

## **POLICY ON TEMPORARY FACULTY**

This policy is intended to provide a guide to the appointment, classification, and evaluation of temporary instructional faculty employees, librarians and counselors, excluding coaching faculty unit employees and grant-related instructional faculty employees, for whom there are separate policies.

### **I. GENERAL PROVISIONS**

1. "Temporary faculty employee" is any faculty unit employee who is serving in a temporary faculty appointment for a specified period of time, whether full-time or part-time.
2. A full-time temporary faculty employee is an appointment in one department and defined in the following ways:
  - 1) an academic year faculty member: 30 WTU in one academic year or a 1.0 (full-time) assignment for both Fall and Spring semesters;
  - 2) a 10 month temporary faculty member: A 1.0 assignment, an average of forty (40) hours in a seven (7) day period, for 10 months during a 12 month period;
  - 3) a 12 month temporary faculty member: A 1.0 assignment, an average of forty (40) hours in a seven (7) day period, for 12 months during a 12 month period.
3. A part-time temporary faculty employee is an individual who has received an appointment in one department for less than 1.0 assignment (i.e., fewer than 30 WTU's or equivalent for the academic year).
4. Temporary employment does not confer any rights to permanent employment to any person. The length of service of a temporary faculty member does not alter the temporary nature of the employment or confer additional rights upon a temporary faculty member. The length of service of a temporary faculty member does not confer any claim to seniority on the part of the temporary faculty member.

### **II. RESPONSIBILITIES**

1. Temporary faculty members are responsible for adherence to and implementation of university and system-wide policies.
2. Temporary instructional faculty members shall normally be assigned instructional duties, and may be assigned non-instructional duties.
3. At the time of initial appointment, a temporary instructional faculty member's primary professional responsibilities will be established. Normally, these responsibilities will consist of direct instruction, plus indirect activities in support of their teaching such as: preparation for class, evaluation of student performance, syllabus preparation and revision, maintaining office hours, and advising students. In addition, temporary faculty may be assigned additional professional responsibilities such as participation on campus committees, working collaboratively and productively with colleagues, and participation in traditional academic functions.
4. The assignment of other non-instructional temporary faculty (such as librarians and counselors) may include responsibilities as listed in Article 20 (Workload) of the Collective Bargaining Agreement (CBA).
5. Additional professional responsibilities of temporary faculty members may include supervision, research, scholarship and creative activity, which contribute to their currency, contributions made within the classroom, and to their professions.

### III. DEPARTMENT LIST OF EVALUATED TEMPORARY FACULTY

1. Departments shall maintain a list of qualified temporary faculty members who have been evaluated (CBA, Article 15.23-15.29) by the Department Chair and/or a Departmental Committee in compliance with department procedures. This temporary faculty list shall include current temporary faculty (temporary faculty in the order of assignment for the current year), and qualified applicants. The temporary faculty list shall also include the courses previously taught in the department when applicable. Note: Department may maintain the list electronically.
2. Additions and changes to the temporary faculty list and all appointments shall be based on careful consideration of the information in the Personnel Action File (PAF) or the pre-employment file for those without a PAF.
3. All recommendations for appointments shall be made from the temporary faculty list. List members are responsible for keeping their application, curriculum vitae, and/or PAF current.
4. PAFs for temporary faculty shall be maintained in the Dean's office. Individuals on the department temporary faculty list who have not held an appointment will not have a PAF. Departments will maintain the application materials until the individual is appointed, upon appointment all department materials will be forwarded to the PAF
5. Applications for temporary faculty positions are to be treated with the strictest confidentiality. All deliberations on the temporary faculty list shall be conducted in executive session and remain confidential as provided by law. Violations of this confidentiality by the Department Chair and/or Committee are considered to be unprofessional conduct and may be grounds for disciplinary action.<sup>1</sup>
6. Access to the temporary faculty list (and related materials) is limited to persons authorized access in the conduct of University business. Individual list members shall not have access to faculty personnel files. All access to PAF or pre-employment files shall be logged.

