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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Overview of the Process

Background
Every term there are courses that must be staffed. Full Time Faculty will fill many of the courses: the remaining courses are frequently filled with Adjunct Faculty. If you need to staff your remaining sections with only a small number of adjuncts, your task is reasonably straightforward. On the other hand with hundreds of adjuncts, managing their information is crucial. The eStaffing application was built to fill this need. By putting the information into a decision support system that enforces control, the process is conducted in a fair and organized manner.

Highlights
• Manages appointments and eligibility for faculty.
• Manages faculty preferences about teaching times and locations.
• Provides mechanism for faculty to pick exact sections in which they are interested.
• Provides random draw assignment phase that is seniority based.
• View assignments and availability instructors to facilitate staffing.
• Controls access to features by role in organization.
• Accept/Refuse capability for faculty.
• Customizable to fit administrative rules.
• Enforce data for certain activities such as faculty preferences, performing assignments, accept/refuse assignments and overload assignments.
• Informative reports to track progress and see how staffing was performed.

Overview of the Process
The eStaffing System allows the college to solicit the teaching preferences of individual adjunct faculty members in a systematic way and use that information in making teaching assignments. Adjunct faculty members record their preferences for campuses, days of the week, times of day, and course sections. When class assignments are made, individual preferences can be taken into account. The process works as follows:

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

2 During the 3 or 4 day window for “preferences”, each adjunct faculty member enters into the eStaffing Adjunct Faculty System his or her teaching preferences, including campuses, days of the week, hours of the day, and preferred sections, for an upcoming term for each department in which he or she teaches.

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

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

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

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

Getting Help

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

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

Definitions

Definitions based on Administrative Rule: 4.06.002

Priority Order for Staffing:

Phase I
- Multiple Semester Term Appointment (MSTA)-Exception
- Multiple Semester Term Appointment (MSTA)
- Instructional Associate (IA)/College Associate (CA) (Senior)
- Instructional Associate (IA)/College Associate (CA)
- Highest Priority To Hire (HPTH) (Senior)
- Highest Priority To Hire (HPTH)

Phase II
- All other Adjunct Faculty on the Eligibility List for that course

Priority Levels:

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.
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.

Instructional Associate:
Instructional Associate (IA) is 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 eligibility standard for two consecutive years will not be renewed.

College Associate:
College Associate (CA) is 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 eligibility standard for two consecutive years will not be renewed.

Senior:
The designation Senior Adjunct Faculty applies to members of the 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 come 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, the member of the Adjunct Faculty must submit evidence yearly of employment and benefits or retirement with benefits.

"Eligibility" refers to the courses that a faculty member can teach based on credentials.
"Hire Priority" refers to the demand for Faculty to teach a course. Some Faculty have exclusive credentials to match demanded requirements for specific courses.
"Adjunct faculty" refers to those faculty appointed on a course-by-course basis for a term not to exceed one semester per contract period, except where the adjunct faculty member has a Multiple Semester Term Appointment, which guarantees courses during the academic year term (subject to sufficient enrollments).
"Contact hour" refers to a 50-minute classroom assignment.
"Laboratory hour" - One laboratory hour equals 0.75 contact hours unless defined differently elsewhere in this document. The number of lecture equivalent hours and lab hours for each course is determined from the course descriptions in the official College catalog.
"Course load reduction" refers to releasing faculty members from all or part of their full-time teaching duties.
"Distance education" - Distance education classes must be offered through Distance Learning. Distance education is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place and is defined by SACS. Instruction may be synchronous or asynchronous.
"Full-time faculty" refers to all full-time teaching faculty, librarians, and counselors. Full-time refers to anyone paid on the full-time faculty pay scale.
"Good evaluative standing" refers to an overall rating of good or better on the most recent Full-Time Faculty Evaluation Summary form.
"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.
"Lecture equivalent hour" - The Lecture Equivalent Hour (LEH) value for any course is a weighted combination of Lecture Hours and Laboratory Hours stated for the course. One Lecture Hour is one LEH, and one Laboratory Hour is .75 LEH, unless stated otherwise in this Administrative Rule.
"Overload" refers to an additional teaching section, above the regular teaching load, paid at the adjunct faculty rate of pay. A fractional overload does not count as an additional teaching section.
"Teaching assignment" may include teaching during the day or evening at more than one location.
"Workload" - The total responsibility of a faculty member will require a minimum of 40 hours of work per week.
"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 (ie, 16,12,and 8 weeks) are often combined. Combined sections receive a numeric combination code.
"Integrated Courses" – Courses in which both college credit and continuing education students may enroll. Integrated courses also receive a numeric code.
Logging In

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

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

3. Click **Continue**.
4. Type your ACC email **UserID** in the first box and your ACC email **Password** in the second box, and click on **Login** (or press the **ENTER** key). ACCeIDs and passwords are **case-sensitive**
   - For assistance with ACCeID login and password issues, please visit the ACCeID Information Website ([http://eapps.austincc.edu/estaffing/login.php](http://eapps.austincc.edu/estaffing/login.php))

5. If your login is successful, the **eStaffing Menu** opens with the **eStaffing Time Line** page.

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

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

- You should review the information on this page for errors. ACC uses the phone, address, and email listed on this page for official contact purposes, so it is essential that you keep it up to date.
- If anything in the demographic part of the page that needs to be changed (name, address, or phone number fields), report the correction on the ACC intranet to the ACC Human Resources Department in Online Services “Change Employee Information”.

