



# HOW TO VIEW AND ACCEPT MY TENTATIVE ASSIGNMENT OFFERS (TAO)

BUSINESS PROCESS: *FACULTY ASSIGNMENT ACCEPTANCE*

## PREREQUISITES

Must have login information to access Campus Solutions and Adjunct, Overload, or Pro-Rata assignments. Contract assignments do not require TAO acceptance from faculty.

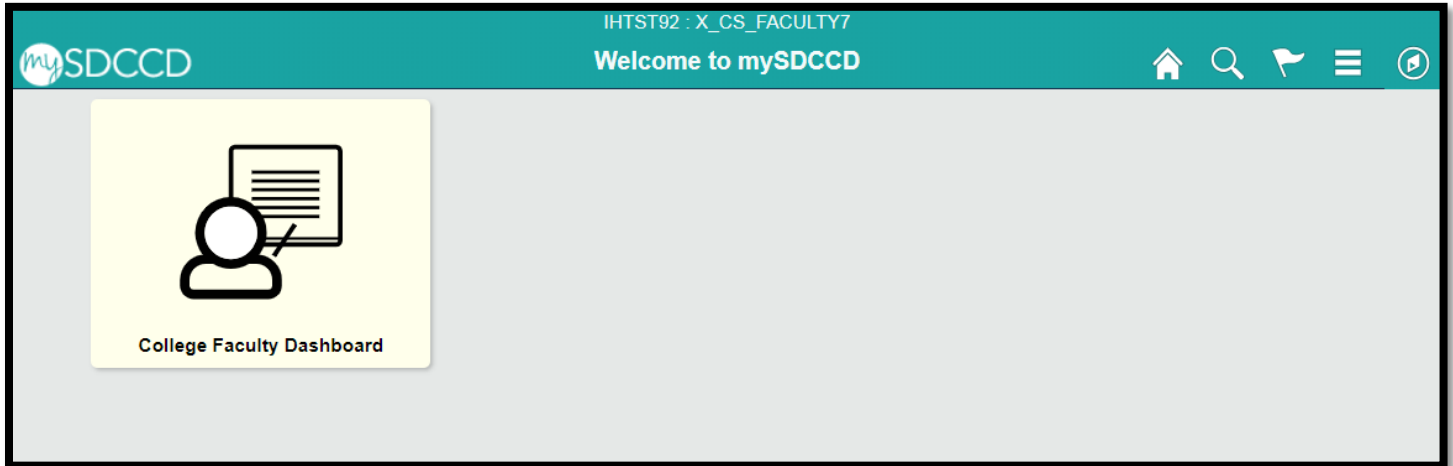
## INSTRUCTIONS

This Job Aid will go over the process necessary to view and accept or reject any tentative faculty assignments that have been offered to you for a semester.

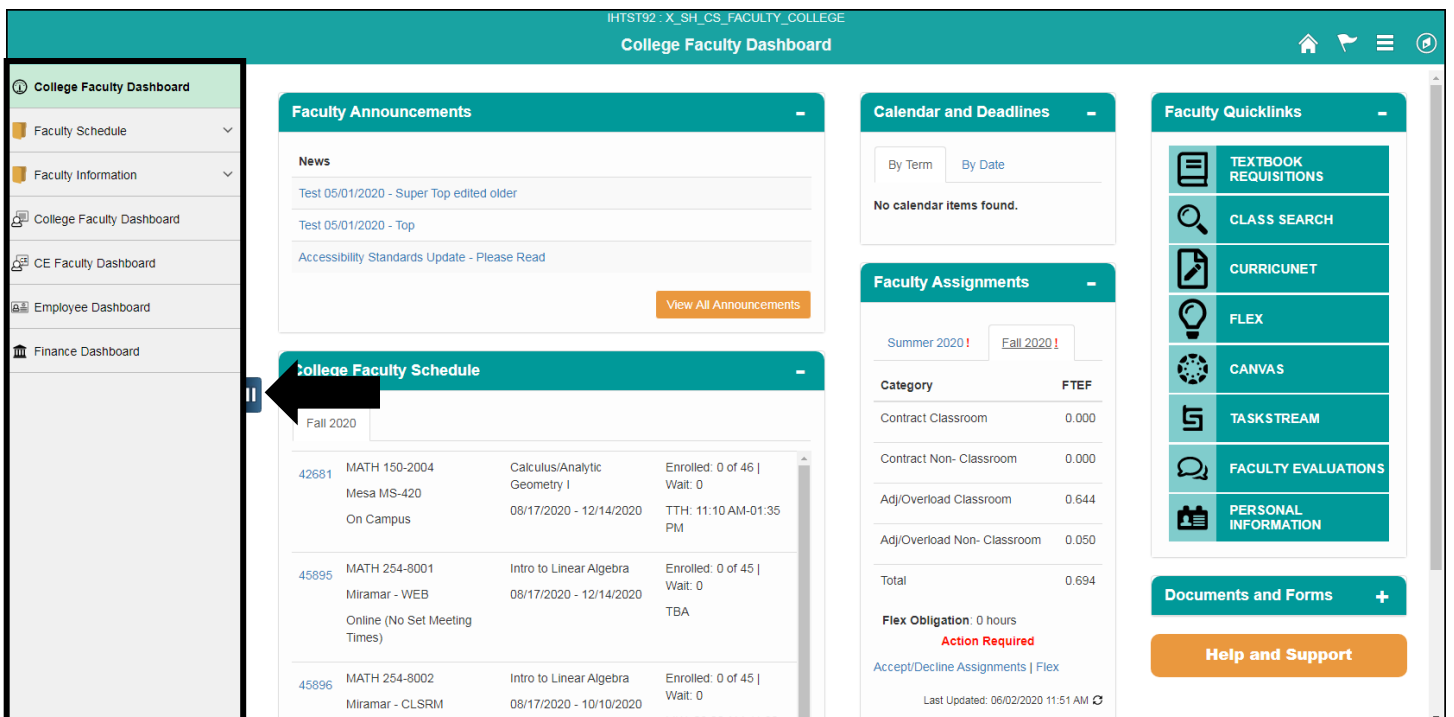
STEP	Instructions
1)	Login to your <a href="#">mySDCCD portal</a> by entering your <b>User ID</b> and <b>Password</b> . Click the <b>Sign In</b> button.




