Steps for Assigning Faculty to Classes

This document describes the steps for assigning instructors to classes in SIS (and HCM)

Here are the 5 steps summarized with more detailed information below.

Step 1: All new Faculty (adjunct and residential) need to create a profile in the discipline pool(s) on the Maricopa Jobs website.
Step 2: Division Chairs create positions in HCM.
Step 3: Divisions fill out HelpDeskTicket (Request for Hire) for each faculty to hire and HR adds faculty to positions.
Step 4: Divisions send staffing requests to schedulers to get faculty loaded to classes in SIS.
Step 5: Division Chair approves assignments in SIS.

Deadline for Staffing: Before enrollment opens to students (typically the first week of October for Spring classes and the first week of March for Summer/Fall classes).

Step 1: Each new hire must create a profile in appropriate pool(s) on the Maricopa jobs website.
Faculty cannot be added to courses in SIS without the appropriate position/record in HCM. Recall that SIS feeds the EMCC course schedule that students see.

Here is a guide for how to have an adjunct create a profile on the Maricopa Jobs Website.

<u>Guide For How To Apply To Adjunct Faculty Pool Instructions</u>
https://drive.google.com/open?id=1uA9erMoII0Wn1GmVjrwKNz8ISUIoNaZR

Each faculty member must be in the appropriate prefix pool(s) (Math Adjunct, Psychology Adjunct, etc.) before they can be added to a position in HCM!

The new hire should use the division chair's name and email (listed in the Adjunct Instructions) as their reference. This will allow the division chair to keep tabs on whether this has been completed. If the new hire uses the Division Chair as the reference, the DC will get an email like the one below if an adjunct uses you are their reference.
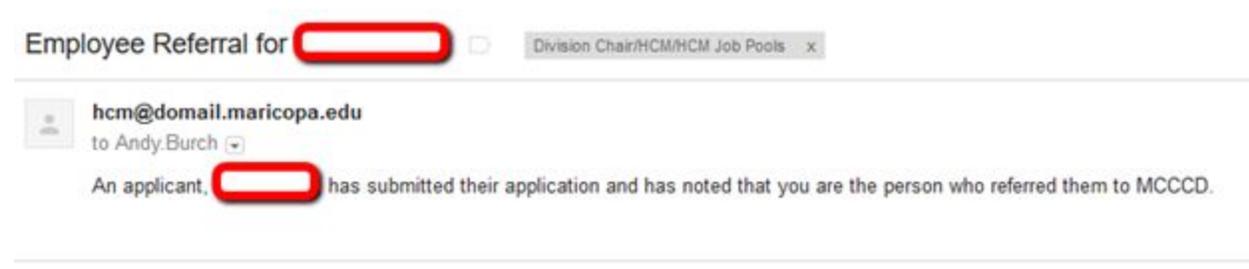
Step 2: Positions in HCM need to be created.

Each division will need to have positions created in HCM that faculty can be assigned by HR. Here are the basics of position management in HCM:

1. Each position needs to be labeled by prefix (or a combination of prefixes for smaller course offerings).
2. There need to be separate positions for DAY and EVENING.
   a. Day is defined as any class with a start time prior to 4:00 pm and includes Online.
   b. Evening is defined as any class with a start time after 4:00 pm and includes all Saturday classes.
3. There are two separate semesters that need separate positions:
   a. Fall/Spring
   b. Summer
4. There needs to be separate positions for residential and adjuncts for summer and an overload position for your residential faculty.

So, as an example, Math has the following positions for the Math Prefix:

EM MAT Adjunct Day (this is for Fall or Spring semesters and is only for DAY)
EM MAT Adjunct Evening (this is for Fall or Spring semesters and is only for EVENING)
EM MAT Residential Overload
EM MAT Adjunct Summer Day
EM MAT Adjunct Summer Eve
EM MAT Res Summer Day
EM MAT Res Summer Eve

Note: These positions should already be mostly created, but you can work with Maggie Castillo or Jim Mitter to get your positions updated if you have not already.

Once your positions are created, you will never need to create them again. If you ever get 20 people in a position, you will need to clone one of your current positions to get an identical position with a new position number.

Step 3: Submit an HCM Helpdesk Ticket (Request to Hire) for each new hire.
Your current faculty should already be loaded into positions for Summer and Fall. You would only need to submit an HCM HelpDesk Ticket (HDT) if one of the following is occurring:

1. New Hire
2. Current Faculty Changing from Day to Evening or Vice Versa.
3. Changing teaching prefix (i.e. taught BIO in S18, but will teach GLG in F18)
4. Faculty teaches Su19, but didn't teach Su18.

It has been campus practice for Division Secretaries to submit the HelpDesk Ticket (Request to Hire) in the past. If Division Chairs want to continue this practice, that is fine, but the chair will need to supply the secretary with the position numbers for the various positions you have within your division. You can see in the Loading Report Example that is supplied that there is a tab where I have tracked the positions in my division and which faculty have been assigned to those positions.