---

**Your eStaffing Information:**

- **Name:** Mary Corrador
- **Street Address:** 2702 Dr
  - Austin, TX
  - 78745
- **Phone:** (512) 441-2414
- **Email:** moore@tincc.edu
MSTA Application Processing

Adjunct faculty members can now apply for Multiple Semester Term Appointment (MSTA) positions through the eStaffing system. Alternatively, you can choose to decline. You will be notified of the time period during which you can apply.

If you have questions about MSTA positions, eligibility requirements, or selection criteria, you should discuss these with your Department Chair. It is recommended that you first familiarize yourself with the MSTA Guidelines and the corresponding Administrative Rule. You will see links to this important information under the MSTA Application tab in eStaffing.

If you get the following message,

**MSTA Application:**

MSTA applications cannot be entered at this time.

MSTA Administrative Rules: [ARE 4 06.012](#)

There are several reasons:

- The timeline for entering MSTA applications is **not** open. Click on eStaffing Time line to review your scheduled time slot.
- If your department is not participating in eStaffing, if you have questions contact your departmental Dean.
- If you have previously entered an Application, you will see the page below.
Appointments

Appointments are made on a department basis. Individual appointments are recommended by Department Chairs and approved by the appropriate Dean.

All responsible departments will all be displayed in alpha order. Each department will need to be rolled and approved individually.

Rolling Appointments

Dean/Department Chair should verify the list of adjuncts and check the box for those that should be in the new term then click the “Create Appointments for Selected Faculty” button. This is a once a semester task.

This process will create all the appointments for the next Term. All faculty that were offered assignments in the previous estaffing term, faculty that had assignments in the Datatel but has not gone through estaffing, and Faculty marked as “Inactivate Appointment” will be listed.

All faculty marked “Remove from Appointment list” will not be on the list and can only be reactivated on the “Add New Faculty to Discipline” link.
### Appointments

**Electronics**

**CREDIT SUMMER 2015**

Semester appointments not yet created for CREDIT Summer 2015. Select the faculty below to create the CREDIT Summer 2015 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>Carrasco, Armando H</td>
<td>□</td>
<td>214F000</td>
<td></td>
</tr>
<tr>
<td>Carrasco, Rosa C</td>
<td>□</td>
<td>214F000</td>
<td></td>
</tr>
<tr>
<td>Casas, Miosos</td>
<td>□</td>
<td>214S000</td>
<td></td>
</tr>
<tr>
<td>Christian, Curtis D</td>
<td>□</td>
<td>214F000</td>
<td></td>
</tr>
<tr>
<td>Del Real, Roberto</td>
<td>□</td>
<td>***</td>
<td>214F000</td>
</tr>
</tbody>
</table>

**Active Appointments**

- **Young, Billy L**
  - Select All / Deselect All: □
  - 213S000

**Inactive Appointments**

- **Bertolet, Laurie A**
  - Select All / Deselect All: □
  - 213S000

---

- **ALL Faculty** will be rolled with their current Priority level: Adjunct, MSTA, IA, CA.
- **Select All/Deselect All** - Checked appointments will be created as active appointments. Unchecked faculty will move into Inactive Appointments.
- **Last semester Taught in Discipline** - This is based on Ellucian assigned active courses. Cancelled classes are excluded. Blank terms indicate that the Faculty remains in eHire as an applicant with no Colleague assignments.
- **No Preferences Past Three Semesters** – This will indicate 1. The faculty member is new, 2. The faculty member has not gone through estaffing for any previous assignments, 3. The Faculty member has not attempted to enter their preferences to teach.
• **Active Appointments** – All faculty that were offered assignments in the previous estaffing term and faculty that had assignments in the Datatel but has not gone through estaffing.

• **Inactive Appointments** are based on the Inactive Appointment switch. The faculty will continue to remain in the roll but not participate in the preferences or the assignment process.

If the Department is not a participant of estaffing or the department is new with NO faculty assigned, the following message will appear:

**Maintaining Appointments**

Once the Rolling Appointments has been completed, the Appointments open to the appointment details for each Faculty member.
Datatel ID - If there is no Datatel ID, these are faculty from the previous version of the software and need to be reported to the IT staff.

Faculty Name – if faculty name is incorrect, the faculty member must address this with Human Resources

Priority Level - Are based on the previous year appointment

Max LEH/Credit will only be different for IA, CIA and EIS status. These LEH/Credits are maintained on an Administrative parameter page.

Status is the status of the faculty member’s appointment. The appointment will require approval for a new assignment, any changes to assignments or a removal from the appointment list.

Pending: means that it has been recommended but the recommendation has not yet been approved by your Dean. This will not restrict eligibility but will exclude the person from the assignment process.

Approved: means that the dean has approved the recommendation.

Click the faculty name to edit the appointment. Any changes made to the Appointments page will reset the approval to a pending status.