STEP	Instructions
2)	Click on the <b>College Faculty Dashboard</b> tile.  Note: If you teach at Continuing Education, you may also see a CE Faculty Dashboard tile.



STEP	Instructions
3)	You will be taken to the College Faculty Dashboard. A menu will remain open on the left side of your screen. You can collapse the menu by clicking on the MENU tab, or use the menu to navigate to different parts of the portal.





STEP	Instructions
4)	To see a quick summary of your tentative assignments look at the <b>Faculty Assignments</b> pagelet. The Faculty Assignments pagelet can be refreshed by clicking on the  icon. Click on different tabs to see assignments for different terms.

The screenshot shows the 'College Faculty Dashboard' with several widgets. The 'Faculty Assignments' widget is highlighted with a red box and contains the following data:

Category	FTEF
Contract Classroom	0.000
Contract Non- Classroom	0.000
Adj/Overload Classroom	0.644
Adj/Overload Non- Classroom	0.050
<b>Total</b>	<b>0.694</b>

Below the table, it shows 'Flex Obligation: 0 hours' with a red 'Action Required' label. At the bottom, there is a 'Last Updated: 06/02/2020 11:51 AM' timestamp with a refresh icon.

Annotations on the screenshot:

- Terms with red exclamation points ! signal assignments pending acceptance**: Points to the 'Fall 2020 !' tab.
- Flex Obligation Hours are calculated nightly and may not reflect your current flex obligation**: Points to the 'Flex Obligation: 0 hours' text.
- This pagelet can be updated by clicking the refresh icon**: Points to the refresh icon at the bottom of the pagelet.



STEP	Instructions
5)	Click on the <b>Accept/Decline Assignments</b> link.

### Faculty Assignments -

Summer 2020 !
Fall 2020 !

Category	FTEF
Contract Classroom	0.000
Contract Non- Classroom	0.000
Adj/Overload Classroom	0.644
Adj/Overload Non- Classroom	0.050
<b>Total</b>	<b>0.694</b>

**Flex Obligation:** 0 hours

**Action Required**

[Accept/Decline Assignments](#) Flex

Last Updated: 06/02/2020 11:51 AM

Click the Accept/Decline Assignments link to access the TAO Page





STEP	Instructions
6)	<p>The TAO Page will open in a new tab on your web browser.</p> <p>Note: Make sure you enable pop ups for your browser.</p> <p>To respond to all of the assignments on your TAO at one time, you can use the <b>Accept All and Reject All buttons</b> at the top of the page.</p> <p>To respond to individual assignments on your TAO, you can select your response by clicking on the <b>Accept or Reject buttons</b> for the individual assignment(s).</p>

**Tentative Assignment Offer**

**Jan Brady**  
Fall 2020

All TAOs must be accepted by August 1, 2020.

