

Click the [Continue] button to save your term preferences and continue.

Select your Term Preferences on the Section Preferences page.

- Overloads – click the box next to I am willing to teach Overloads
  But only if you are willing to accept teaching assignments beyond your maximum
  regular LEH

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

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

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

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

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

Click the Continue button. The Time Preferences page appears.

Go to the Time Preferences section in this manual.
eStaffing Adjunct Faculty Manual

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

The following page appears

Section Preferences:

You have entered the following term preferences:

- I am willing to teach Overloads

Number of Sections I am Willing to Teach: 5

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

Click to Continue to save your term preferences and continue:

1. If you are satisfied with the Term Preferences you specified, click the Continue button which opens the Time Preferences page.

2. If you are NOT satisfied with the selected Term Preferences, click the Edit button. Make all necessary changes. For more details, see The first time you enter your Term Preferences.

3. Then, click the Submit button.

Section Preferences:

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

Click the Continue button which opens the Time Preferences page.

Go to the Time Preferences section in this manual.
eStaffing
Adjunct Faculty Manual

Step 3 Time Preferences
The Day and Time Preferences allows you to indicate the days and times you are NOT available to teach.

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

The first time you enter your Time Preferences
The following page appears

Section Preferences:

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

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

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

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

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

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

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

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

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

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

Go to the **Section Preferences** section in this manual.
If this is NOT the first time you are entering your Time Preferences

The following page appears

Section Preferences:

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

Section Preferences:

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

Click the Continue button. The Section Preferences page appears.

Go to the Section Preferences section in this manual.
Step 4 Section Preferences

The first time you enter your Section Preferences

The following page appears

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

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

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

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

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

This page requires 4 steps to complete the Section Preferences.

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

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

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

### Section Preferences:

- **Show Sections Matching Preferences**: Preferences
- **Show Sections Matching Eligibility**: Eligibility

You are eligible to teach these courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hire Priority</th>
<th>Start Date</th>
<th>End Date</th>
<th>Appointment</th>
<th>Telecom Methods</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRVM-1323</td>
<td>Highest Priority</td>
<td>Jan 17, 2012 @ 12:00AM</td>
<td>Jul 22, 2012 @ 12:00AM</td>
<td>IA</td>
<td>NA</td>
<td>Pending</td>
</tr>
<tr>
<td>TRVM-1391</td>
<td>Highest Priority</td>
<td>Jan 17, 2012 @ 12:00AM</td>
<td>Jul 22, 2012 @ 12:00AM</td>
<td>IA</td>
<td>NA</td>
<td>Pending</td>
</tr>
<tr>
<td>TRVM-2305</td>
<td>Highest Priority</td>
<td>Jan 17, 2012 @ 12:00AM</td>
<td>Jul 22, 2012 @ 12:00AM</td>
<td>IA</td>
<td>NA</td>
<td>Pending</td>
</tr>
<tr>
<td>TRVM-2335</td>
<td>Highest Priority</td>
<td>Jan 17, 2012 @ 12:00AM</td>
<td>Jul 22, 2012 @ 12:00AM</td>
<td>IA</td>
<td>NA</td>
<td>Pending</td>
</tr>
</tbody>
</table>

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

- To add sections to your list of preferred sections, you must first **select** them and then **add** the selected sections.
  - **To select a section**, click on the **Select** box for that section.
  - First look at the list of sections you are eligible to teach. You can return to adjust **Campus**, **Term**, and **Day/Time** preferences to include sections you want to add. Once you have broadened your preferences, you can return to review the list.
Once you have made some selections, you can **Remove** and **Reorder Courses** to fine-tune your preferences. **GREEN** entries are your selections that match your preferences and eligibility. **PINK** entries are your selections that match eligibility and NOT your preferences.

- **To delete sections from the preference list, Click Remove.**
• Initially the preferred sections will not be prioritized. To reorder your preferences, replace the numbers in the appropriate **Priority** boxes with the numbers you prefer and then click on **Reorder Courses**.

• If you would like to add more sections to those selected, Click **Preferences** or **Eligibility**. Once you are satisfied with the selections, you must Click **Reorder Courses** before you Click **Save and Certify your Selections**.

