Guidelines: Faculty Classification Changes

OVERVIEW

Effective 3/18/2008 with the People Soft Version 9 upgrade, only Human Resources will be able to change the Instructor’s Assignment Classification (Full Time (FT), Part Time (PT), or Long Term Temp (LTT)) on Term Workload and Instructor Type (Adjunct Faculty, Coordinator, Counselor, Librarian, Nurse or Regular Faculty) on the Instructor/Advisor Table.

PT to FT/LTT
Prior to changing the instructor’s classification, HR will verify, by working closely with the scheduler, that the instructor is first removed from all classes. This will generate a cancelled TCS. HR will process the cancelled TCS (cancel the JOB record). Once this is accomplished, the classification can be changed and the schedulers can reassign the classes to the instructor.

FT/LTT to PT
The process is the same as above. The scheduler will remove the instructor from all assignments which will generate a cancelled TCS for the overload assignments. HR Specialist will process the cancelled TCS (cancel the JOB record). Once this is accomplished, the schedulers will reassign the classes to the instructors creating TCS(s) for the Adjunct faculty member.
PROCESSES

PROCESS FOR CAMPUS OVERVIEW

When the scheduler is informed that a faculty member’s classification has been reassigned as either (1) LTT/FT to Adjunct (Part Time) OR (2) Adjunct (Part Time) to LTT/FT, begin the process by removing the instructor from all class assignments for the specific term(s). If the faculty member is either adjunct or has overload assignments, this will generate a cancelled TCS. At this time, please notify HR of the change by email (include faculty’s name, employee id# and terms involved).

HR Specialist will respond once they have processed the TCS(s). In addition, the scheduler can view the Term Workload page to verify the current classification. Feel free to contact HR Specialist with any questions regarding the process.

See Term Workload below
Step by Step Scheduler Instructions

When the Scheduler has a change in the Instructor’s classification,

1. Remove all assignments for this Instructor. Validate accuracy of future terms as appropriate.
2. Notify HR Specialist by email that the Instructor Assignment Class has changed. 
   Please note in e-mail, the appropriate action as shown:  
   - Adjunct is being hired as LTT (changing from PT to LTT);  
   - Adjunct is being hired as Regular (changing from PT to FT);  
   - LTT is returning as Adjunct (changing from FT to PT); or  
   - FT faculty is retiring/resigning (changing from FT to PT).  
   Include emplid, name and term(s) of assignment change.
3. If there are assignments at other campuses, notify the other campus by e-mail (copy appropriate HR Specialist) to remove the instructor from their classes.

PROCESS FOR HR OVERVIEW:

Work the cancelled TCS (if appropriate). Once the JOB record is terminated, change the status on the Instructor/Advisor Table and Term Workload. HR Specialist will E-mail the scheduler when the JOB record is terminated and the classification has been updated as requested.

Note: If there are no TCS(s), verify that all classes have been removed for the instructor on Term Workload period to making the classification change.

Step by Step HR Instructions

1. Validate on Term Workload all classes have been removed for the specific and future terms. (Note: If it is a change to LTT, make sure future terms will show “PT” Instructor Assignment Class(ification). If Term Workload row does not exists for future terms, insert row for future row and create the PT classification. If future row is not created, then “LTT” will be automatic for future row.
2. If the employee is working at other Los Rios Colleges, HR specialist will confirm all appropriate colleges have been notified via e-mail (as they would have been cc’ed by campus) that they must cancel any TCSs for the current and/or next semesters. If all notifications have not been made, HR Specialist will send/follow-up to appropriate campuses.
3. Work cancelled TCS(s) in work queue. Terminate JOB records as appropriate, if input in Job Data.
4. Update the Instructor Assignment Class on Term Workload for appropriate term(s) making sure to include future terms, if necessary.
5. Update the Instructor Type on the Instructor/Advisor Table. For this page’s purposes LTT is considered Adjunct. (Note: No impact to TCS; however, Instructor Type makes a difference in RDS REPORTING). Update status when FT to PT or PT to FT.
6. Notify scheduler(s) by e-mail that the TCS(s) have been processed and the classification has been changed.
SCHEDULER DIRECTIONS:
Once HR has notified the Scheduler (via e-mail) that the JOB record(s) were terminated and the classification has been changed, verify from the Term Workload page that the Instructor Assignment Class has been changed. Reassign the instructor back to the appropriate classes. Work any created TCS(s).

Step by Step Scheduler Instructions
1. Scheduler will receive E-mail from HR that outstanding TCS(s) have been worked and JOB records have been terminated.
2. Verify on Term Workload that the Instructor’s Assignment Class(ification) has been appropriately changed.
3. Reassign the classes to the instructor.
4. Process the new TCS(s) in the work queue.
MID-SEMESTER CHANGE from ADJUNCT to LTT:

When an adjunct faculty becomes a Long-Term Temporary faculty mid-semester (part of their assignment is to be/has already been paid as an adjunct and part as a LTT), then the steps above differ slightly.

1. Campus will revise the Adjunct TCS assignment to end appropriately/revise work hours as needed.
2. Upon approval, campus will contact the appropriate HR Specialist, Adjunct Faculty to notify them that the revised TCS has been approved.
3. HR Specialist will work the revised TCS.
4. Campus will notify the HR Specialist, Full Time Faculty that the Instructor Term Workload “Instructor Assignment Class” is to be changed from ADJ to LTT, using the effective date of the LTT assignment. In addition, the HR Specialist will update the Instructor / Advisor Table (IAT) to reflect the appropriate “Instructor Type” with the effective date of the LTT assignment. HR Specialist is to complete and notify campus upon completion. HR Specialist must also insert a row for the following semester to bring the employee back to Adjunct for both the Instructor Term Workload and IAT (Return dates for IAT; i.e., Spring – 1/1/XXXX, Fall – 6/1/XXX, Summer – (the day after the last day of the Spring semester).
5. Upon completion, HR Specialist, Adjunct Faculty will contact campus to see if there is any overload assignments that will apply to this LTT employee, if so, HR will contact the appropriate IT Analyst II at 916-568-3005 and let them know that they have updated the job data record and that the employee has been hired as a LTT. HR Specialist to provide, employee name, id#, campus and campus contact.
6. IT Analyst will contact campus to confirm if the LTT will have any overload assignments and the IT Analyst will manually work the overload TCS.
7. The Overload TCS information will be placed in the TCS work queue and HR Specialist will work before payroll.