



Austin Community College

Memorandum

Tuesday, January 24, 2012

RE: ACCeStaffing – IMPORTANT INFORMATION FOR SUMMER 2012 ASSIGNMENTS

Note: Beginning with the Spring 2012 Assignments, the eStaffing system presented a new design interface and a new link.

The ACCeStaffing System is available online at: <http://www5.austincc.edu/eStaffing>. Departments exempted from using the system are identified online at: https://www5.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. If you have questions concerning access, please call the ACC Help Desk at 223-HELP (223-4357).

Do you need help?

- ◆ Training on the ACCeStaffing System is not required but highly recommended. ACCeStaffing training is available on the Workshop and Event Registration website at <https://www3.austincc.edu/it/workshops/>.
- ◆ Staff in the campus computer resource centers, ACC Centers, and campus administrative offices are trained on the ACCeStaffing System to assist adjunct faculty on each campus.
- ◆ Documentation of the ACCeStaffing System is available on the system login page at <http://www5.austincc.edu/eStaffing>. Copies of the manual are available in adjunct faculty offices and Campus Administrative offices.

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 Summer 2012

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	Jan 31	Feb 2
Sections Assigned to Adjunct Faculty <u>with</u> MSTAs or IA/CAs or Highest Priority to Hire	Department Chairs	Feb 3	Feb 7
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	Feb 8	Feb 12
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	Feb 16	Feb 20
Sections Assigned to Adjunct Faculty <u>without</u> MSTAs or IA/CAs or Highest Priority to Hire	Department Chairs	Feb 21	Feb 23
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	Feb 24	Feb 28

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