![Appointments Table](Q:\eStaffing\misc\eStaffingDeptChairManual.docx14)
Note: Only Deans will see the Approved Appointment button.

**Priority Level and Change Priority Level** – Adjunct, MSTA, IA, CA are the options. The only changes that can be made are Adjunct and IA.

**New Discipline Appointment** – This should be the Term in which the faculty received and completed their first assignment within the Department. Cancelled classes are not included. – Used to notify Deans of a mentor requirement or restrict textbook ordering.

**First Semester Taught in Discipline** – If faculty taught before 199 should default to 199F000

**Semesters in Discipline** – This should be the # of semesters in which the faculty taught and completed a term. Cancelled classes excluded.
Senior Flag – This is a calculation based on the following Administrative Rule: 4.06.002. The Flag will indicate a “Yes” or “No” if the faculty member is classified as a senior based on the Administrative Rule.

Early College Start – The flag is manually maintained and will affect preferences and assignments. They will have all the same preferences but the assignment process will only allow sections marked early college start within the department as options to assign. This is an ECS and ECHS indicator.

Employment Industry Specialist (EIS) – on/off switch that the executive has full control. This flag will allow the fluxuation of Max LEH and Credit hours. Administrative rule: 4.06.013

Inactivate Appointment – this will tag the faculty to roll each year but not be included in the assignment process. This will also NOT allow the faculty member to place preferences or allow changes to the eligibility. Dept. Chair or Dean must uncheck this box to allow any processing of this faculty member.

Remove from Appointment List - This will eliminate the faculty from any further processing and will not be included in the roll for next term. To reinstate a faculty member placed in this status in error once the term has rolled, you must go through the “Add New Faculty to Department” link.

Marking a faculty member Inactive or Remove will result in the faculty moving to the bottom of the appointment list for Dean approval.
Click “Show Appointment History” to see this:

**Appointment and Teaching History**

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Barnett James</th>
</tr>
</thead>
<tbody>
<tr>
<td>Datatel ID</td>
<td>0247975</td>
</tr>
</tbody>
</table>

**Green** = Active  
**Blue** = Pending  
**Red** = Cancelled

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Adjunct Fall, Spring Only</td>
<td>Adjunct Fall, Spring Only</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Adjunct Fall, Spring Only</td>
<td>Adjunct Fall, Spring Only</td>
<td>Adjunct Fall, Spring Only</td>
</tr>
<tr>
<td>2012</td>
<td>Adjunct Fall, Spring Only</td>
<td>Adjunct Fall, Spring Only</td>
<td>Adjunct Fall, Spring Only</td>
</tr>
</tbody>
</table>

The courses in **BLUE** are the faculty’s current assignments, pending completion. These would include course assignments before estaffing begins or from Phase I to Phase II assignments.

The courses in **Green** are the faculty’s assignments that have been completed and that may be included in the Senority computation.

The courses in **RED** are the faculty’s assignments that were assigned but were cancelled in College.

**Adding New Faculty to the Discipline**

**Appointments**

**English For Speakers of Other Languages**

**SPRING 2014**

Edit appointment by clicking the faculty name below. Add new faculty to the discipline by clicking the link.

[Add New Faculty to Discipline](#)
You will be searching all Persons identified by estaffing as faculty. Faculty is pulled from Datatel when they are assigned to a course as the instructor.

The secondary search if not found in this category will be the eHire system to see if they have an application in the system.

If not found in either system the following message will appear:

A match was not found on the Datatel ID, go back and try other search criteria.

If multiples are found:
Add New Faculty to Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Harry Andrew Lippert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Datatel ID</td>
<td>1434798</td>
</tr>
<tr>
<td>SSN</td>
<td>XXX-XX-1056</td>
</tr>
<tr>
<td>Address</td>
<td>2503 Peach Tree Ln</td>
</tr>
<tr>
<td></td>
<td>Cedar Park, TX 78713</td>
</tr>
<tr>
<td>Home Phone</td>
<td>512-528-0520</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:hlippert@austincc.edu">hlippert@austincc.edu</a></td>
</tr>
</tbody>
</table>

Is this the correct person? Yes, Add to Department and Go to Appointment

<table>
<thead>
<tr>
<th>Name</th>
<th>Joel Marcus Brewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Datatel ID</td>
<td>0007923</td>
</tr>
<tr>
<td>SSN</td>
<td>XXX-XX-1056</td>
</tr>
<tr>
<td>Address</td>
<td>11906 Oakbrook Dr</td>
</tr>
<tr>
<td></td>
<td>Austin, TX 78753</td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jbrewer@austin.cc.t.us">jbrewer@austin.cc.t.us</a></td>
</tr>
</tbody>
</table>

Is this the correct person? Yes, Add to Department and Go to Appointment

Click the Yes, Add to Department and Go to Appointment if you find the faculty you need.

Continue the list by clicking The correct person is not listed above.

If you get to the bottom of the list, you will get the following message and will need to adjust your search criteria.

