



RE: ACCeStaffing – IMPORTANT INFORMATION FOR SPRING 2022 ASSIGNMENTS

The eStaffing System is available online at: <http://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; and accept or decline section assignments.

To access the system, members of the adjunct faculty need:

1. 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. 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>.
2. For any problems, including problems logging into eStaffing, please contact your Department Chair first. The Department Chair will contact ACC Tech Support at 512-223-8324 if they are unable to resolve the issue.

Definitions

- ◆ **MSTA** – Multiple Semester Term Appointments are awarded to adjunct faculty for the following academic year 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.
- ◆ **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.

ACCeStaffing System Timeline for SPRING 2022

Task	Responsibility	Start Date	End Date
Phase I			
Preference Information Entered by Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire	Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire	9/7/2021	9/8/2021
Sections Assigned to Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire	Department Chairs	9/9/2021	9/10/2021
Section Assignments Accepted or Declined by Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire AND Teach Materials Ordered	Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire	9/13/2021	9/14/2021
Phase II			
Preference Information Entered by Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire	Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire	9/16/2021	9/17/2021
Sections Assigned to Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire	Department Chairs	9/20/2021	9/21/2021
Section Assignments Accepted or Declined by Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire AND Teach Materials Ordered	Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire	9/22/2021	9/23/2021