# Table of Contents

## Contents

Overview of the Process .................................................................................................................. 3

Background .................................................................................................................................... 3

Administrative Rules ....................................................................................................................... 3

Definitions ..................................................................................................................................... 3

Getting Help .................................................................................................................................. 3

Logging In ...................................................................................................................................... 4

Resources ...................................................................................................................................... 6

Calendar ....................................................................................................................................... 6

Accepting/Not Accepting New MSTA Appointments ................................................................. 7

MSTA Notification .......................................................................................................................... 8

Documentation ............................................................................................................................... 9

Processing Utilities ....................................................................................................................... 10

Accepting/Not Accepting ............................................................................................................... 10

MSTA Limits .................................................................................................................................. 12

MSTA Selection ............................................................................................................................ 13

MSTA Approval ............................................................................................................................. 18

Logging Out .................................................................................................................................. 21
Overview of the Process

Background

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

Administrative Rules

4.06.013 Adjunct Faculty Workload
4.03.004 Full-Time Faculty Workload
4.06.002 Staffing of Adjunct Faculty
4.03.005 Faculty Qualifications
4.06.001 Administration of Eligibility Lists

Definitions

Definitions based on Administrative Rule: 4.06.002

Levels:

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

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

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

Getting Help

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

1. Start your browser. **Note:** You should avoid using the **Back** and **Forward** buttons on your browser. If you do use the browser buttons to move from one screen to another, click on the **Refresh** button to make sure that your data is current.

2. Click on the browser’s **File** menu, type `eapps.austincc.edu/eStaffing` dialog box, and press the **ENTER** key. A Login page appears.

3. Click **Continue**.

4. Type your ACC email **User ID** in the first box and your ACC email **Password** in the second box, and click on **Login** (or press the **ENTER** key). ACCeIDs and passwords are case-sensitive.
5. If your login is successful, the **eStaffing Menu** opens with the **eStaffing Time Line** page.

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

Calendar

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

The calendar can be accessed from the eStaffing site using the horizontal menu. Click the first menu tab, Calendar, as below and locate the item MSTA <<academic year description>> Process.

Here is a sample calendar for the MSTA 2015-2016 Process:
Disciplines need to indicate whether or not they will be accepting new MSTA appointments. The lists of Accepting/Not Accepting are listed under Calendar, as below:

Sample Departments Accepting MSTA Applications:

**Departments Accepting MSTA Appointments:**

THE DEPARTMENTS LISTED BELOW WILL ACCEPT NEW MSTA APPLICATIONS FOR THE FALL 2015 - SUMMER 2016 ACADEMIC YEAR:

- Government

Sample Departments NOT Accepting MSTA Applications:

**Departments Not Accepting MSTA Appointments:**

THE DEPARTMENTS LISTED BELOW WILL NOT ACCEPT NEW MSTA APPLICATIONS FOR THE FALL 2015 - SUMMER 2016 ACADEMIC YEAR (THESE DEPARTMENTS HAVE DEPLETED THE NUMBER OF MSTA'S THEY ARE ALLOWED):

- Fine Arts
- Developmental Communications
- Biology
- Chemistry
Adjunct faculty are mailed a notification two weeks prior to the MSTA Application period beginning. The notification is posted under Calendar, as below:

Sample notification:
User documentation for Faculty, Department Chairs and Deans are listed under Documentation, as below:
Accepting/Not Accepting

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

Choose Discipline from list, as below:

![Discipline MSTA Setting](image)

Choose the Application Year:

![Discipline MSTA Setting](image)
If no indication has been recorded, screen will look like this:

**Discipline MSTA Setting**

Speech

-----------------------------

Is this discipline accepting new MSTAs for the coming year?

(select) ▼

[Update Discipline Selection]

Make selection and click “Update Discipline Selection”.

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

**Discipline MSTA Setting**

Speech

-----------------------------

Is this discipline accepting new MSTAs for the coming year?

Yes ▼

[Update Discipline Selection]
MSTA Limits

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

Click “MSTA Limits” and the menu and the following will display:

**MSTA Limits**

<table>
<thead>
<tr>
<th>Discipline Name</th>
<th>MSTA Total Limit</th>
<th>MSTA Term Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>10</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>0</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>0</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>Astronomy</td>
<td>2</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Engineering</td>
<td>0</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Geology</td>
<td>9</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Physics</td>
<td>2</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>Environmental Science and Technology</td>
<td>0</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Military Science</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Mathematics</td>
<td>25</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Social Science Air Force</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Make any desired changes and click the “Save Changes” button (Deans only).
MSTA Selection

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

Limits

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

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

If you click the number link in the MSTA 3 Year Ongoing column, you’d get this report:
### Adjunct Faculty Assignment

#### Government

Use the “Return to Previous Page” to exit this report.

Click the “Show Comments” link and the page will display the applicants’ comments on the page.

### MSTA Applicant Selection

#### Government

- **MSTA Selection Limits:** 21
- **MSTA Applicant Selections:**
  - MSTA: 0
  - MSTA Exception: 0
  - MSTA Ongoing: 16

Click the “Show Comments” link and the page will display the applicants’ comments on the page.
Click the “Hide Comments” link to return screen to previous view.

Click “Show Pending” to show all Discipline appointments.
Click the “MSTA Applications Only” link to restore back to the previous page view and show only the MSTA applications.

To make the selections, select the appropriate radio button

**Requested Levels**

The Requested Levels column shows the applicants' choices.

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

**Current MSTAs vs. New Applicants**

- Current MSTAs are marked as Incumbent in the qualifications column.
• New applicants will have a View Details link. Click this link to see the applicant's short essay.

Making Selections and Submitting for Approval

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

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

Click “MSTA Approve” from menu.

(Not visible on menu after approval deadline.)

Limits

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

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

**Adjunct Faculty Assignment**

**Government**

Use the “Return to Previous Page” to exit this report.

Click the “Show Comments” link and the page will display the applicants’ comments on the page.
Click the “Hide Comments” link to return screen to previous view.

Click “Show Pending” to show all Discipline appointments.
Click the “MSTA Applications Only” link to restore back to the previous page view and show only the MSTA applications.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Requested Level(s)</th>
<th>Appointment Level</th>
<th>New Applicant Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>MSTA</td>
<td>MSTA</td>
<td>Incumbent</td>
</tr>
<tr>
<td>A</td>
<td></td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>E</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>F</td>
<td>MSTA</td>
<td>MSTA</td>
<td>View Details</td>
</tr>
<tr>
<td>E</td>
<td>D</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the “Approve Applicant Status Settings” to approve the MSTA selections.

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

**Approval can not be performed! MSTA selections have not been submitted.**
Logging Out

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