Phone 619/388-1111  
Email jbrady@sdccd.edu

Classroom FTE	Adjunct	Overload	Adjusted FTE
Non-Classroom FTE	0.644	0.000	0.644
Total Semester FTE	0.050	0.000	0.050
	0.694	0.000	0.694
		Flex Obligation	0.00

**Classroom Assignments**

**MATH 150-Calculus/Analytic Geometry I**

**Class Number: 42681 - MESA**  
 Class Details: 08/17/2020 - 12/14/2020 (16 weeks)  
 TR - 11:10 AM - 01:35 PM  
**Assignment Details: 08/17/2020 - 09/17/2020**  
 TR - 11:10 AM - 01:35 PM  
 Location: MESAMS420 - Mesa MS-420  
 Assignment Type: Substitute Asgmt - Short Term  
 Empl Rcd: 0  
 Job Code: A5248 - Mathematics Adjunct  
 Section FTE: 0.333  
 Adjusted FTE: 0.000  
 Paid Hours: 0.00  
 Admin Comments: Timesheet = 24.17 Hours

TAO Comment

**MATH 150-Calculus/Analytic Geometry I**

**Class Number: 42681 - MESA**  
 Class Details: 08/17/2020 - 12/14/2020 (16 weeks)  
 TR - 11:10 AM - 01:35 PM  
**Assignment Details: 09/21/2020 - 12/14/2020**  
 TR - 11:10 AM - 01:35 PM  
 Location: MESAMS420 - Mesa MS-420  
 Assignment Type: Substitute Asgmt - Long Term

TAO Comment



STEP	Instructions
7)	Accepted assignments will be highlighted in green. Rejected assignments will be highlighted in red.  Note: If you have rejected an assignment, please enter the reason for the rejection in the <b>TAO Comments</b> field for that assignment. If you have questions regarding your tentative assignment offer(s), contact your Dean and/or Department Chair.

**Tentative Assignment Offer**

**Jan Brady**  
Fall 2020

[Go to Bottom](#)

All TAOs must be accepted by August 1, 2020.

Phone **619/388-1111**  
Email

[Change Terms](#) [Accept All](#) [Reject All](#) [Clear All](#) [TAO History](#)

[Print](#)

	Adjunct	Overload	Adjusted FTE
Classroom FTE	0.644	0.000	0.644
Non-Classroom FTE	0.050	0.000	0.050
<b>Total Semester FTE</b>	<b>0.694</b>	<b>0.000</b>	<b>0.694</b>
		<b>Flex Obligation</b>	<b>0.00</b>

**Classroom Assignments**

**MATH 150-Calculus/Analytic Geometry I**

Accept Reject

TAO Comment

**Class Number:** 42681 - MESA  
**Class Details:** 08/17/2020 - 12/14/2020 (16 weeks)  
TR - 11:10 AM - 01:35 PM  
**Assignment Details:** 08/17/2020 - 09/17/2020  
TR - 11:10 AM - 01:35 PM  
**Location:** MESAMS420 - Mesa MS-420  
**Assignment Type:** Substitute Asgmt - Short Term  
**Empl Rcd:** 0  
**Job Code:** A5248 - Mathematics Adjunct  
**Section FTE:** 0.333  
**Adjusted FTE:** 0.000  
**Paid Hours:** 0.00  
**Admin Comments:** Timesheet = 24.17 Hours

**MATH 150-Calculus/Analytic Geometry I**

Accept Reject

TAO Comment

wrong dates listed

**Class Number:** 42681 - MESA  
**Class Details:** 08/17/2020 - 12/14/2020 (16 weeks)  
TR - 11:10 AM - 01:35 PM  
**Assignment Details:** 09/21/2020 - 12/14/2020  
TR - 11:10 AM - 01:35 PM  
**Location:** MESAMS420 - Mesa MS-420  
**Assignment Type:** Substitute Asgmt - Long Term

Accepted assignments will be highlighted in green

Rejected assignments will be highlighted in red

Remember to enter a comment for Rejected assignments



STEP	Instructions
8)	Once satisfied with your responses, you can submit your TAO by clicking on the green <b>I accept the terms and conditions button</b> at the bottom of the page. Note: Tentative assignments without a response will not be processed by Payroll Services.

**Tentative Assignment Offer**

**Jan Brady**  
Fall 2020

←

Once you have responded to all assignments, you can use the **Go To Bottom** button to scroll to the bottom of the page

All TAOs must be accepted by August 1, 2020.