Add New Faculty to Department

Datatel ID:
First Name:
Last Name:
SSN: XXX-XX-1056

Not in eStaffing and not in eHire. All potential faculty must have first applied for a position using eHire.
Eligibility

Eligibility is based on SACS guidelines for eligible teaching areas based on credentials. All Faculty from the Appointments page will be listed here for eligibility. (with the exception of those marked “Inactive Assignment” or “Remove Appointment”). The list of courses made available for eligibility will be based on Department and an Early College Start indicator if present.

If the term has not been set up the following message will appear: You will need to return to Appointments to move forward with the term.

<table>
<thead>
<tr>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select discipline below:</td>
</tr>
<tr>
<td>English For Speakers of Other Languages</td>
</tr>
</tbody>
</table>

Speech

SPRING 2014

The term has not been set up properly. Changes cannot be made to eligibility until semester appointments created. Click here to show Fall 2013 eligibility.
Appointment Status – This is a quick reference to the Approval status of the Appointment
Priority Level- Adjunct, MSTA, IA, CA status values.

Eligible Courses- The number of courses already assigned as eligible to teach. If this number is 0 (zero) this means the faculty member is either new or has all eligibility removed. This will be **RED** when any changes are made with the eligibility once the initial approval has been done.

Pending Approval – pending Dean/Department Chair approval.

Any HPH- IF the faculty has at least one course under eligibility marked as HPH (Highest Priority to Hire), it will contain a “Yes”.

Elig Status is the status of the faculty members eligibility.

Pending: means that the eligibility has been recommended but the recommendation has not yet been approved by your Dean or Department Chair.

Approved: means that the Dean or Department Chair has approved the recommendation.

Revoke: an eligibility can be reinstated at anytime and the course will remain on the list indefinitely.

Approve: Deans or Dept Chair can approve eligibility
Clicking on the faculty name will display the details of eligibility.

**Edit/Add Eligibility**

**English For Speakers of Other Languages**

---

**SPRING 2014**

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Backo-Wukasch, Beata</th>
</tr>
</thead>
<tbody>
<tr>
<td>Datatel ID</td>
<td>0007889</td>
</tr>
<tr>
<td>Appointment Level</td>
<td>MST (Exception)</td>
</tr>
</tbody>
</table>

---

Eligible to teach the following courses during Spring 2014:

<table>
<thead>
<tr>
<th>Course</th>
<th>Eligibility Level</th>
<th>Telecom Methods</th>
<th>Early Coll Start</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESOL 0340</td>
<td>Highest</td>
<td>No</td>
<td>No</td>
<td>Approved</td>
</tr>
<tr>
<td>ESOL 0341</td>
<td>Highest</td>
<td>No</td>
<td>No</td>
<td>Approved</td>
</tr>
</tbody>
</table>

---

If Faculty is marked as Early College Start Only on the Assignment, the message will appear.

**Edit/Add Eligibility**

**Arabic**

---

**SPRING 2014**

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Idais, Fahim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Datatel ID</td>
<td>0528230</td>
</tr>
<tr>
<td>Appointment Level</td>
<td>Adjunct Faculty</td>
</tr>
</tbody>
</table>

---

Eligible to teach the following courses during Spring 2014:

<table>
<thead>
<tr>
<th>Course</th>
<th>Eligibility Level</th>
<th>Telecom Methods</th>
<th>Early Coll Start</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARAB 1511</td>
<td>Highest</td>
<td>No</td>
<td>Yes</td>
<td>Pending</td>
</tr>
</tbody>
</table>

---

Q:\eStaffing\misc\eStaffingDeptChairManual.docx
All active courses for the term that meet the faculty member's preferences and eligibility will be displayed.

Add Course Eligibility – Only active and pending courses will appear for the term. Outstanding ISSUE: if eligibility is added and then the course is cancelled or changed.

Eligibility level - values are
- New
- Eligible
- Highest - This will mark the faculty as Adjunct (HPH).

Remove – If the course is pending approval for a removal. The course will appear until approved. Once approved the course will disappear from the faculty's eligibility list.

Telecom Methods – These values are maintained on an Administrative Table. The course must be offered as the method selected for the system to assign the faculty member to the course.

Early Coll Start – All Faculty can teach ECS courses so the box will be defaulted as checked. Faculty marked Early College Start from the appointments page will have these boxes grayed and unchangeable. Eligibility can be removed from regular faculty only.

Add justification – Not required, location to mark source for credentials

Edit Course Eligibility

Make any level and method changes. Click "Save Changes" when finished.
Clicking the Revoke will open the Revoke description and reason. These fields are not required. If the “Other” revoke reason is selected, the system will require a revoke description.

![Edit Course Eligibility](image)

Make any level and method changes. Click “Save Changes” when finished.

<table>
<thead>
<tr>
<th>Course</th>
<th>Eligibility Level</th>
<th>Telecom Methods</th>
<th>Early Coll Start</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 0041</td>
<td>Highest</td>
<td>No</td>
<td>No</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Add Date:
Add Reason:
Revoke reason: Please describe
Revoke description:

Save Revoke Changes
Reinstate Eligibility
Assignments

This process allows you to assign sections to faculty members based on the preference and availability information they have entered into the system. Assignments groups instructors by level (MSTA-Senior, then MSTA, etc.), and then puts the individual instructor names in random order for assignment.

