SCHEDULE AND TCS PROCEDURES
Revised 8/06/2015

ISA schedule input: (use bullets for ISA assignments; use semicolons to separate division titles)
- Elva – Business; Math, Stats, & Engineering; Payroll for all divisions
- Christine – Advanced Tech; Science & Allied Health; Behavioral & Social Sciences
- Mary – Humanities & Fine Arts; Language & Literature; Kinesiology & Athletics; Learning Resources; HCD and Work Experience for Counseling (Instructional Assignments)

Part A. Division Schedule Development
1. Per college scheduling timelines shown on the development calendar, the development schedule is rolled into PeopleSoft. An ISA cleans up the development schedule and requests DO to activate the relevant semester’s reports in Crystal.
2. An ISA sends the development schedule links and Crystal Reports information to the VPI, AVPs, Deans, AAs, and ISAs.
3. Deans work with their Department Chairs and their instructional support staff in preparing the schedule for the relevant semester.
4. Deans send the first draft of the new schedule to the AVPs, either as a spreadsheet or as write-ins on the hard-copy development schedule pages. Deans show deletions as strikeouts, with additions or changes marked in red.
5. The AVPs review the schedules.
6. The ISAs share the schedule information with Marilyn.
7. The ISAs enter the schedules into PeopleSoft and update the web schedule.
8. The ISAs email a link to the new draft schedule to the Deans, AVPs and AAs, along with a list of any unresolved issues (such as room conflicts or instructors over their FTE limits).
9. Deans share links mentioned in Step 8 with department chairs and request final adjunct assignments and other needed changes.
10. The Deans submit the second draft of the schedule to the AVPs with new changes and instructor assignments added and discrepancies resolved. Again, changes are noted in red and deletions are shown as strike outs.
11. The ISAs enter the changes in PeopleSoft, check for accuracy and follow up with Deans and AAs on resolving any still-outstanding issues.

Part B. Instructor Schedules and TCSs
1. Deans submit full-time instructor schedules to AVPs, showing load, overload, and release time, along with office hours if available. (See Development Calendar for final office hour due date.) Release time information must include leave type (A, B or C) and/or reason for the release (such as pre-retirement), along with any associated budget codes.
2. Deans also submit the load balancing report to the AVPs.
3. The ISAs use the instructor schedules to generate TCSs for overload assignments for full time faculty. The maximum fall or spring semester FTE for overload for full time faculty is 0.600, including all FTE associated with ESAs.
4. The ISAs create adjunct faculty TCSs by inputting adjunct faculty assignments while checking for adherence to FTE limitations. The maximum FTE for an adjunct instructor is 1.290 for the academic year and may not exceed 0.670 in a single semester.
5. The AVPs approve the TCSs and instructor schedules.
6. Final full-time schedules with office hours are due by the end of the first week of the semester/term.
7. The ISAs file the instructor schedules and load balancing reports in the master binder.
Part C. Schedule Changes
1. All schedule changes submitted by Deans are input by the ISA.
2. Schedule change forms are required on or after the date on which the schedule “goes live” on the web.

Part D. ESAs
1. Faculty may not begin ESA-related work until the ESA is created by the deans and approved by the Instruction Office.
2. Most ESAs are paid in hours and the hourly rate is taken from Faculty Salary Schedule, B2-B3, and Step 1. Most ESAs are charged to the 1408 account (instructional) or the 2305 account (non-instructional). Account # 1406 is used on a TCS for specific coordination type duties.
3. ESA FTE is calculated by dividing the hours per semester (term) by 652.50. Recall that total FTE (including ESAs and the academic schedules) may not exceed 0.600 for full-time faculty. Total FTE per semester for adjunct (including ESAs) is 0.670 per semester and 1.290 for the academic year.
4. During summer term, both full-time and adjunct faculty are limited to a total FTE of 0.600
5. FTE totals calculated in Step 2 must be marked on the bottom of ESA form. Please provide separate totals for each semester/term covered by the ESA.
6. The ISAs II (Juliana and Haley) print a screen shot of the instructor’s Term Workload panel from PeopleSoft and attach to the ESAs for the AVPs signatures.
7. There are four types of stipends paid on ESAs that are not converted to a rate per hour. These are for Athletics, Performing Arts (accounts 1301 and 2305, amount varies per the contract), Adjunct Faculty Evaluations (account 1406, and $50 per evaluation) and Department Chair Level 1 (1406, $1351.50) and Level 11 (1406, $2703) stipends. See article 2 and appendix A of the LRCFT contract and check with an AVP.
8. The approved ESA is sent via email to DO and the originating division office. The original ESA hard-copy is filed in the master binder in the instruction office.
9. Time sheets for ESAs must be submitted each month in accordance with district timelines, typically around the 20th of each month. To this end, the deans are asked to utilize a tracking system for time sheet submissions.