eStaffing

User’s Manual for
Deans and Department Chairs

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.

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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?
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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 must approve the faculty’s Eligibility before courses are assigned.
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.
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.
Login

1. Open a browser.
   
   **Note:** Avoid using the Back ← and Forward arrow buttons on your browser unless it is stated that it is okay to do so.
   
   If you do use the browser Back ← or Forward arrow 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.

   ![Login Page Screenshot](image)

   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
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.
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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.

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.

Click on Time Line under the Executive Menu.

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.
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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 only 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.
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.
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.
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.
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)

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Select All/Deselect All</th>
<th>No Preferences Past Three Semesters</th>
<th>Last Semester Taught in Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abin, John E</td>
<td>✓</td>
<td></td>
<td>2185000</td>
</tr>
<tr>
<td>Datatai, Umar C</td>
<td>✓</td>
<td></td>
<td>2185000</td>
</tr>
<tr>
<td>Sivp, Sivpa O</td>
<td></td>
<td></td>
<td>2185000</td>
</tr>
<tr>
<td>Trujillo, David H</td>
<td></td>
<td></td>
<td>2185000</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Datatel ID</th>
<th>Faculty Name</th>
<th>Priority Level</th>
<th>Max LEH</th>
<th>Max Credit</th>
<th>Status</th>
<th>Approve Select All/Deselect All</th>
</tr>
</thead>
</table>

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

Note from the previous **Appointments** snapshot, 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 **Appointments - faculty details page**.

See the **Appointments - details page** for a full description of each column header.

Click on the faculty’s name to open the **Appointments - faculty details page** and view or edit the faculty’s eStaffing appointment information.
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.
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.
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)
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.
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.
Ei gibility
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 must be created 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:
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.
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.
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 must be 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 must be 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.
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.
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.
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.
IMPORTANT

Before making any eStaffing assignments, the Appointments and the Eligibility for all instructors receiving assignments must have 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 and approved Eligibility cannot receive 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 before 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
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3) After the Assignments Loop Processing End Date

All of the following takes place only after 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 (Phase 1)
   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.
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 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.

<table>
<thead>
<tr>
<th>Priority Level</th>
<th>Phase</th>
<th>Phase Status</th>
<th>Phase Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>MESA - Senior</td>
<td>First</td>
<td>Complete</td>
<td>0 of 0</td>
</tr>
<tr>
<td>MESA</td>
<td>First</td>
<td>To Be Done</td>
<td>0 of 3</td>
</tr>
<tr>
<td>RE - Senior</td>
<td>First</td>
<td>Complete</td>
<td>0 of 0</td>
</tr>
<tr>
<td>RE</td>
<td>First</td>
<td>To Be Done</td>
<td>0 of 3</td>
</tr>
<tr>
<td>Adjunct HPH - Senior</td>
<td>First</td>
<td>Complete</td>
<td>0 of 0</td>
</tr>
<tr>
<td>Adjunct HPH</td>
<td>First</td>
<td>To Be Done</td>
<td>0 of 3</td>
</tr>
<tr>
<td>Adjunct</td>
<td>Second</td>
<td>To Be Done</td>
<td>0 of 3</td>
</tr>
</tbody>
</table>

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
**Proceed with Assignments**

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

![Edit Faculty Course Split Allocation](image)

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

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

![Assignments](image)

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.

![Assignments](image)

- **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.
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.
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.

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.

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.
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**.
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
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

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.
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.
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.

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.

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

Click on one of the disciplines listed.
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.

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

Click on one of the disciplines listed.

If none of the faculty for the discipline selected preferences, nothing is returned.
### Faculty Eligibility View

**Faculty Eligibility View**

#### Astronomy

**Credit Spring 2015**

<table>
<thead>
<tr>
<th>Datatel ID</th>
<th>Find Courses by Name</th>
<th>Level</th>
<th>Status</th>
<th>LEH Assigned / Cred Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bankenship, Zathary</td>
<td>MSTA</td>
<td>Approved</td>
<td>4.00 / 4.00</td>
<td></td>
</tr>
<tr>
<td>Blum, John</td>
<td>IA / CA</td>
<td>Approved</td>
<td>0.00 / 0.00</td>
<td></td>
</tr>
<tr>
<td>Fulton, John</td>
<td>Adjunct</td>
<td>Approved</td>
<td>1.00 / 1.00</td>
<td></td>
</tr>
<tr>
<td>Mitra, Bhayamal</td>
<td>Adjunct</td>
<td>Approved</td>
<td>1.00 / 1.00</td>
<td></td>
</tr>
<tr>
<td>Richmond, Marvin</td>
<td>MSTA Exception</td>
<td>Approved</td>
<td>11.00 / 11.00</td>
<td></td>
</tr>
</tbody>
</table>

- **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**
- **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.
Show Eligible Course Summary

See [Show Eligible link](#) for table details.

