

Associate Faculty Reemployment Preference FAQ's

- **I have sent request to my Dean. Do I need to do anything further?**
The Dean will send an email to let you know that your form has been received.
- **I'm not sure if this is for all Associate Faculty or not.**
Reemployment preference applies to Associate Faculty who have taught a course at least 2.0 FTE (so for a 3 unit class, that would be teaching it at least 10 times, at the same location) and have received at least 3 satisfactory evaluations in the course for which they are applying for preference at the same location.
- **Reemployment Preference Course--This is listed four times. Am I supposed to fill in the courses I prefer to teach?**
No, if you are only applying for preference for one course, than only fill out one box. There are multiple boxes as some Associate Faculty members are applying for more than one class.
- **Date of first hire--Is that for the college campus or the district?** It is per college as Associate Faculty.
- **How do I know how many times I have taught a class?**
You can check on WebAdvisor under "Teaching Assignment History"; or contact Human Resources and Employee Relations; or look back on your past syllabi.
- **How is the completed form to be delivered to the Dean's office?**
You can send it through inner-office mail or deliver it in person.
- **In part B, 2bi, of the Reemployment MOU, it states we must have 2.0 FTE. Can you tell me what FTE means and how can I know if I have the required amounts?**
FTE stands for "Full Time Equivalent" and for a three unit course, 2.0 would be the equivalent of teaching the course 10 times. You can check a course FTE that is not three units by using the "FTE Equivalent Chart" that is on the Reemployment Website.
- **As a new Associate Faculty member at RCC do I need to fill this out in order to be considered for re-hire for Fall, or does this apply to only a certain group of Associate Faculty?**
Preference is for the Associate Faculty members who meet the requirements of the MOU. For most Associate Faculty it will take years to meet the requirements of preference.
- **The Request for Preference form has a box for "College." For those of us who teach at more than one campus, should we submit separate forms to the appropriate Deans at Norco College and Moreno Valley College, in addition to Riverside City Campus?**
Yes, preference is per college. For example, if you teach at Norco & Riverside, then you need to meet the requirements for both colleges & fill out the form and submit at both colleges, respectively.
- **Does preference include online versus face-to-face teaching?**
No, meeting the requirements of preference does not mean that you will have preference for a particular modality.

- **Is the MOU for all Associate Faculty?**
Yes, the MOU is for all Associate Faculty who meet the requirements.
- **Do I need to be teaching each course consistently, semester by semester, to gain preference?**
You have to have taught the course within two years.
- **Is it mandatory to sign up?**
No, it is not mandatory to sign up for preference, but it is recommended that you do. For further information on the recommendation you may email your college representative for additional information.

Emily Phillpsen, Riverside City College; Ervin Slavick, Moreno Valley College; Vacant @ Norco College
- **Do I need to be teaching each course consistently, semester by semester, to gain preference?**
No, you do not need to teach each course consistently, semester by semester. Once you reach an FTE of 2.0, have received Satisfactory evaluations (in the specific course you are applying for preference in), and are on the three year cycle, you may file for preference.
- **What is the process to turn in my request for preference?**
You may take a look at some of the documents following the provided link, <http://www.rcc.edu/cta/Pages/Reemployment-Preference.aspx>, but the first step would be to validate that you meet the criteria in order to file for preference. If you satisfy the criteria, you would fill out the pdf document titled "Associate Faculty Request for Reemployment Preference" and then send it to your College's Dean of Instruction (for help on this matter you may also contact your representative to find out who that is). From there it will be sent to Educational Services, then to HRER, the VP, Academic Affairs and then to your respective Area Dean/Department Chair.
- **Do I get preference for Winter and Summer semesters?**
No; Preference only applies for the Fall and Spring semesters.
- **What if I don't teach semester to semester per academic year?**
As long as you teach a course within two years at the college you hope to gain preference at for a course, you may continue to gain the total amount of FTE necessary to file for preference. This means if you hadn't taught for 1.5 years, came back after that time and taught a course in English 1A, it would continue to count toward you gaining preference.
- **If I have not been evaluated for courses I have been frequently teaching, and I am already on the three year cycle, what do I do?**
Contact your Dean of Instruction to set up an evaluation for the course you wish to gain preference for so that you may have a faculty member evaluate you for that course. Remember, if you do not have three Satisfactory evaluations on record within the course you wish to gain preference for, it does not matter how many years you have been teaching it. All criteria for preference must be satisfied before you can file.
- **How important is the availability willingness form in attempting to gain preference?**
Very. When these forms come out to indicate what you are available for, consider these forms as something that cannot be changed. Once your availability is given to your Department Chairs, if you are offered a course(s) that is within your original availability request and you are unable to teach that course for whatever reason, your preference status cannot be used to pick a better time to the detriment of any other Associate Faculty. For instance, if you indicate originally you could teach a course from 7am-12pm on M/W and that is the only time you are available. If you have preference and there is a course being offered within that time slot and you are offered it, if you reject the offer and then indicate your availability is on T/TH from 7am-12 pm, you cannot use preference as a way to bump another Associate Faculty member from their course offering.