

*What is the PAL, Priority Assignment List?

Part time faculty are eligible for the PAL after teaching 6 semesters in a 4 year period. If faculty teach only one semester per year (as some departments schedule), they are eligible after 4 semesters taught in a 4 year period. The PAL is a unique list at each College and Department. If you happen to teach in 2 different departments (that require different minimum qualifications), like English and AESL, 2 different PALs are used respectively. (CBA Section 15.2.a.). Some large departments (like Math or English) likely have dozens of faculty on the PAL list, so even after 4 years, a faculty will still be low on the list. Classes are offered in the order of this priority list, depending on the number of sections available after Full Time Faculty choose their loads.

*Can I lose my PAL placement?

Yes. Here are some scenarios that will remove you from the PAL:

- An unsatisfactory evaluation.
- A “needs to improve” rating on the most recent evaluation.
- A faculty who does not teach in the discipline for over 15 months
- Job title of Manager in the District that also teaches cannot be placed on the PAL
- (CBA Section 15.2.b.)

*What is the MEL, Minimum Eligible Load?

When placed on the PAL, another calculation is used each academic year, looking at the most recent 4 semesters in the last 8 semester window (per discipline, like PAL). If in those most recent 4 semesters a faculty person has taught 6 LHE or less, the minimum required offer of classes is 3 LHE or 1 class. If in those most recent 4 semesters, a faculty person has taught more than 6 LHE, the minimum required offer is a minimum of 6 LHE. If a faculty only teaches 1 semester in the year (every Fall, for example), the MEL is used in only that “on” semester. These minimum loads are NOT a guarantee (CBA Section 15.2.d.)

*Does PAL mean I'm guaranteed a class? How do new Part Time Faculty ever get a class?

No, PAL placement and MEL minimums do not guarantee anything. After the Full Time Faculty choose their classes and the PAL list is addressed and MEL list is offered to those faculty, any faculty NOT on the PAL list can be offered a class. Here are a couple scenarios that explain further:

-The Scheduler/Chair/Dean doesn't have to actually *give* you the MEL, just offer it; if you say no to a section, the contractual MEL obligation has still been met with the offer;

-Part Time Faculty have only 1 week to respond to the offer of classes, or they can lose them all;

-If a Full Time Faculty needs a class to fulfill their minimum load obligation (15 LHE), they can choose any class to "take," which means a Part Time Faculty might be "bumped" from a section. This usually happens prior to the start of the semester, though.

-(CBA Section 15.2.d.)

*If I request to teach a specific course, on-ground/online, on a specific day/time, etc., does my request have to be respected?

In short, no. Many departments rely heavily on Part Time Faculty and try to meet their needs. However, the contract states assignments (offer of a class) "may be" based on the following: Modality, availability of the faculty, expertise, fulfillment of college's online teaching requirements and evaluations, to name a few (CBA Section 15.2.d.). Part Time Faculty shall be given at least 2 weeks to provide preferences, including: day and time of availability, course preferences, specialized expertise and delivery modality (CBA Section 15.2.e.)

*Here are 2 visuals to help explain these rules. Notice the difference between the past several semesters taught (for PAL), what the Department *has* to offer (MEL) and what shows on the schedule before/after the semester starts:

Scenario A, with a Fall 2025 schedule of 7 classes of 3 LHE each

	PAL Requirements		MEL Calculation			Accepted by PT Faculty			At Semester Start
	Spring 2025	Spring 2025	Taught Last 4 Semesters	MEL	Fall 2025 Offer	Accepted by PT Faculty	After PAL/MEL is Offered	Total Shown on Fall Schedule	PT Faculty Actually Paid
Faculty PAL #1	Preference Requested	Offer Made/ Accepted	6 LHE	3 LHE	3 LHE	3 LHE	3 LHE Additional Offer	6 LHE	3 LHE (1 class cancelled for low enrollment)
Faculty PAL #2	Preference Requested	Offer Made/ Accepted	9 LHE	6 LHE	6 LHE	3 LHE (not 6)		3 LHE	0 LHE (Bumped by FT Faculty)
Faculty PAL #3	Preference Requested	Offer Made/ Accepted	6.1 LHE	6 LHE	6 LHE	6 LHE	3 LHE Additional Offer	9 LHE	9 LHE (All classes made enrollment min)
Faculty PAL #4	Preference Requested	Offer Made/ Accepted	3 LHE	3 LHE	3 LHE	Can't Teach day/time		0	0
Faculty-No PAL	Preference Requested	No Offer Required	9 LHE for last 5 semesters	0	0			0	0
New Faculty		Offer Made	0	0	3 LHE	3 LHE		3 LHE	3 LHE (Class made enrollment min.)

Scenario B, with a Fall 2025 schedule of 5 classes of 3 LHE each

	PAL Requirements		MEL Calculation			Accepted by PT Faculty			At Semester Start
	Spring 2025	Spring 2025	Taught Last 4 Semesters	MEL	Fall 2025 Offer	Accepted by PT Faculty	After PAL/MEL is Offered	Total Shown on Fall Schedule	PT Faculty Actually Paid
Faculty PAL #1	Preference Requested	Offer Made/ Accepted	6 LHE	3 LHE	3 LHE	3 LHE	No Additional Sections	3 LHE	3 LHE
Faculty PAL #2	Preference Requested	Offer Made/ Accepted	9 LHE	6 LHE	6 LHE	6 LHE	No Additional Sections	6 LHE	7 LHE (High enrolled section, Large Lecture added)
Faculty PAL #3	Preference Requested	Offer Made/ Accepted	6.1 LHE	6 LHE	6 LHE	6 LHE	No Additional Sections	6 LHE	3 LHE (1 class cancelled for low enrollment)
Faculty PAL #4	Preference Requested	Offer Made/ Accepted	3 LHE	3 LHE	0 LHE	0	No Additional Sections	0	0
Faculty-No PAL	Preference Requested	No Offer Required	9 LHE for last 5 semesters	0	0				0
New Faculty		No Offer	0		0				0