Show Eligible Course Details

See [Show All Sections link](#) for table details.
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**

Datatel/Colleague ID  enter the faculty’s ID number
Click the Find Faculty button

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

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

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
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.
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Search by Last Name

**Faculty Preferences**

<table>
<thead>
<tr>
<th>Which is the correct person?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledbetter, Jack</td>
</tr>
<tr>
<td>Ledbetter, Steven</td>
</tr>
<tr>
<td>Ledbetter, William</td>
</tr>
</tbody>
</table>

Click the **Select 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**.

<table>
<thead>
<tr>
<th>Discipline Name</th>
<th>Use Material Order System</th>
<th>Block New Faculty Material Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biotechnology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Astronomy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earth &amp; Environmental Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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:
  - 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
Show Faculty Preferences - Example
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.

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.

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
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.
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.
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)
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 [Appointments table](#).
- **Course**: course/rubric; Same as **Course** under [Assignments](#) without the section number.
- **Hire Priority**: Same as **Eligibility Level** under [Edit/Add Eligibility table](#).
- **ECS Elig**: (Is faculty eligible to teach Early College Start courses? Yes/No) Same as **Early College Start Level** under [Edit/Add Eligibility table](#).
- **Status**: eligibility status; Same as **Elig Status** under [Eligibility table](#).
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.
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.

---

**Report - Assignments**

Select discipline below:

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

Click on one of the disciplines.

**Report - Assignments**

Astronomy

Date: CHS 2018

Choose report definitions:

- 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.
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.
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*.

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.
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.
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

<table>
<thead>
<tr>
<th>Discipline Name</th>
<th>MSTA Total Limit</th>
<th>MSTA Term Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronomy</td>
<td>2</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Biology</td>
<td>15</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>0</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>Chemistry</td>
<td>10</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Engineering</td>
<td>1</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Environmental Science and Technology</td>
<td>0</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Geology</td>
<td>4</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Mathematics</td>
<td>36</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Military Science</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>0</td>
<td>Fall, Spring Only</td>
</tr>
<tr>
<td>Physics</td>
<td>8</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>Social Science Air Force</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

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.
MSTA Options

MSTA Options allows Deans to accept new MSTA applications for the upcoming fiscal year (not term). Click MSTA Options in the Executive Menu.

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 Departments accepting MSTA applications and the Departments NOT accepting MSTA applications pages located under the Calendar tab at the top of the eStaffing application.
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 been 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
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.

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:
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.
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.
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.
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.
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
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**eStaffing Time Line**

<table>
<thead>
<tr>
<th>eStaffing Time Line:</th>
</tr>
</thead>
</table>

> 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.
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.
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 [Dual Credit Orientation Program](#)
- 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.
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
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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.
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.
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  
(✓ = 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.
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
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).
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.
 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).

![Eligibility page screenshot]

**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**

<table>
<thead>
<tr>
<th>Appt. Status</th>
<th>the approval status of the appointment – Reflects the same state as the Status column on the Appointments page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Level</td>
<td>the faculty’s current Priority Level - Reflects the same priority as the Priority Level column on the Appointments page</td>
</tr>
</tbody>
</table>

**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 eligibility to teach 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** relates to the faculty’s eligibility status to teach a course. 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 the faculty 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**.
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
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.
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 anytime during an eStaffing cycle such as after course eligibility is added.*

---

**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).

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
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.

![](image)

**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 before 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
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. 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.

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

FAQs about Hybrid Courses

What is Distance Education?
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.
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 Reinstall Eligibility.

Reinstall Eligibility - example

Select the Save Revoke Changes button.
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.
The faculty’s eligibility to teach this course is reinstated with a Pending status; meaning this change now requires Dean Approval
Proceed with Assignments table

<table>
<thead>
<tr>
<th>Assign</th>
<th>Split</th>
<th>Priority</th>
<th>Syn</th>
<th>Course</th>
<th>Desc</th>
<th>Start</th>
<th>End</th>
<th>T/M</th>
<th>LEH/Cr</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
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<td>ENGR</td>
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<td>008</td>
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<td>01/20/2015</td>
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<td>001</td>
<td>Intro to Engr</td>
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<td>002</td>
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<td>MLC</td>
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<td>ENGR</td>
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<td>004</td>
<td>Statics</td>
<td>05/17/2015</td>
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<td>2.00</td>
<td>RGC</td>
<td>RGC1 327</td>
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<td>24640</td>
<td>ENGR</td>
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<td>002</td>
<td>Statics</td>
<td>05/17/2015</td>
<td>Lec</td>
<td>2.40</td>
<td>MW 09:00AM</td>
<td></td>
</tr>
</tbody>
</table>

Assign Instructor  Show Preferences  Show Assignments
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.
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.
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.
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.
### Assignments

**Faculty Name:** Dupnick, Edwin  
**Datatel ID:**  
**Max LEH:** 11.00  
**Max Credit:** 9.00  
**Priority Level:** Adjunct  
**Assigned LEH:** 0.00  
**Assigned Credits:** 0.00  

