

Under-Enrolled Section - Adjunct Faculty Petition to Teach on Headcount should the course be cancelled

Pursuant to [AFA Contract 205-2029, Article 2.5.B \(p.14\)](#) - Headcount and Course Pay:

If the decision is made to withdraw an under-enrolled section, the adjunct faculty member may petition to the dean to teach the course on headcount.

By the Monday before the start of the term, chairs and coordinators will communicate with adjunct faculty members whose courses are under enrolled to determine if they are willing to teach on “headcount” should the dean choose to withdraw the class. This information should not be a determinant in the dean’s decision to run a course.

Should an adjunct faculty member indicate a willingness to teach the under-enrolled course “on headcount” at a reduced pay rate, subject to Affordable Care Act considerations:

- *For sections with 10 or more students enrolled on the Wednesday before the term begins, the instructor will receive full pay even if enrollment subsequently falls below 10.*
- *If all students in a section withdraw after the Wednesday before the term begins, the instructor will not be paid for the course (but is eligible for cancellation pay, see below).*
- *If at any time after the Wednesday before the term begins the enrollment in a headcount course increases, the instructor will be paid on the basis of the highest enrollment reached. If enrollment reaches 10 or more, the instructor will receive full pay.*
- *Instructors electing to teach on headcount will be paid 1/10 of the normal course pay for each student enrolled (see Article 10.2 below).*
- *An instructor whose section is below full enrollment should monitor the class on Banner and preserve a screenshot or class list showing the highest enrollment reached.*

Steps, Responsible Party, and Timeline: Under-Enrolled Petition Process for Adjunct Faculty			
Step	Action	Responsible Party	Timeline
1	Identify under-enrolled sections that have adjunct assignments that are likely to be canceled by the dean.	Chairs/Coordinators/Dean	Starting 2 weeks prior to start of term through Thursday prior (10 days prior to the start of term)
2	Send a message/communicate* to adjunct faculty whose courses are under-enrolled on their interest to teach under-enrolled course(s) on headcount (should the dean cancel the section) and include the google form listed below. <ul style="list-style-type: none">• Included in the message/communication, should include the adjunct faculty member, the prefix/course number, section number, and enrollment at the time of the message. ‘Petition to Teach Under-Enrolled Classes on Headcount for Adjunct Faculty’ Form (to be completed by adjunct faculty who are petitioning)	Chairs/Coordinators	By the Monday before the start of term <i>specified in the AFA Contract</i> *Recommended to send this by the Thursday prior (10 days prior to the start of term)

3	Complete the 'Petition Form' (google form) from chair/coordinators on their interest to teach the course on headcount	Adjunct Faculty member	By the Tuesday (12:00p) before the start of term
4	Review adjunct faculty petitions to teach on headcount (via google form responses) Petition Responses Spreadsheet (Accessible to chairs/coordinators, deans, and division office staff)	Chairs/Coordinators & Dean	
5	Decision on running the course on headcount or canceling (based on via google form (Petition Responses Spreadsheet)) <ul style="list-style-type: none"> a. If running on headcount, dean communicates to chair/coordinator & office staff; chair/coordinator communicates to adjunct faculty member b. If canceling the course, dean communications to chair/coordinator & office staff; chair/coordinator communicates to adjunct faculty member; dean communications to scheduling@oakton.edu 	Dean	By the Wednesday (10a) before start of term
	<ul style="list-style-type: none"> Monitor enrollment levels in Banner and document highest enrollment (screenshot/class list) 	Adjunct Faculty member	Ongoing between Wednesday and start of term
	<ul style="list-style-type: none"> If enrollment ≥ 10 by Wednesday before start, instructor receives full pay even if it later falls If all students withdraw after Wednesday, instructor receives cancellation pay only If enrollment increases after Wednesday, pay adjusts to highest enrollment reached; if it reaches 10+, instructor receives full pay If enrollment remains < 10, instructor is paid at 1/10 normal rate per student 	Dean/Division Office Staff	Wednesday before start of term

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