#### List Maintenance and Records Retention

7. Candidates on the temporary faculty list who have never received an appointment shall be removed from the list after three (3) academic years. Application materials shall be destroyed pursuant to the Records Retention Schedule.<sup>2</sup>
8. Temporary faculty members on the list who have not received an appointment during the previous three (3) academic years will be automatically removed from the list. To be added to the list the individual must apply as a new applicant. Files shall be destroyed pursuant to the Records Retention Schedule. If an application is accepted, courses taught more than three (3) academic years prior will not be considered.

---

<sup>1</sup> See APM 114

<sup>2</sup> Refer to the Records Retention schedule maintained on the Vice President for Administration web site.

### **New Applicants**

9. New applicants apply to the list by submitting the following: 1) application, 2) current vita or resume, 3) transcripts (see #10 below), and 4) names and contact information of at least 3 professional references.
10. Departments must verify degrees and contact at least three (3) references prior to first appointment. It is acceptable to use a clearinghouse service or request official transcripts from the applicant for the degree verification
11. New applicants will be reviewed in accordance to departmental procedures and if qualified, will be added to the department temporary faculty list.
12. When a department needs to recruit candidates for the temporary faculty list, they may request approval to conduct a search. At a minimum, the department would post the approved vacancy announcement for fifteen days on appropriate bulletin boards, web sites, etc. Additional recruitment might include distribution of the vacancy announcement to local colleges and universities, relevant graduate programs, and local companies or agencies. In rare instances, a department may request a search for a temporary faculty position. In such instances, this search will need to be conducted in accordance with procedures found in APM 301, Policy and Procedures for the Appointment of Tenure Track Faculty Including the Award of Service Credit.

### **IV. APPOINTMENTS**

1. All appointments shall be based solely on knowledge, skills, and abilities of applicants for the position to be filled.
2. New temporary faculty<sup>3</sup> must complete all required forms.
3. After consultation with, and recommendation by the relevant dean, the recommendations regarding temporary appointments are forwarded to the Provost or his/her designee. The Provost or designee shall make all faculty appointments. No other person is authorized to appoint faculty, nor to modify or revise the provisions of any appointment or offer of appointment. No other person is authorized to make statements, either oral or written which may be construed to be commitments to employment by the university. No temporary faculty member shall be deemed appointed in the absence of an official written notification from the Provost or designee.
4. Temporary faculty appointments may be made for a semester; parts of a year, or for one (1) or more years. The length of the appointment shall be noted in the offer of employment.
5. The official offer to a temporary faculty member shall also indicate that the appointment automatically expires at the end of the period stated and does not establish a right to subsequent appointments or any further appointment rights. No other notice shall be provided.
6. Appointment of a temporary faculty member in consecutive academic years to a similar assignment in the same department<sup>4</sup> shall require the same or higher salary placement as in his/her previous employment.

---

<sup>3</sup> New temporary faculty includes faculty returning after at least one academic year break in employment.

<sup>4</sup> For purposes of this policy, the Library and Counseling unit are considered "departments."

### **Three year temporary faculty appointments**

7. Pursuant to Articles 12.12 and 12.13 of the CBA, temporary faculty unit employees (excluding coaches) employed during the prior academic year and possessing six or more years of prior consecutive service on campus, shall be offered a three-year temporary appointment following an evaluation pursuant to provisions 15.20(d) and 15.28 of the CBA, where there is a determination by the appropriate administrator that a temporary faculty unit employee has performed the duties of his/her position in a satisfactory manner; and absent documented serious conduct problems.

#### **Colleges, Schools, Departments and other appropriate units must follow the process outlined in Form 306 in the determination of a satisfactory or unsatisfactory evaluation.**

8. If a temporary faculty unit employee is subject to a periodic evaluation pursuant to provisions 15.28 or 15.29 of the CBA, and the temporary faculty unit employee is on an authorized paid or unpaid leave during the period in which the evaluation is scheduled, the employee may request a postponement of the evaluation. If the request is granted, the temporary faculty unit employee's appointment shall automatically be extended through the academic term in which the rescheduled evaluation takes place. If the outcome of the evaluation is a determination by the appropriate administrator of satisfactory performance, the new three-year appointment shall be effective at the beginning of the academic year following the original expiration date of the prior appointment. (CBA, Article 15.30)
9. An initial three-year appointment shall be issued except in cases of documented unsatisfactory performance or serious conduct problems.