<table>
<thead>
<tr>
<th>Assign Split</th>
<th>Highest Priority</th>
<th>Syn</th>
<th>ENGR</th>
<th>Course</th>
<th>Desc</th>
<th>Start</th>
<th>End</th>
<th>T/M</th>
<th>LEH/Cr</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1201</td>
<td>004</td>
<td>Intro to Engr</td>
<td>05/17/2015</td>
<td>01/20/2015</td>
<td>Lec</td>
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<td>RGC RGC1 327 T 08:30AM 10:20AM</td>
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<td>01/20/2015</td>
<td>Lec</td>
<td>2.40 / 2.40</td>
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</tr>
</tbody>
</table>

**Non-Preferred Eligible for Courses**

<table>
<thead>
<tr>
<th>Assign Split</th>
<th>ENGR</th>
<th>Course</th>
<th>Desc</th>
<th>Start</th>
<th>End</th>
<th>T/M</th>
<th>LEH/Cr</th>
<th>Details</th>
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<tbody>
<tr>
<td></td>
<td>1201</td>
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</table>
### Assignments

#### Engineering

**CREDIT SPRING 2015**

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

![Assignments Table]

<table>
<thead>
<tr>
<th>Priority Level</th>
<th>Phase</th>
<th>Phase Status</th>
<th>Phase Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTA - Senior</td>
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<td>0 of 0</td>
</tr>
<tr>
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<td>Complete</td>
<td>1 of 1</td>
</tr>
<tr>
<td>IA - Senior</td>
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<td>Complete</td>
<td>0 of 0</td>
</tr>
<tr>
<td>IA</td>
<td>First</td>
<td>Complete</td>
<td>0 of 0</td>
</tr>
<tr>
<td>Adjunct HPH - Senior</td>
<td>First</td>
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<td>1 of 1</td>
</tr>
<tr>
<td>Adjunct HPH</td>
<td>First</td>
<td>Complete</td>
<td>0 of 0</td>
</tr>
<tr>
<td>Adjunct</td>
<td>Second</td>
<td>Complete</td>
<td>3 of 3</td>
</tr>
</tbody>
</table>

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*
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:

<table>
<thead>
<tr>
<th>Group</th>
<th>Group Order</th>
<th>Draw Order</th>
<th>Name</th>
<th>Discipline</th>
<th>Phase</th>
<th>Section Preferences Entered</th>
<th>Assigned</th>
<th>Type</th>
<th>Campus</th>
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</thead>
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<tr>
<td>Adjunct</td>
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<td>Richmond, Marvin</td>
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<td>Lecture</td>
<td>HLC</td>
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<tr>
<td>Adjunct</td>
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<td>1</td>
<td>Richmond, Marvin</td>
<td>Astronomy</td>
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<td>Y</td>
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<td>Lecture</td>
<td>HLC</td>
</tr>
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<td>Y</td>
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<td>N</td>
<td>--</td>
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<td></td>
</tr>
</tbody>
</table>

**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)
<table>
<thead>
<tr>
<th><strong>Name</strong></th>
<th>The faculty name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discipline</strong></td>
<td>The name of the discipline selected in the <a href="#">Draw Order Report</a>.</td>
</tr>
<tr>
<td><strong>Phase</strong></td>
<td>the Phase in the eStaffing Calendar the faculty enters the eStaffing cycle; either 1 (Phase 1) or 2 (Phase 2)</td>
</tr>
<tr>
<td><strong>Selection Preferences Entered</strong></td>
<td>Y/N - faculty entered Preferences for the term Y (Yes) or (N) No</td>
</tr>
<tr>
<td><strong>Assigned</strong></td>
<td>Specific sections (combination of course prefix – course number - section number) assigned to each faculty. (See <a href="#">Understanding the Public Course Schedule</a>) A hyphen (-) means no classes were assigned in this term to this faculty.</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>the Section Type of assigned to this section (Lecture, Lab, etc.)</td>
</tr>
<tr>
<td><strong>Campus</strong></td>
<td>the campus location assigned to this section</td>
</tr>
</tbody>
</table>
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 saved or maintained.

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

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 Priority Level (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 Appointments - details page is available including faculty who were listed under the Remove from Appointment List from the previous eStaffing term.
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 not included 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.
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.
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.
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.
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.
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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.
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 year.

The eStaffing MSTA Calendar displays the Start and End dates when
- MSTA Applications can be submitted (once every fiscal year)
- 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.
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.

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.

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

MSTA applications for these departments must be approved by the Dean of the department.
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.
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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. 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.

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.
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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.
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.
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.
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.
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.
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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 **always log out** 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 log out of the system, click on the **Logout** button.
Glossary

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

Active Appointments
These are faculty members that are participating 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. 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).

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 each letter 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.

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.

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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
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**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 are NOT participating 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.\(^{15}\)

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\(^{10}\) 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 – Administration of Eligibility Lists – AR#: 4.06.001

\(^{14}\) Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002

\(^{15}\) Administrative Rules – Staffing of Adjunct Faculty – AR#: 4.06.002
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)  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. 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.

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

S:\program\Student Team Docs\eStaffing Enhancements\Documentation\eStaffing Dean and Dept. Chair Manual.docx

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