Guide for Submitting HelpDesk Ticket(Request to Hire)
https://drive.google.com/open?id=1Sevq973kuXIblja-LLvM6RamtO582ON1

Note: We were able to get IT to add multiple spaces for "position number". It is recommended that you submit all new adjunct hires into 4 positions (each would have separate position numbers)
EM Prefix Adjunct Day
EM Prefix Adjunct Evening
EM Prefix Adjunct Summer Day
EM Prefix Adjunct Summer Evening
This should cover them to be ready to teach classes in any semester at any time.

Here is the process once the HDT is submitted:

1. Chair will receive email telling them HDT is submitted.
2. Chair will receive email once HDT is assigned to someone.
3. HR links the faculty to a position & makes a job offer.
4. Division Chair approves the offer in HCM Approval Tile.
5. Approval goes back to HR to approve the offer and sends to Budget to approve and goes back to HR.
6. HR then triggers email to be sent from HCM to Faculty with link to accept the offer.
7. Faculty accepts the job offer using the link in their email (email they used when they created their profile on Maricopa Jobs website).
8. Once the Faculty accepts the job, HR responds via HDT that the onboarding process is complete (record number will be provided and typically language close to "All required hiring documents have been completed and the employee may commence employment.". The faculty then appears in HCM Team Tile under the new position. This is how you know that the onboarding process is complete and the faculty can be added to classes in SIS.

Step 4: Divisions send staffing requests to schedulers to get faculty loaded to classes in SIS.
Once you've received the closed HDT, you can send your staffing requests to
DL-EMC-ClassRequests <dl-emc-classrequests@estrellamountain.edu> to get instructors added
to classes in SIS.

Here is the message from Nadine on 5/16/18 about requests from her office about how to send
requests to the schedulers:

When sending staffing requests for residential faculty for regular terms, please be sure to include all
reassign time as well as class loading at the same time. With the changes in the new system, we need to
add all base loads (including Reassign Time) before we can add any overload, otherwise, we will have to
redo class loading if reassign time comes in after class loading (which requires re-approval of
assignments).

The best practice for communicating these to our department, is to create a spreadsheet that includes all
residential faculty loads with reassign time and overloads identified. See screen shots below from Andy
and Levi's requests as samples. You can share these files with me via Google Drive so if there are any
changes, those can be made to the file. If you have any questions, please feel free to contact me. Thank
you!

	Baranowski, Rebecca						21.5	Unlimited
X	SAAC						4	
X	MAT231 LC*	11619	TR	8:00 - 9:40 AM	MON130	8/21/18 - 12/14/18	4	Pay AS OVERLOAD
	MAT/PHY Learning Comm.		TR	10:00 - 11:15 AM	MON130	8/21/18 - 12/14/18	1.5	Pay AS OVERLOAD
	MAT/PHY Learning Comm.		TR	11:30 - 12:45 AM	MON130	8/21/18 - 12/14/18	0	
X	MAT276	11531	MWF	7:40 - 8:50 AM	OCT105	8/20/18 - 12/14/18	4	Pay 1 credit AS OVERLOAD
X	MAT241	11479	MWF	9:00 - 10:10 AM	OCT105	8/20/18 - 12/14/18	4	
X	MAT241	11624	MWF	10:40 - 11:50 AM	OCT105	8/20/18 - 12/14/18	4	

Intstructor	Reassign Hours	Reassign Position	Load Hours	Class	Course #		Load	Overload
Bronwen Steele	3	STEM?	3	BIO 205 Lec	11962	3.0reassign+	15	
			3	BIO 205 Lab	11963	3+3+3+3		
			3	BIO 205 Lec	11964			
			3	BIO 205 Lab	11965			
			3	BIO 205 Lec	12077			
			3	BIO 205 Lab	12078	3+3		6
						Total	15	6

The examples for class loading are saved in the Division Chair Google Drive (Google
Drive>>Shared with Me>>EMCC Division Chairs>>HCM-SIS).
*Please submit staffing in a google document or a google sheet that the schedulers can access to
staff. You can then refer back to it again when there are changes to staffing that need to be
made or updated.*

Note: Special positions need to be created for Division Chairs overload or summer assignments.
The Dean over that Division will need to have those positions created and request that the
division chair be added to those positions.

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Step 5: Division Chair approves assignments in SIS.
Once an instructor is added to SIS by the schedulers, Division Chairs will need to approve the assignments in SIS:

Guide for Approving Instructor Assignments in SIS
https://drive.google.com/open?id=1KDBmKqxFhnytKwY-lVwnTh8oXIcSBMgW

SIS assignments must be approved (all levels) in order for the class to show up in the faculty center, EMC online schedule and Canvas. This means that it is not automatic as in the previous system where adding faculty to the class automatically provided them access in SIS, Canvas and appeared in the online schedule. SIS assignment approvals are critical in order for all these functions to work

Here is a reminder about how approvals in SIS:

Residential Faculty
0 through 22.5 load will be approved at the Dept/Div Chair level
Over 22.5 Load up to 25.0 Load will be approved by the VPAA
Over 25.0 Load will be approved by the President

Adjunct Faculty
0 through 9.0 load will be approved at the Dept/Div Chair level
Over 9.0 Load up to 12.0 Load will be approved by the VPAA
Over 12.0 Load will be approved by the President

Once all of the approvals have been done, the faculty will have access to Canvas and SIS Roster, and their name will appear on the schedule of classes.