

## **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 Class(ification) (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

The screenshot displays the 'Instructor Term Detail' page in Microsoft Internet Explorer. The browser address bar shows the URL: [http://cs9dev2.losrios.edu:8205/psp/ps/EMPLOYEE/HRMS/c/LR\\_TCS\\_HR\\_MENU\\_LR\\_INSTR\\_TERM.GBL?PORTALPARAM\\_PTCNAV=LR\\_INSTR\\_TERM\\_GBL&EOPP.SI](http://cs9dev2.losrios.edu:8205/psp/ps/EMPLOYEE/HRMS/c/LR_TCS_HR_MENU_LR_INSTR_TERM.GBL?PORTALPARAM_PTCNAV=LR_INSTR_TERM_GBL&EOPP.SI). The page title is 'LOS RIOS HPRP9/CUNYT'. The main content area is titled 'Instructor Term' and 'Term Workload' for instructor 'Brown, Peri' with ID '4444444'. The 'Workload Definition' section includes fields for 'Academic Institution' (LRCCD - Los Rios Comm College District), 'Term', and 'Instructor Assignment Class' (highlighted with a blue circle). There are also checkboxes for 'Calculate Workload' and 'Limit Workload', and input fields for 'Assigned FTE %' and 'Instructor Multiplier %'. Below this is a 'Workload Assignment' table with columns: \*Location, \*Description, Subject, Catalog Nbr, Section, Class Nbr, Comb Secs ID, \*Assign Type, Work Load, App Load, and Assignment FTE %. The table currently contains one row with a search icon in the first two columns. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The Windows taskbar at the bottom shows the start button and several open applications, including 'New Hire Ch...', 'Directions fo...', 'Inbox - Micro...', '19 Reminders', 'Job Data - Mi...', and 'Instructor Te...'. The system clock shows 10:32 AM on a local intranet.

### **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 exist 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.

## Example of change on Instructor / Advisor Table

The screenshot shows a web browser window displaying the 'Instructor/Advisor Table' application. The browser title is 'Instructor/Advisor Table - Windows Internet Explorer provided by Los Rios - Intranet Access Only'. The address bar shows the URL: 'http://cs9dev2.losrios.edu:8205/ps/ps/EMPLOYEE/HRMS/c/DEFINE\_STUDENT\_RECORDS.INSTR\_ADVSR\_PERS.GBL'. The application header includes 'LOS RIOS' and 'HPRP9/CUNYT'. The main content area shows the 'Instructor/Advisor Table' for 'Peri Brown' with ID '4444444'. The 'Instructor Details' section includes fields for 'Effective Date' (03/17/2008), 'Status' (Active), 'Instructor Type' (dropdown menu), 'Academic Institution', 'Primary Acad Org', and 'Instructor Available'. The 'Instructor/Advisor Role' section includes fields for 'Advisor Number' (1), 'Percent of Appointment', 'College', 'Academic Program', 'Academic Plan', and 'Academic Sub-Plan'. The interface includes navigation buttons like 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

### **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.