



Part-Time Faculty Request for Associate Faculty Status

(Please type or print neatly)

Name of Applicant:

Discipline or Department:

12.7 Eligibility for Associate Faculty Status

12.7.1 Part-time faculty who have completed fourteen (14) semesters of service at 0.40 or higher credit load per semester on average per academic year within a eight (8) year period within a specific credit discipline will become eligible to participate in the priority of assignment process in that discipline. Those part-time faculty who are either current contract or retired contract District employees are not eligible to participate in the priority of assignment program.

12.7.2 The part-time faculty member must have received satisfactory evaluations for the past three evaluation periods.

12.7.3 During the adjunct faculty member's twelfth (or later) semester of service within an eight (8) year period, the adjunct faculty member shall request, in writing, to the appropriate administrator and department chair her/his desire to initiate the Associate Faculty process.

Eligibility Check List:

I have taught at least 14 semesters over an 8 year period.

I have not had a voluntary break in service of longer than 4 consecutive semesters per article 12.12.2 that would make me ineligible for Associate Faculty status.

I have taught at least an average 0.40 load.

My last three evaluations have been satisfactory.

I am within my 12th semester of service or later.

I am not a retired full-time AHC faculty member.

If all of the employee's eligibility requirements are met, Associate Faculty rights shall begin at the beginning of the employee's seventeenth semester. Associate Faculty rights are not retroactive.

I acknowledge, per my signature below, that I understand the rights and responsibilities of Associate Faculty status per Article 12 of the collective bargaining agreement and am requesting that my eligibility for Associate Faculty be reviewed.

Part-Time Faculty Signature

Date

Dean Signature

Date

Yes No

Human Resources Use Only

- ☐ Employee Meets Semesters/Years Eligibility Requirement semesters/years
- ☐ Employee Meets Load Requirement average load
- ☐ Employee Meets Evaluation Requirement

If employee does meet eligibility requirements, Associate Faculty Status will begin on the following date:

Employee does not meet eligibility requirements. Reason:

HR Review and Acknowledgement of Eligibility:

CC: Applicant, Department Chair, Dean, Vice-President