Before you make section assignments, all instructors who are to be assigned must be set up with appointments (see Appointments) and eligibility (see Eligibility), and the appropriate dean must have approved the appointments and eligibility. A faculty member who has not been appointed, had eligibility assigned, and had both approved will not be assigned sections in eStaffing.

The section assignment process is divided into two phases:

1. Assignments, which is instructor-based, and takes place before the assignment loop deadline (see Time Line)
2. Reserve, which is course-based, and takes place before the assignment loop deadline.
3. Remaining/Re-Assign, which is course-based, and takes place after the assignment loop has been completed.

Assignments is a process involving several steps.

1. First Assignments divides the list of approved instructors into seven groups: MSTA-Senior, MSTA, IA-Senior, IA, and three levels of Adjunct: Senior faculty with Highest Priority Hire, Highest Priority Hire, and simple Adjunct. Within each group, it randomizes the order the instructors are to be assigned to sections.
2. Once the instructor lists have been randomized, you work through the list of instructors, one group at a time, starting with the MSTA-Seniors, and assign sections to each instructor.
3. For each instructor, you assign sections until their LEH is reached or no more courses are available. You may split courses to allow a portion of a course (lecture or lab or a portion of a lecture/lab) to be assigned. No overloads can be assigned during Assignments.
4. Once all possible courses for a given instructor have been assigned, you move to the next instructor in the list. If the instructor you have finished with is the last one at their level, you move on to the next level, and so forth until you have assigned all the instructors in the lists. Once all the instructors have been assigned, no additional assignments can be made for these instructors using Assignments. If new instructors are subsequently added, only the new instructors can be processed using Assignments.
5. Instructors without preferences will appear with no courses, Instructors without approved eligibility will appear without courses.

After the Assignment Loop Deadline, Assignments for a given department becomes inactive on the menu and Remaining and Re-Assign become active. Subsequent assignments must be made using Remaining and Re-Assign. 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.
The Deadlines are set by the Schedule Development Team but Deans can adjust the timelines on a department-by-department basis for extreme circumstances. See Time Line for more information.

Initiating the Assignment Process:

![Assignment Process Status](Q:\eStaffing\misc\eStaffingDeptChairManual.docx26)
If the assignment process has not opened or the Dean has completed the process, the following message will be displayed.

1. Initiate the process.
2. Once the randomization has been completed, the Assignment Status page opens. This page summarizes where you are in the assignment process for this department. Click Proceed with Assignments to enter the assignment loop.

3. Assignment will start with the highest level that has work to be performed. Regardless of how many times you exit and re-enter this status screen, you will always start where you left your work last.

4. Initially the Assigned 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.

There are three mutually exclusive lists of sections from which you can assign sections:

- **Preferred Sections**—Those sections which the faculty member has chosen as preferred
- **Preferred Campus and Times**—Those sections, if any, with meeting times matching this instructor's preferences
- **Non-Preferred Eligible for Courses**—Those sections, if any, which this instructor is eligible for, but which do not match their preferences.

5. The Show Assignments Tab will display a quick view of this instructor's assignments (across all disciplines). Initially, it will be blank.

Note that the first column is Approval. Its initial value is Pending. Approval indicates whether the faculty member has accepted or declined the assignment, or has not yet done either. New assignments are automatically assigned a value of Pending until the faculty member makes a decision.

6. You can view the Assignments and Preferences of each instructor using the Tabs.

7. To select a section or sections, click in the Assign/Split checkbox for the section or sections you want to assign and then click on Assign Courses

Splits
Assignments
Faculty Name: Rao, Chandragiri D
Datatel ID: 0405286
Max LEH: 11.0
Max Credit: 9.00
Assigned LEH: 0.0
Assigned Credits: 0.00 / 0.00

Split Course Between Instructors

<table>
<thead>
<tr>
<th>Synonym</th>
<th>Course</th>
<th>Sec</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Total LEH/Credit</th>
<th>Rem LEH/Credit</th>
<th>IM</th>
<th>Campus</th>
<th>Bldg</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>24535</td>
<td>ENGR</td>
<td>001</td>
<td>Intro to Engr</td>
<td>01/20/2015</td>
<td>05/17/2015</td>
<td>2.00 / 2.00</td>
<td>2.00 / 2.00</td>
<td>Lecture</td>
<td>SAC1</td>
<td>1315</td>
<td>M</td>
<td>08:30AM</td>
<td>10:20AM</td>
</tr>
</tbody>
</table>

Instructors Assigned to Course Lecture

<table>
<thead>
<tr>
<th>Status</th>
<th>Instructor Name</th>
<th>Datatel ID</th>
<th>LEH / Credit Allocated</th>
<th>LEH Hours Overloaded</th>
<th>Modify</th>
</tr>
</thead>
</table>

Add Rao, Chandragiri D for Lecture

Edit Faculty Course Split Allocation
Faculty Name: Rao, Chandragiri D
Datatel ID: 0405286
Course: ENGR 1201
Section: 001
Term: CREDIT Spring 2015
Teaching Method: Lecture

