



Austin Community College

Memorandum

January 27, 2025

RE: ACCeStaffing – IMPORTANT INFORMATION FOR SUMMER 2025 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. PCs located in adjunct faculty offices, campus libraries, and labs have access to the internet. Note: presently, 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 the *User Manual for Adjuncts* PDF file of the eStaffing System is available on the system login page at <https://eapps.austincc.edu/eStaffing>.
2. For any questions, including problems logging into eStaffing, please contact your Department Chair first. The Department Chair will contact ACC Tech Support (acctech@austincc.edu, 512-223-8324) if they are unable to resolve the issue.

Definitions

- ◆ **MSTA** – Multiple Semester Term Appointments are awarded to adjunct faculty by Department Chairs, subject to the availability of positions. Appointments are made for the upcoming academic year. The appointment is based on the results of the evaluation process. MSTAs are given the first choice of classes after full-time faculty members are assigned.
- ◆ **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 holds 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 SUMMER 2025:

| Task | Responsibility | Start Date | End Date |
|--|--|------------|----------|
| Phase I | | | |
| Preference Information Entered by Adjunct Faculty with MSTAs or IA/CAs or Highest Priority to Hire | Adjunct Faculty with MSTAs or IA/CAs or Highest Priority to Hire | Feb 3 | Feb 4 |
| Sections Assigned to Adjunct Faculty with MSTAs or IA/CAs or Highest Priority to Hire | Department Chairs | Feb 5 | Feb 6 |
| Section Assignments Accepted or Declined by Adjunct Faculty with MSTAs or IA/CAs or Highest Priority to Hire AND Teaching Materials Ordered | Adjunct Faculty with MSTAs or IA/CAs or Highest Priority to Hire | Feb 7 | Feb 10 |
| Phase II | | | |
| Preference Information Entered by Adjunct Faculty without MSTAs or IA/CAs or Highest Priority to Hire | Adjunct Faculty without MSTAs or IA/CAs or Highest Priority to Hire | Feb 13 | Feb 14 |
| Sections Assigned to Adjunct Faculty without MSTAs or IA/CAs or Highest Priority to Hire | Department Chairs | Feb 17 | Feb 18 |
| Section Assignments Accepted or Declined by Adjunct Faculty without MSTAs or IA/CAs or Highest Priority to Hire AND Teaching Materials Ordered | Adjunct Faculty without MSTAs or IA/CAs or Highest Priority to Hire | Feb 19 | Feb 20 |