



Austin Community College District

Memorandum

DATE: *Friday, February 3, 2012*
RE: *MSTA APPOINTMENTS*

Multiple Semester Term Appointments (MSTA)

You are invited to apply for a Multiple Semester Term Appointment (MSTA). The appointment process is described in Administrative Rule 4.06.002 (Staffing of Adjunct Faculty) based on Board Policy D-6, (Employment of Adjunct Faculty). The calendar associated with the MSTA process can be found on the ACCeStaffing login page at <http://www5.austincc.edu/eStaffing>.

Current Adjunct Faculty who have held MSTA status for three consecutive years do not need to re-apply.

Adjunct Faculty who have held MSTA for three consecutive years may withdraw from consideration of renewal by providing written notification to the Department Chair.

Some departments have no MSTA vacancies and will not be accepting applications. A list of the departments that will not be accepting MSTA applications for the 2012-2013 year is available on the ACCeStaffing website.

The application process will be conducted in the ACCeStaffing system. Interested Adjunct Faculty members, including those with MSTA status for less than three consecutive years, must apply through the ACCeStaffing system. MSTA applications will be transmitted automatically to the Department Chair for consideration.

To be eligible for a MSTA in a given department, an Adjunct Faculty member must be on the eligibility list in that department. MSTA selection shall be based upon information gathered through the evaluation process and additional criteria determined by the Department. Department Chairs may supplement the selection process through direct interviews or other approaches generally used for selection of full-time faculty. **For additional information about the MSTA selection process in your department, please contact your Department Chair or Dean.**

Application Process and Deadline

- Check to ensure that your department is accepting MSTA applications.
- To apply for a MSTA, log in to the ACCeStaffing system at <http://www5.austincc.edu/eStaffing> during the period of Friday, February 10 through Friday, February 24, 2012.
- Expand the Faculty Menu by clicking the plus sign (+).
- Click the "MSTA Application" on the Faculty Menu.
- All Adjunct Faculty members who have not held MSTA status for three consecutive years will be prompted to submit an application for the appropriate Department. Follow the on-screen instructions.
- Submit your MSTA application by 5:00 PM on **Friday, February 24, 2012.**

For technical assistance with the MSTA appointment process, please contact the Help Desk at 223-4357.

Cc: Deans
Department Chairs