2.00 LEH = 2.00 Credit Hours

Save  Cancel
Assignments

Faculty Name: Rao, Chandragiri

Datatel ID: 0405288
Max LEH: 11.0
Assigned LEH: 1.0
Max Credit: 9.00
Assigned Credits: 1.00 / 1.00

Split Course Between Instructors

<table>
<thead>
<tr>
<th>Synonym</th>
<th>Course</th>
<th>Sec Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Total LEH/Cred</th>
<th>Rem LEH/Cred</th>
<th>IM</th>
<th>Campus</th>
<th>Bldg</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>24635</td>
<td>ENGR</td>
<td>Intro to Engr</td>
<td>01/20/2015</td>
<td>05/17/2015</td>
<td>2.00 / 2.00</td>
<td>0.00 / 0.00</td>
<td>Lecture</td>
<td>SAC</td>
<td>1315</td>
<td>M</td>
<td>08:30AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1201</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SAC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10:20AM</td>
</tr>
</tbody>
</table>

Instructors Assigned to Course Lecture

<table>
<thead>
<tr>
<th>Status</th>
<th>Instructor Name</th>
<th>DatatelID</th>
<th>LEH / Credit Allocated</th>
<th>LEH Hours Overloaded</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Rao, Chandragiri</td>
<td>1.00 / 1.00</td>
<td></td>
<td></td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

Faculty Eligibility View

Engineering

CREDIT SPRING 2015

Approved Journalism Department Appointments

<table>
<thead>
<tr>
<th>Datatel ID</th>
<th>Find Courses by Name</th>
<th>Level</th>
<th>Status</th>
<th>LEH Assigned / Credit Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0405288</td>
<td>Rao, Chandragiri</td>
<td>MSTA</td>
<td>Approved</td>
<td>3.00 / 3.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.00 / 3.00</td>
</tr>
<tr>
<td>0313535</td>
<td>Springer, Clyde</td>
<td>Adjunct</td>
<td>Approved</td>
<td>0.00 / 2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00 / 2.00</td>
</tr>
</tbody>
</table>
Assignments cannot proceed if appointments have not been approved. The number of approved appointments is shown for each adjunct group under “Phase Progress”. If you do not have at least one approved appointment, you will not be allowed to proceed with assignments until appointments have been approved.
## Assignments

**Faculty Name:** Dupnick, Edwin  
**Datatel ID:** 1491439  
**Max LEH:** 11.00  
**Assigned LEH:** 0.00/0.00  
**Max Credit:** 8.00  
**Assigned Credits:** 0.00/0.00  
**Priority Level:** Adjunct  
**Adjunct:** 1 of 3

### Assign Instructor  
<table>
<thead>
<tr>
<th>Assign Split</th>
<th>Highest Priority</th>
<th>Syn</th>
<th>Course</th>
<th>Desc</th>
<th>Start</th>
<th>End</th>
<th>T/M</th>
<th>Avail LEH/Cr</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>ENGR 1201 004</td>
<td>Intro to Engr</td>
<td>01/20/2015</td>
<td>Lec</td>
<td>2.00</td>
<td>RGC</td>
<td>RGC1 327</td>
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<td></td>
<td></td>
<td></td>
<td>ENGR 2301 002</td>
<td>Statics</td>
<td>01/20/2015</td>
<td>Lec</td>
<td>3.00</td>
<td>RGC</td>
<td>RGC1 326</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>ENGR 2302 001</td>
<td>Dynamics</td>
<td>01/20/2015</td>
<td>Lec</td>
<td>3.00</td>
<td>RGC</td>
<td>RGC1 331</td>
</tr>
<tr>
<td></td>
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<td>RGC1 327</td>
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<td></td>
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<td></td>
<td>Lab</td>
<td>0.00</td>
<td>RGC</td>
<td>RGC1 327</td>
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<td></td>
<td></td>
<td>Lab</td>
<td>0.00</td>
<td>RGC</td>
<td>RGC1 331</td>
</tr>
</tbody>
</table>
Assignments

Engineering

CREDIT SPRING 2015

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

Proceed with Assignments

Assignment Process Status for Engineering

<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>
<td>First</td>
<td>Complete</td>
<td>0 of 0</td>
</tr>
<tr>
<td>MSTA</td>
<td>First</td>
<td>Complete</td>
<td>1 of 1</td>
</tr>
<tr>
<td>IA - Senior</td>
<td>First</td>
<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</td>
<td>First</td>
<td>Complete</td>
<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

Faculty Eligibility View

Engineering

CREDIT SPRING 2015

Approved Journalism Department Appointments

<table>
<thead>
<tr>
<th>Datatel ID</th>
<th>Find Courses by Name</th>
<th>Level</th>
<th>Status</th>
<th>LEH Assigned / Cred Assigned Discipline / All</th>
</tr>
</thead>
<tbody>
<tr>
<td>0405288</td>
<td>Rao, Chandragir</td>
<td>MSTA</td>
<td>Approved</td>
<td>3.00 / 3.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.00 / 3.00</td>
</tr>
<tr>
<td>0313535</td>
<td>Springen, Clyde</td>
<td>Adjunct</td>
<td>Approved</td>
<td>2.00 / 4.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.00 / 4.00</td>
</tr>
</tbody>
</table>
**Schedule Conflicts**

If you attempt to assign a section which conflicts with an existing assignment LEH, the assignment will fail and the page will display a warning message, **WARNING: Course XXXX NNNN section YYY conflicts with a previous assignment.**

If you attempt to assign two conflicting sections at the same time, you will receive a similar message.