**Section Preferences:**

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

**Show Assignments**

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

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

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

If you get the following message,

**Faculty Assignments:**

There are several reasons:

- The option to Accept or Decline assignments is **not** open. Click on **eStaffing Time line** to review your scheduled time slot.
- If your appointment to a department has been suspended, contact your Department Chair.
If your department has officially been exempted from using eStaffing for the purposes of staffing adjunct faculty course sections, contact the Department Chair.

Accept or Decline your assignments from each Department which has offered you assignments by clicking on the appropriate button.

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

IF You Choose to Accept:

If you accept, you will get a confirmation on the accepted course.
You can compare and track your accepted Total LEH and Total Credit Assigned with the Limits in the middle of the page.

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

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

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

OR

Click Order, beside the material you wish to recommend or require your students to purchase for your class.
You must select **Required**, if you are requiring your students to purchase the material. Click **Order**

or

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

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

You can view the status of your order on Online Services [http://www.austinecc.edu/onlineservices/](http://www.austinecc.edu/onlineservices/). If your go to the **Faculty Menu**, Click **Textbooks**, Select **Term** and Then **Course**, you can make additional orders or view the status of your orders.
IF You Choose to Decline:

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

Once the section has been Accepted or Declined the course will be removed from the list at the top of the page, Courses Assigned, and can only be viewed at the bottom of the page under You accepted/declined these courses.
You will have no courses listed under Courses Assigned if you have completed the Faculty Assignments process. All courses should be listed under You accept/decline these courses.

**GREEN** are accepted classes

**PINK** are declined classes

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

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

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

### Faculty Preferences

If you get the following message,

**Faculty Selected Preferences:**

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

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

eStaffing Time Line

Entering Campus, Term, Day/Time, and Section preferences must be completed by department-specific deadlines, and accepting or refusing assignments can only be done after department-specific start dates in order to allow time for the assignments to be made and processed.
To determine what the deadlines and start dates are for your departments, click on eStaffingTime Line.

Eligibility

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

Faculty Eligibility

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hire Priority</th>
<th>Appointment</th>
<th>Telecom Methods</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETT-1403</td>
<td>New</td>
<td>Adjunct</td>
<td>N/A</td>
<td>Pending</td>
</tr>
<tr>
<td>CETT-1405</td>
<td>New</td>
<td>Adjunct</td>
<td>N/A</td>
<td>Pending</td>
</tr>
<tr>
<td>CETT-1425</td>
<td>New</td>
<td>Adjunct</td>
<td>N/A</td>
<td>Pending</td>
</tr>
<tr>
<td>CETT-1429</td>
<td>New</td>
<td>Adjunct</td>
<td>N/A</td>
<td>Pending</td>
</tr>
<tr>
<td>SMFT-1474</td>
<td>New</td>
<td>Adjunct</td>
<td>N/A</td>
<td>Pending</td>
</tr>
<tr>
<td>SMFT-2474</td>
<td>New</td>
<td>Adjunct</td>
<td>N/A</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Logout

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

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

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

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

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

**Contact hour** refers to a 50-minute classroom assignment

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

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

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

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

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

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

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

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¹ eStaffing Dept. Chair Manual
² Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002
³ Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002
⁴ Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002
⁵ Administrative Rules – Faculty Qualifications - AR#: 4.03.005
⁶ Administrative Rules – Faculty Qualifications - AR#: 4.03.005
Good evaluative standing refers to an overall rating of good or better on the most recent Full-Time Faculty Evaluation Summary form.

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

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

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

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

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

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

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

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

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

Types of MSTA appointments

1. MSTA (Exception) allows Adjunct Faculty who have taught at the maximum permissible workload permitted in the Spring of 1999, or earlier, are eligible for a MSTA (Exception) appointment under Board Policy D-3(c). MSTA (Exception) can teach up to that workload for the duration of the appointment.

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

\(^7\) Administrative Rules – Administration of Eligibility Lists – AR#: 4.06.001

\(^8\) Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002

\(^9\) Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002
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**Overload** an additional teaching section, above the regular teaching load, paid at the adjunct faculty rate of pay. A fractional overload does not count as an additional teaching section.

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

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

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

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\(^{10}\) Administrative Rules – Faculty Qualifications - AR#: 4.03.005
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