SPOTLIGHT ON ADJUNCT FACULTY

In today's world the LACCD must be able to quickly support numerous class schedules patterns—and get faculty quickly and accurately paid. A computer system is only the tool that delivers that change. Our legacy computer systems reflected our philosophy and practices appropriate for an earlier time. Before our new computer system can be set up, it is necessary to redefine our District's philosophy and practices in a separate, yet intertwined process. When viewed from that perspective, the changes underway can better be seen as a change in philosophy and practices rather than simply changing the computer system. This issue of "What's New" uses Adjunct Faculty assignments as an example of one such change underway.

The Basics

Our legacy payroll system was designed to pay adjunct faculty for a set number of hours every week for 20 weeks because that is the way we traditionally scheduled classes. In addition, instructors only rarely taught more than 28 hours/pay period, taught in more than one department, or changed their schedule once the semester began. As time passed, frequently changing schedules, multiple department assignments, short-term classes, hours exceeding 28/pay period, and short sessions became the norm. Our legacy payroll system could not handle all the new exceptions in a timely way because all variations essentially had to be coded manually at the beginning of a semester. Thus, to modernize our systems we had to change our philosophy and practices and then change the computer system.

The Changes

As with any computer software purchases, "out of the box" business software does not address all our needs. This concept is especially true in education where unique processes are associated with class schedules and faculty assignments. To address this issue, we are developing a "front end" new software system for end-users to use as an interface to the District's mainframe computer. Here's how the process works:

- *Scheduling classes*: When an adjunct instructor is scheduled to teach a class, "Protocol," the new computerized scheduling system will automatically do all the legacy "assignment" actions. To accomplish this, six new business practices were needed:

1. *Pay-by-course*: Instead of manually calculating converting precise hours taught for each class section scheduled, the standard hours in the course catalog is multiplied by 20 to get the total hours for the term. The instructor's pay is determined by multiplying total term hours by the rate of pay.

2. *Level pay:* By converting four week pay periods to monthly pay periods and giving each term a fixed definition of whole months, adjunct faculty are paid a salary by dividing total "pay-by-course" by the number of months in the term. Each month's check is the same and pay is no longer related on an "hourly" basis.

LEVEL PAY TERM-MONTHS	
TERM	MONTHS
Fall	September - January
Winter	January
Spring	February - June
Summer	July-August

3. *Assignment Review:* Instead of reviewing each location's schedule of class and assignment data individually, all information is placed in a centralized database. All schedule and assignment changes are automatically checked for 0.60 FTE issues. FTE exceptions are flagged and payroll is run. (The only remnant of the old process that remains is the employment of new adjunct faculty.)

4. *Open-Ended Assignments:* Instead of processing rehire assignments each time an adjunct classroom faculty member is scheduled to teach, "open ended" assignments are used. If the adjunct faculty is not scheduled to teach a class, he/she will not be paid until formally scheduled to teach.

5. *Consolidate "class codes:"* Instead of using 20 different class codes to identify adjunct faculty, only one class code will be used for credit and non-credit instruction and three class codes will be used for non-classroom adjunct faculty. The primary distinction for different types of adjunct faculty will be the pay scales as

ADJUNCT FACULTY PAY SCALES
Credit with Office Hours
Credit, Extra Assignment (for contract faculty)
Non-Credit
Non-Classroom
Substitute

determined by collective bargaining. Of this group, only non-classroom adjunct faculty will need to be "assigned" in the traditional fashion. All others will be paid through the schedule of classes.

We must change in order to survive.
– Pearl Bailey

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