Phone 619/388-1111	Classroom FTE 0.644	Adjunct 0.644	Overload 0.000	Adjusted FTE 0.644
Email	Non-Classroom FTE 0.050	Total Semester FTE 0.694	Flex Obligation 0.000	Adjusted FTE 0.694
			Flex Obligation 0.000	Adjusted FTE 0.000

**Classroom Assignments**

**MATH 150-Calculus/Analytic Geometry I**

TAO Comment

Class Number: 42681 - MESA  
 Class Details: 08/17/2020 - 12/14/2020 (16 weeks)  
 TR - 11:10 AM - 01:35 PM  
 Assignment Details: 08/17/2020 - 09/17/2020  
 TR - 11:10 AM - 01:35 PM  
 Location: MESAMS420 - Mesa MS-420  
 Assignment Type: Substitute Asgmt - Short Term  
 Empl Rod: 0  
 Job Code: A5248 - Mathematics Adjunct  
 Section FTE: 0.333  
 Adjusted FTE: 0.000  
 Paid Hours: 0.00  
 Admin Comments: Timesheet = 24.17 Hours

**Tentative Assignment Offer**

**Jan Brady**  
Fall 2020

**Non-Classroom Assignments**

**AFT Representative**

TAO Comment

Assignment Type: AFT Representative - MESA  
 Assignment Details: 08/17/2020 - 12/14/2020  
 Weekly Hours: 32.00  
 Total Hours: 0.00  
 Job Code: A5248 - Mathematics Adjunct  
 Empl Rod: 1  
 Adjusted FTE: 0.050  
 Admin Comments: GL: 1010\_30400-601000-4002

**Limitation summary:** This assignment is offered pursuant to state law, San Diego Community College District Procedures, and the agreement between the District and AFT Guild. Below is a brief summary of those restrictions.

**Adjunct Faculty:** (Those who have not qualified for priority assignment within a college discipline have no re-employment rights within that discipline.)

1. Annualized FTEF assignments may not exceed 60% during any one academic year, without approval from division Vice President. (In no case, may the annualized FTEF exceed 67%.)
2. May not hold concurrent assignments in the college and continuing education programs without approval from the Vice President and the appropriate continuing education administrator.
3. May not hold concurrent classroom and non-classroom assignments without approval from Vice President.
4. This tentative assignment offer is contingent on enrollment, funding and program changes and as such is not a reasonable assurance of employment under Unemployment Insurance Code 1253.3. See Cervisi v. Unemployment Ins Appeals Board 208 Cal.App.3d 635.
5. Assignments greater than 70% during the summer session or greater than one assignment during intersession requires approval from the Dean with notification to the President and appropriate Vice-President.

**Overload/Substitute Assignments:**

1. May not exceed 108 classroom hours per semester.
2. May not exceed 144 non-classroom hours per semester.

It is the faculty member's responsibility to reference the collective bargaining agreement for salary placement and advancement rules.

I certify that my total certificated employment with the San Diego Community College District including the assignments offered above will not exceed the limitations or violate the restrictions listed above.

←

Submit your TAO by clicking on the green **I accept the terms and conditions** button

Use the **Go to Top** button if you need to scroll back up to the top of the TAO Page



STEP	Instructions
9)	After submitting your TAO, each assignment response will be date and time stamped. The action buttons (Accept All, Reject All, and Clear All) will disappear from the page.

**Tentative Assignment Offer**

**Jan Brady**  
Fall 2020

You don't have any assignments that require action.

Change Terms TAO History

Go to Bottom

Accept All, Reject All, and Clear All buttons disappear when all assignments have a response

All TAOs must be accepted by August 1, 2020.

Phone 619/388-1111  
Email

	Adjunct	Overload	Adjusted FTE
Classroom FTE	0.644	0.000	0.644
Non-Classroom FTE	0.050	0.000	0.050
Total Semester FTE	0.694	0.000	0.694
		Flex Obligation	0.00

**Classroom Assignments**

**MATH 150-Calculus/Analytic Geometry I**

Accept Reject

Accepted 06/02/2020 12:15 PM By Jan Brady

TAO Comment

Class Number: 42681 - MESA  
Class Details: 08/17/2020 - 12/14/2020 (16 weeks)  
TR - 11:10 AM - 01:35 PM  
Assignment Details: 08/17/2020 - 09/17/2020  
TR - 11:10 AM - 01:35 PM  
Location: MESAMS420 - Mesa MS-420  
Assignment Type: Substitute Asgmt - Short Term  
Empl Rod: 0  
Job Code: A5248 - Mathematics Adjunct  
Section FTE: 0.333  
Adjusted FTE: 0.000  
Paid Hours: 0.00  
Admin Comments: Timesheet = 24.17 Hours

