

FACULTY AFFAIRS: COMMON DEFINITIONS

Effective Date: The first day of the semester or the first day work started (Late start).

Graduate Assistant Non-exempt: They assist regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. Graduate Assistant work may involve supervising students in a classroom, workshop, or laboratory (where final responsibility for the class and its entire instruction, including the performance of the Graduate Assistant, is vested in a member of the faculty); training students in the use of equipment or other resources; assisting faculty with research and preparation of course materials; participating in the evaluation of students' work; tutoring students; and other related work.

http://www.calstate.edu/HRAAdm/Classification/R11/Graduate_Assistant.pdf

Instructional Student Assistant: The majority of work performed is tutoring, grading and/or teaching work while the other Student Assistants perform other duties including clerical, technical, custodial, laborer or other work as assigned. Incumbents in this classification work part-time (20 hours per week or less) during academic periods and may work full-time during academic break periods.

http://www.calstate.edu/HRAAdm/Classification/R11/Inst_Student_Assistant.pdf

Late Start: Faculty was asked after the first day of the semester to teach.

Lecturer Information Sheet: This paper is given to Lecturers, TAs, GAs and ISAs with each appointment notice. It contains information the CBA requires to be distributed as well as helpful information on pay dates and how pay will be distributed over July and August.

New Hire: Lecturer with a break in service, who has never taught at Fresno State before, or was a Teaching Associate in prior academic year. This also applies to all TAs, GAs and ISAs that have had a break in service or have not worked on campus before.

New Hire Information Sheet: Must be completed for all new hires prior to procession of appointment notice. http://www.fresnostate.edu/academics/aps/documents/new_lecturer_form.pdf.

New Hire Paperwork: This is Federal, State, and local paperwork that must be completed for all new appointments (see New Hire). The Federal I-9 form part 1 is required to be completed on or before the first day of work. The State EAR form is required, along with an original SS Card, prior to payment.

On-time appointment notice: Appointment notices arrive in Faculty Affairs Office on or before December 15th.

Pay Calendar: <http://www.fresnostate.edu/Payroll/news/calendars.shtml>.

Rank: The classification for a part-time temporary faculty member at the time of the initial appointments (APM 307 -<http://www.fresnostate.edu/academics/aps/documents/apm/307.pdf>) is as follows:

<u>HIGHEST DEGREE</u>	<u>FACULTY CLASSIFICATION</u>
Baccalaureate	Lecturer L
Master's Degree	Lecturer A
ABD / Terminal	Lecturer B
Terminal	Lecturer C
Terminal	Lecturer D

Lecturer with Bachelor Degree Only: In order to hire a person with less than a master's degree, the department must have the prior approval of the Provost.

Salary Schedule: http://www.fresnostate.edu/academics/aps/faculty/salary_charts/lecturers.html.

“Shell”: An essentially blank contract, all the fields have been entered into CSU Contract Data except the Total WTUs. Faculty Affairs completes shells as for temporary faculty in the Fall semester for any lecturer appointed during the previous AY, and in the Spring for any faculty member appointment in the previous academic year or Fall.

Spring ‘13 Semester dates: January 14th – May 18th. These dates can be found at <http://www.fresnostate.edu/Payroll/news/calendars.shtml>.

Substitute Pay: Need to assign a temporary faculty member for a short duration to cover a class or classes. Duration is 20 days or less. Tenure, Tenure Track, FERP or FT Lecturers cannot be paid Substitute Pay. Substitute pay and current work assignment cannot exceed FT. Form can be found at http://www.fresnostate.edu/academics/aps/forms_policies/pay/substitute_pay_forms.html.

Teaching Associate: They teach university courses and may also assist faculty or teaching staff with various professional and technical activities. Work assignments are closely associated with their program of study or the academic department in which they are enrolled. The Teaching Associate classification is distinguished from the Graduate Assistant and Student Assistant classifications by assignments that primarily involve classroom and laboratory instruction. Responsibility for a course may be vested in the Teaching Associate under the direct supervision of an appropriate faculty member. http://www.calstate.edu/HRAAdm/Classification/R11/Teaching_Associate.pdf

Temporary Faculty Break in Service: Faculty member was not active in department during the previous academic year.

Voluntary Form: Use when full-time Lecturer, Tenured or Tenure-track faculty member voluntarily accepts additional work for no pay. Form can be found at: http://www.fresnostate.edu/academics/aps/forms_policies/temporary_appointments/misc.html.