 Austin Community College
Memorandum

RE: ACCeStaffing – IMPORTANT INFORMATION FOR SPRING 2016 ASSIGNMENTS

The eStaffing System is available online at: https://eapps.austincc.edu/eStaffing. Departments exempted from using eStaffing for making course section assignments are identified online at:
https://eapps.austincc.edu/eStaffing/misc/depts_exempt.php.

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

To access the system, members of the adjunct faculty need:
1. Access to the internet. PCs located in adjunct faculty offices, campus libraries, and labs have access to the internet. (At present, Microsoft's Internet Explorer will not work well with the most recent version of eStaffing.)
2. An ACCeID login and password.

Do you need help?
1. Training on the eStaffing System is not required but highly recommended. eStaffing training is available on the Workshop and Event Registration website at https://eapps.austincc.edu/workshops/.
2. Documentation (including "User Manual for Adjuncts (PDF)" and "Redesign Overview for Adjuncts (Powerpoint)") of the eStaffing System is available on the system login page at https://eapps.austincc.edu/eStaffing. Copies of the manual are available in adjunct faculty offices and Campus Administrative offices.
3. Staff in the campus computer resource centers, ACC Centers, and campus administrative offices are trained on the eStaffing System to assist adjunct faculty on each campus.
4. For any problems, including problems logging into eStaffing, please contact your Department Chair first. The Department Chair will contact the ACC Tech Support 512-223-8324 if they are unable to resolve the issue.

Definitions
♦ **MSTA** – Multiple Semester Term Appointments are awarded to adjunct faculty in the Spring semester by Department Chairs subject to the availability of positions. The appointment is based on the results of the evaluation process. MSTAs are given the first choice of classes.
♦ **IA/CA** – Instructional/College Associates are associated with a department/support area of the college. IA/CA appointments are based on availability. To qualify for these appointments, an adjunct faculty member must have taught the maximum load prior to the Summer of 1999 and hold HPH on at least one course eligibility list.
♦ **Highest Priority to Hire (HPH)** – Adjunct Faculty are designated HPH by Department Chairs based on experience and results of the faculty evaluation process. HPH faculty are staffed after MSTAs and IA/CAs in Phase I and before Phase II when all other adjuncts are staffed.

Access to ACCeStaffing System Timeline for Spring 2016

Task	Responsibility	Start Date	End Date
Phase I			
Preference Information Entered by Adjunct Faculty with MSTA or IA/CA or Highest Priority to Hire	Adjunct Faculty with MSTA or IA/CA or Highest Priority to Hire	Sep 09	Sep 11
Sections Assigned to Adjunct Faculty with MSTA or IA/CA or Highest Priority to Hire	Department Chairs	Sep 14	Sep 16
Section Assignments Accepted or Declined by Adjunct Faculty with MSTA or IA/CA or Highest Priority to Hire **AND** Teach Materials Ordered	Adjunct Faculty with MSTA or IA/CA or Highest Priority to Hire	Sep 17	Sep 21
Phase II			
Preference Information Entered by Adjunct Faculty without MSTA or IA/CA or Highest Priority to Hire	Adjunct Faculty without MSTA or IA/CA or Highest Priority to Hire	Sep 25	Sep 29
Sections Assigned to Adjunct Faculty without MSTA or IA/CA or Highest Priority to Hire	Department Chairs	Sep 30	Oct 02
Section Assignments Accepted or Declined by Adjunct Faculty without MSTA or IA/CA or Highest Priority to Hire **AND** Teach Materials Ordered	Adjunct Faculty without MSTA or IA/CA or Highest Priority to Hire	Oct 05	Oct 07

Any questions or comments concerning assignments, eligibility, preferences, and section assignments should be directed to the adjunct faculty's Department Chair.