**MATH 150-Calculus/Analytic Geometry I**

Accept Reject

Rejected 06/02/2020 12:15 PM By Jan Brady

TAO Comment  
wrong dates listed

Class Number: 42681 - MESA  
Class Details: 08/17/2020 - 12/14/2020 (16 weeks)  
TR - 11:10 AM - 01:35 PM  
Assignment Details: 09/21/2020 - 12/14/2020  
TR - 11:10 AM - 01:35 PM  
Location: MESAMS420 - Mesa MS-420  
Assignment Type: Substitute Asgmt - Long Term  
Empl Rod: 0  
Job Code: A5248 - Mathematics Adjunct  
Section FTE: 0.333  
Adjusted FTE: 0.244  
Paid Hours: 65.83

javascript:LaunchURL(null,'#BOTTOM',5);





STEP	Instructions
10)	Close the TAO Page tab when you have finished your transactions. The College Faculty Dashboard will remain open in a separate tab.

The screenshot shows a web browser with two tabs: "College Faculty Dashboard" and "Faculty Assignment Acceptance". A red box highlights the "Faculty Assignment Acceptance" tab, and an arrow points to it from a callout box. The callout box contains the text: "When you are finished with your TAO, close the browser tab. Your Faculty Dashboard will remain open in a separate tab".

The page content includes:

- Header: Jan Brady, Fall 2020
- Message: You don't have any assignments that require action.
- Buttons: Go to Bottom, Print
- Text: All TAOs must be accepted by August 1, 2020.
- Summary Table:
 

	Adjunct	Overload	Adjusted FTE
Classroom FTE	0.644	0.000	0.644
Non-Classroom FTE	0.050	0.000	0.050
Total Semester FTE	0.694	0.000	0.694
Flex Obligation			0.00
- Classroom Assignments:
  - MATH 150-Calculus/Analytic Geometry I** (Accepted 06/02/2020 12:15 PM By Jan Brady)
    - Class Number: 42681 - MESA
    - Class Details: 08/17/2020 - 12/14/2020 (16 weeks) TR - 11:10 AM - 01:35 PM
    - Assignment Details: 08/17/2020 - 09/17/2020 TR - 11:10 AM - 01:35 PM
    - Location: MESAMS420 - Mesa MS-420
    - Assignment Type: Substitute Asgmt - Short Term
    - Empl Rod: 0
    - Job Code: A5248 - Mathematics Adjunct
    - Section FTE: 0.333
    - Adjusted FTE: 0.000
    - Paid Hours: 0.00
    - Admin Comments: Timesheet = 24.17 Hours
  - MATH 150-Calculus/Analytic Geometry I** (Rejected 06/02/2020 12:15 PM By Jan Brady)
    - Class Number: 42681 - MESA
    - Class Details: 08/17/2020 - 12/14/2020 (16 weeks) TR - 11:10 AM - 01:35 PM
    - Assignment Details: 09/21/2020 - 12/14/2020 TR - 11:10 AM - 01:35 PM
    - Location: MESAMS420 - Mesa MS-420
    - Assignment Type: Substitute Asgmt - Long Term
    - Empl Rod: 0
    - Job Code: A5248 - Mathematics Adjunct
    - Section FTE: 0.333
    - Adjusted FTE: 0.244
    - Paid Hours: 65.83
    - TAO Comment: wrong dates listed



STEP	Instructions
11)	When all assignments for a term have a response saved, the bottom of the Faculty Assignments Pagelet will display <b>View Assignments</b> instead of <b>Accept/Decline Assignments</b> . The red exclamation point <b>!</b> and the <b>Action Required</b> notice will also disappear for that term.

The screenshot shows the 'Faculty Assignments' pagelet. At the top, there are two tabs: 'Summer 2020 !' and 'Fall 2020'. Below the tabs is a table with two columns: 'Category' and 'FTEF'. The table lists several categories and their corresponding FTEF values. Below the table, it shows 'Flex Obligation: 0 hours' and a 'View Assignments' link. At the bottom, it says 'Last Updated: 06/02/2020 12:50 PM' with a refresh icon.

Category	FTEF
Contract Classroom	0.000
Contract Non- Classroom	0.000
Adj/Overload Classroom	0.644
Adj/Overload Non- Classroom	0.050
Total	0.694

Flex Obligation: 0 hours

[View Assignments](#) Flex

Last Updated: 06/02/2020 12:50 PM

The red exclamation point **!** signaling assignments pending acceptance is removed after TAO submission

The Accept/Decline Assignments link changes to a View Assignments link after TAO submission