### **Full-time appointments**

10. Consistent with the CBA, full-time temporary faculty may be hired to a part-time temporary position in the following academic year.
11. Full-time temporary faculty members shall not be appointed on a conditional basis.<sup>5</sup>

### **Part-time appointments**

12. Following two (2) semesters of consecutive employment in the same academic year, a part-time temporary faculty member offered a subsequent appointment to a similar assignment in the same department or equivalent unit shall receive a one (1) year appointment with a similar WTU assignment. Notices of appointment may be printed to include the assignment for one semester at a time.
13. Part-time temporary faculty members may be appointed on a conditional basis. The conditions established at the time of appointment may relate to enrollment and budget considerations. If a class is canceled, the part-time faculty member shall be paid for class hours taught. Classes may be canceled any time prior to the third class meeting.

---

<sup>5</sup> See section I.1 for definition of Full-Time

## V. QUALIFICATIONS & REMUNERATION

1. The minimum academic qualification for a temporary faculty appointment is a master's degree from an accredited graduate program.
2. In order to hire a person with less than a master's degree and/or to request other exceptions, the department must have the approval of the Provost. Persons whose experience or training is recognized by professional or occupational standards as affording expertise directly related to specific instructional areas may be appointed if it can be shown that such persons have the best qualifications among available candidates, and that the instructional areas are important to the university.
3. The initial appointment of temporary faculty should normally require formal education and experience that are comparable to a similarly qualified tenure track academic employee.
4. The classification for a temporary faculty member at the time of the initial appointments is as follows:

HIGHEST DEGREE	TEMPORARY FACULTY CLASSIFICATION	COMPARABLE TENURE TRACK CLASSIFICATION
Baccalaureate	Lecturer A	Assistant Prof./Sr. Asst. Librarian
Master's Degree	Lecturer A	Assistant Prof./Sr. Asst. Librarian
Terminal	Lecturer B	Assistant Prof./Sr. Asst. Librarian
Terminal	Lecturer C	Associate Prof./Assoc. Librarian
Terminal	Lecturer D	Professor/Librarian

Appointment to Lecturer C or Lecturer D is dependent upon meeting the qualifications for the comparable rank of permanent full-time faculty.

5. Appointment to a higher classification may be considered at the time a temporary faculty member is offered a new appointment.
6. A temporary faculty member may advance within a salary range by receiving Service Salary Increases (SSI) and/or other means defined in the CBA.
7. Eligible temporary faculty members may apply for range elevation to a higher classification pursuant to the campus Policy on Range Elevation for Temporary Faculty (APM 332).

## VI. SPECIAL CONSIDERATIONS REGARDING APPOINTMENTS

1. Appointment of individuals employed by school districts or other agencies which require contracts for reimbursement for service must be processed at least sixty (60) days prior to the commencement of service.
2. Appointment of a retired faculty member may adversely impact retirement, employment eligibility and/or Social Security benefits.<sup>6</sup>
3. Nominations for appointment to reimbursed positions (replacements for faculty released by grants, contracts, etc.) must be accompanied by appropriate documentation, including relevant contract numbers, teaching responsibilities of the person being replaced, etc.