You can override a schedule conflict between classes at local campuses if there are no other conflicts between the two assignments, you are adding a single section, 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, based on the location of the classes and parameters set by the System Administrator. If the conflict can be overridden, the conflict error message will say

**Confirm this assignment and override the typical travel time with the Assign Courses button above.**

If you get this message, look at the location of the two classes, and if the campuses are relatively close together and you are convinced that there is time to get from one classroom to the next in the time allowed, click on **Assign Courses**. If the campuses are relatively far apart, click on **Split Course** or **Next Instructor**.

This mechanism allows you to assign conflicting sections if they are at nearby campuses and disallow them if they are at distant campuses.

**Overloads**

If you attempt to assign a section which puts the instructor over their LEH, the assignment will fail and the page will display a warning message, **WARNING: Course XXXX NNNN section YYY would overload LEH.**

Overloads cannot be assigned until after the **Schedule Assignments Overload Date**, which is generally 10 to 30 days before the start of classes. The **Schedule Assignments Overload Date** is determined by the rules of the college and is set by the System Administrator. See **Overloads** for details.

1. To split a course, click in the checkbox for that course, and then click on **Split Course**.

   Note: You can only split one course at a time. You must complete the split for that course before working on another.

   • You can then assign either part of the split course to the current instructor by clicking on **Add Faculty Member for XXX** (Lab, Lecture, or whatever).

     o To return to the **Assignment Module** page for the current faculty member, click on **Return to Assignment**.
11. When you have assigned all the sections you can to this instructor, on the Assignment Module page, click on Next Instructor.

Note: 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.

**Reserve**

This process is to identify all sections that need to be reserved and excluded from the Assignments process. This will allow sections to be reserved for full-time faculty.

The Initial page will display all Sections currently reserved.

Enter a course and Click the Show Unreserved for this Course to begin the Reservation process.
To reserve a section, click the Reserve box next to the section you wish to reserve and then click Reserve Selected Sections. The RSPV Comment is desired but not required; the initial reserve page will be the only place it will be displayed.

**Assignments Remaining**

**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 **Assign Process Deadline**, sections are assigned to instructors based on courses rather than instructors. Assign instructors to sections remaining unassigned until you run out of sections or instructors.

The following message will appear if the Assignment process has not been initiated.
Click the Show all Remaining Sections to view the entire list for this department.

Click the Assign button next to the course to begin the assignment process.
Click the desired function, to Add Instructor for Lecture or Lab.

<table>
<thead>
<tr>
<th>Reserve</th>
<th>Synonym</th>
<th>Course</th>
<th>Sec</th>
<th>Description</th>
<th>Start End</th>
<th>Early Call Start</th>
<th>Method</th>
<th>Campus</th>
<th>Bldg</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AFS-1205</td>
<td>001</td>
<td></td>
<td>Found USAF II</td>
<td>01/13/2014 - 05/04/2014</td>
<td>N</td>
<td>Lecture UT</td>
<td>CLA</td>
<td>5.404</td>
<td>W</td>
<td>12:00PM - 1:00PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lab UT</td>
<td>CLA</td>
<td>0.130</td>
<td>TTh</td>
<td>11:00AM - 12:00PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFS-1205</td>
<td>002</td>
<td></td>
<td>Found USAF II</td>
<td>01/13/2014 - 05/04/2014</td>
<td>N</td>
<td>Lecture UT</td>
<td>CLA</td>
<td>5.404</td>
<td>W</td>
<td>1:00PM - 2:00PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lab UT</td>
<td>CLA</td>
<td>0.130</td>
<td>TTh</td>
<td>11:00AM - 12:00PM</td>
<td></td>
</tr>
</tbody>
</table>
Click the desired function, to Add Instructor for Lecture or Lab.
To Begin the Assignment: Click the faculty name

**Adjunct Faculty Assignment**

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Level</th>
<th>Hire Priority</th>
<th>Max Assigned LEH</th>
<th>View Assignments</th>
<th>View Faculty Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL 1403</td>
<td>Hill, David</td>
<td>MSTA Exception</td>
<td>Highest Priority</td>
<td>11, 0.00 / 0.00</td>
<td>No Assignments</td>
<td>Show Eligible</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>Riess, Carolyn M</td>
<td>Adjunct</td>
<td>Highest Priority</td>
<td>11, 0.00 / 0.00</td>
<td>No Assignments</td>
<td>Show Eligible</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>Cunningham, Amy J</td>
<td>Adjunct</td>
<td>Highest Priority</td>
<td>11, 0.00 / 0.00</td>
<td>No Assignments</td>
<td>Show Eligible</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>Denton-Hedrick, Meredith Y</td>
<td>MSTA</td>
<td>Highest Priority</td>
<td>11, 0.00 / 0.00</td>
<td>No Assignments</td>
<td>Show Eligible</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>Duncan, Catherine S</td>
<td>Adjunct</td>
<td>Eligible</td>
<td>11, 0.00 / 0.00</td>
<td>No Assignments</td>
<td>Show Eligible</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>Dunn, Dennis</td>
<td>Adjunct</td>
<td>Eligible</td>
<td>11, 0.00 / 0.00</td>
<td>No Assignments</td>
<td>Show Eligible</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>Cooke, Mary J</td>
<td>Adjunct</td>
<td>Eligible</td>
<td>11, 0.00 / 0.00</td>
<td>No Assignments</td>
<td>Show Eligible</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>Darling, Bruce</td>
<td>Adjunct</td>
<td>Eligible</td>
<td>11, 0.00 / 0.00</td>
<td>No Assignments</td>
<td>Show Eligible</td>
</tr>
</tbody>
</table>

