

APPENDIX PT-1

NOTIFICATION OF STAFFING PREFERENCE DECISION

Department: _____ College: _____ Date: _____

Dear _____: (Faculty Member)

In response to your application for staffing preference, this letter is to inform you that your most recent faculty evaluations have been reviewed by your department chair and division dean, in keeping with Article 25.2.2 of the United Faculty/CCCCD Contract, to determine your eligibility for part-time staffing preference. The results of that review are listed below.

- ☐ You have qualified for staffing preference, per Article 25 of the UF/CCCCD Contract. Your rights and responsibilities are outlined in Article 25. Of particular note, you must complete and return to your department chair a staffing preference form (such as Appendix PT-5) by the deadline established by your department. This obligates your department to offer you your historical load (modal load), if possible, every semester, so long as you retain staffing preference. Your modal load will be communicated to you during the next scheduling cycle. For details, refer to Article 25.
- ☐ Your most recent evaluations do not qualify you for staffing preference at this time. You may reapply for staffing preference following your next regularly scheduled evaluation.
- ☐ You do not qualify for staffing preference due to the following disqualifying condition:
 - ☐ You have not submitted final grades for a class in a timely fashion (within ten (10) working days of the last day of instruction for the semester) within the previous four semesters taught.
 - ☐ You have not submitted census roster or positive daily attendance rosters by the prescribed deadline on more than one occasion for a period encompassing the four most recent teaching semesters.
 - ☐ You have been absent from class, lab, or assigned staffing hours without proper notification or justification to the division or instruction office on more than one occasion for a period encompassing the four most recent teaching semesters having received a warning for at least one absence.
 - ☐ You have been the subject of persistent unresolved and substantiated student complaints alleging violations of Education Code 87732.
 - ☐ The District has found you to have violated a specific section of Education Code 87732.
 - ☐ You have not taught or have declined all assignments offered for the previous two teaching semesters (not including absences covered under the CMFLA).

After the seventh semester of teaching in a department, all faculty may apply (or reapply) for staffing preference following every regularly scheduled evaluation. If you have questions about the process, the decision communicated by this form, or your appeal rights under the contract, please contact your United Faculty representative.

Department Chair

Division Dean