## VII. EVALUATION

1. Temporary faculty must be evaluated in accordance with the periodic evaluation procedure<sup>7</sup>, campus policy<sup>8</sup>, and the departmental policy on teaching effectiveness. This evaluation shall include student ratings of courses and peer evaluations for those with teaching duties, peer review by a committee of the department or equivalent unit, and evaluations by appropriate administrators for all temporary faculty.
2. A temporary faculty member's teaching shall be assessed on a regular basis according to the schedule and procedures outlined in the Policy on the Assessment of Teaching Effectiveness (APM 322) and the departmental policy on teaching effectiveness. The results of these assessments shall be placed in the PAF of the faculty member.
3. Temporary faculty holding three-year appointments shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of either the employee or the President.
  - a. After consultation with the departmental peer review committee and the department chair, the appropriate administrator shall prepare a written evaluation of a temporary faculty member's performance using Form 306 by the date provided on the Faculty Affairs calendar and place this evaluation in the faculty member's PAF. The temporary faculty member shall be provided a copy of the written evaluation.
  - b. If a temporary faculty unit employee is subject to a periodic evaluation pursuant to provisions 15.28 or 15.29 of the CBA, and the temporary faculty unit employee is on an authorized paid or unpaid leave during the period in which the evaluation is scheduled, the employee may request a postponement of the evaluation. If the request is granted, the temporary faculty unit employee's appointment shall automatically be extended through the academic term in which the rescheduled evaluation takes place. If the outcome of the evaluation is a determination by the appropriate administrator of satisfactory performance, the new three-year appointment shall be effective at the beginning of the academic year following the original expiration date of the prior appointment. (CBA, Article 15.30)
  - c. All evaluations shall be placed in the PAF.
  - d. Upon request, a faculty member shall be provided the opportunity to meet with the appropriate administrator regarding material to be placed in the file to which the faculty member objects. The request to meet, if any, shall be made within five (5) days of the receipt of notification. If no meeting is requested, the material will be placed in the file. If a meeting is requested, it shall take place within ten (10) days of the request made by the faculty member. (CBA, Article 11.5)

---

<sup>6</sup> CalPERS members retiring on or after January 1, 2013 will not be eligible for employment for 180 days after official retirement date. Prior to nominating such individuals, Faculty Affairs should be consulted.

<sup>7</sup> See Article 15 of the CBA for "periodic evaluation" procedures.

<sup>8</sup> See APM 322 Policy on Assessment of Teaching Effectiveness.

### VIII. PERSONNEL ACTION FILE (PAF)

1. Each temporary faculty member shall have one (1) PAF for employment information and documentation that may be relevant to recommendations or actions regarding the faculty member.<sup>9</sup>
2. The PAF shall be maintained in the office of the dean.<sup>10</sup> All access to the PAF shall be logged.

### IX. PRIVILEGES AND BENEFITS

1. Full-time temporary faculty members are members of the Academic Assembly and have voting rights in the department pursuant to University policy.<sup>11</sup>
2. Temporary faculty members shall receive faculty privileges, including the right to purchase faculty parking decals and receive a faculty ID card, which provides the following advantages:
  - a. use of library facilities and faculty borrowing privileges
  - b. use of Instructional Media Services facilities and equipment
  - c. use of state car and/or travel expense allocations when approved
  - d. use of laboratory and research facilities when applicable and approved use of Student Union facilities
  - e. use of a university e-mail account.
3. Temporary faculty members in academic year classifications who have an appointment for at least six (6) weighted teaching units (i.e., 0.40 time base) for at least one semester are eligible for health benefits. (CBA, Article 32)
4. Temporary faculty members who hold a three-year appointment are eligible for the CSU Fee Waiver Program. (CBA, Article 26)
5. After five years of continuous full-time service, full-time temporary faculty members are “vested” in the CalPERS retirement system.

---

<sup>9</sup>See APM 323 Policy on Personnel Files for additional information.

<sup>10</sup>See APM 323 Policy on Personnel Files for additional information.

<sup>11</sup>See APM 113 Policy on Academic Organization.

## VIII. DISTRIBUTION

A copy of this policy will be available to all faculty members on the Office of Faculty Affairs' web site under Academic Policies.

References and other related policies:

CBA	Articles: 10, 11, 12, 15, 20, 26, 31, 32
APM 113	<u>Policy on Academic Organization</u>
APM 301	<u>Policy and Procedures for the Appointment of Tenure Track Faculty including the Award of Service Credit</u>
APM 303	<u>Policy on Nepotism</u>
APM 304	<u>Policy on Terminal Degrees</u>
APM 322	<u>Policy on Teaching Effectiveness</u>
APM 323	<u>Policy on Faculty Personnel Files</u>
APM 332	<u>Policy on Range Elevation for Temporary Faculty</u>

---

**Approved by Academic Senate**

May 1997  
February 26, 2015

**Approved by President**

June 1997; April 2000; April 24, 2013  
May 5, 2015