**Edit Faculty Course Split Allocation**

Faculty Name: Hill, David  
DatatelID: 0004678  
Course: GEOL 1403  
Section: 002  
Term: Spring 2014  
Teaching Method: Lecture

3 LEH = 2 Credit Hours

Hours Allocated: 0.0

Save  Cancel
For Research and Assignment: Click the Show Eligible

Show Eligible gives an overview of the faculty’s preferences, eligibility, and assignments. If there are other sections that need to be considered, click Show All Sections.

The list available will be a the same as the initial page or a subset of the initial page.

Clicking on the assign button will return To Begin the Assignment process.
Re-Assign

**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.

Sometimes after the **Assignments** process it may be necessary to reassign sections from one instructor to another in order to staff all sections. That's what **Re-Assign** is for.

Only the Assignments from the current Phase will be reflected as selections. The assignment must be made but not necessarily accepted.

---

**Faculty Selector - Re-Assign Faculty**

Select discipline below:

- Astronomy
- Biology
- Biotechnology
- Chemistry
- Engineering
- Environmental Science and Technology
- Geology
- Mathematics
- Military Science
- Physical Sciences
- Physics
- Social Science Air Force

---

**Faculty View**

Only faculty in the current Phase are displayed. This page gives the Dean/Department Chair the opportunity to view the Faculty information as the Faculty views it.
## Faculty Eligibility View

Select discipline below:

- Astronomy
- Biology
- Biotechnology
- Chemistry
- Engineering
- Environmental Science and Technology
- Geology
- Mathematics
- Military Science
- Physical Sciences
- Physics
- Social Science Air Force

## 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 Discipline / All</th>
</tr>
</thead>
<tbody>
<tr>
<td>1208770</td>
<td>Blankenship, Zachary</td>
<td>MSTA</td>
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Faculty Prefs

Only faculty in the current Phase are displayed.

Q:\eStaffing\misc\eStaffingDeptChairManual.docx44
Limits

This option is available to Deans and Department Chairs. Department Chairs can change the MSTA Term Type and Deans can change the MSTA Total Limit.

**MSTA Limits**

<table>
<thead>
<tr>
<th>Discipline Name</th>
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<th>MSTA Term Type</th>
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**Time Line**

Dean Function to allow for flexibility of phase deadlines on a department-by-department exception basis.

- The dates are determined by the Schedule Development Team and will be defaulted into this page.
- No dates can be extended beyond the IT Assignments upload to Ellucian.
• Dates can’t overlap the next processing period.

## Time Line Dates

<table>
<thead>
<tr>
<th>Discipline Name</th>
<th>Phase</th>
<th>Section Preferences Selection Start</th>
<th>Section Preferences Selection End</th>
<th>Assignment Loop Processing Start</th>
<th>Assignment Loop Processing End</th>
<th>Assignment Accept/Refuse Start</th>
<th>Assignment Accept/Refuse End</th>
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<td>02/05/2015</td>
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### Discipline Options

This option allows the Deans to control whether the Discipline can order media via estaffing. The Block new Faculty will depend on the individual Faculty status on appointments being marked “Yes” on “New Discipline Appointment”.

## Discipline Options

<table>
<thead>
<tr>
<th>Discipline Name</th>
<th>Use Material Order System</th>
<th>Block New Faculty Material Orders</th>
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<tr>
<td>Electronics</td>
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Save Discipline Options
This report is informing us that at the time an adjunct selected a section assignment, the assignment was not processed in eStaffing based on a variety of reasons such as 'No change - Load and % values previously recorded' meaning the assignment was already made for that faculty member by the department in Datatel’s FASC screen or ‘Reject - Total faculty load exceeds maximum load for instructional method’ meaning the section was already assigned to a different faculty member so it could not be assigned to a new faculty id in eStaffing and was rejected because it’s already 100% assigned; the report only gives us the faculty member’s id so if this id is not the one in the section’s FASC screen, then it was already assigned before the adjunct tried for it in eStaffing...
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Media Upload
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Download Report(from Datatel to eStaffing)

SectionId, Ordered, Status, MediaID, Title, Edition, Author, Type, Optional, Location
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Order flag: D=No material needed, “Y”=section has medial available, “N”=There is no material available for this section yet

Logout

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