

## POLICY ON FULL-TIME TEMPORARY FACULTY

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

### I. GENERAL PROVISIONS

1. A **full-time** "temporary faculty employee" is any individual who is serving in a temporary faculty appointment for a specified period of time., ~~whether full-time or part-time.~~ **Full-time for instructional faculty is defined as an assignment of 15 Weighted Teaching Units (WTU) per semester, or 30 WTU for an academic year. Full-time for librarian faculty is defined as an average of forty hours in a seven day period.**
2. **All** temporary faculty, ~~whether full-time or part-time,~~ typically hold the title "Lecturer."
3. Temporary employment does not confer any rights to permanent employment to any person. The length of service of a temporary faculty member, ~~whether full-time or part-time,~~ 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, ~~whether full-time or part-time,~~ does not confer any claim to seniority on the part of the temporary faculty member.

### II. RESPONSIBILITIES

1. Full-time temporary faculty members are responsible for adherence to and implementation of university and trustee policy.
2. Full-time temporary **instructional** faculty members shall normally be assigned instructional **duties**, and **may be assigned** non-instructional duties.
3. ~~The primary professional responsibilities of instructional faculty members, including temporary faculty, are: teaching, research, scholarship, creative activity, and service to the university, profession and to the community.~~ **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 a librarian may include library services, reference services, circulation services, technical services, on-line reference services, teaching in library subject matter, service on system-wide and campus committees and task forces, and activities that foster professional growth, including creative activity and research.

~~Faculty members have additional professional responsibilities such as: advising students, participation in campus and system-wide committees, maintaining office hours, working collaboratively and productively with colleagues, and participation in traditional academic functions.~~

~~The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as: preparation for class, evaluation of student performance, syllabus preparation and revision, and review of current literature and research in the subject area, including instructional methodology. Research, scholarship and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members are frequently expected to perform.~~

5. The Additional professional responsibilities of **temporary** faculty members **may** include research, scholarship and creative activity, which contribute to their currency, and the contributions made within the classroom, and to their professions. ~~The professional responsibilities of faculty members are fulfilled by participation in conferences and seminars, through academic leaves and sabbaticals that provide additional opportunities for scholarship and preparation, and through a variety of other professional development activities.~~

~~It is understood that instructional faculty members may not normally participate in all activities during each academic term or year.~~

### **III. NOMINATION PROCEDURES**

1. ~~Authorization to conduct a search for a full-time temporary employee must be obtained from the Provost and Vice President for Academic Affairs (Provost).~~
2. ~~Normally, each full-time temporary faculty position shall be opened to a thirty (30) day, national search. Full-time temporary faculty may be reappointed in a position for a second or third consecutive year following the initial appointment if the vacancy announcement so stipulated. Except where the vacancy announcement provides for reappointment without an additional open search, reappointment is possible only if the individual is the successful applicant in the new search.~~
3. ~~The department normally shall develop and approve vacancy announcements. Such announcements shall be subject to approval by the Provost. Each vacancy announcement shall include criteria for the full-time position, including minimum academic qualifications.~~

4. ~~Applications for full-time positions are to be treated with the strictest confidentiality. All deliberations on applications for the full-time temporary positions shall be conducted in executive session and remain confidential as provided by law. Violations of this confidentiality are considered to be unprofessional conduct and MAY BE grounds for disciplinary action.~~

#### **IV. APPOINTMENTS**

1. ~~All appointments shall be based solely on ability and fitness for the position to be filled.~~
2. ~~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.~~
3. ~~Full-time 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.~~
4. ~~The official offer to a full-time 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.~~
5. ~~Appointment of a full-time temporary faculty member in consecutive academic years to a similar assignment in the same department<sup>1</sup> shall require the same or higher salary placement as in his/her previous employment.~~
6. ~~Consistent with the Collective Bargaining Agreement, full-time temporary faculty may be hired to a part-time temporary position in the following academic year.~~
7. ~~Full-time temporary faculty members shall not be appointed on a conditional basis.~~
8. ~~Each department or equivalent unit shall maintain a list of full-time temporary faculty members who have been employed by and evaluated by the department.<sup>2</sup> If a full-time temporary faculty member applies for a subsequent appointment, the full-time faculty member's periodic evaluations, including both student evaluations and peer evaluations; other contents of the employee's Open Personnel File; and his/her application shall receive careful consideration.~~

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<sup>1</sup>For purposes of this policy, the Library and the Counseling Area are considered "departments"

<sup>2</sup>The university retains the personnel files of separated employees for five (5) years.

- ~~9. Upon completion of twenty four (24) academic units (WTU's) in the same department, full-time temporary members are eligible to be considered for a Salary Step Increase pursuant to the provisions of Article 31 of the CBA. Such consideration requires the submission of a Faculty Activity Report.~~
- ~~10. If a full-time temporary faculty member applies for a subsequent appointment and does not receive one, his/her right to file a grievance shall be limited to allegations of a failure of the department to give careful consideration to the periodic evaluations in his/her Open Personnel File, and his/her application.~~

### ~~V. III APPOINTMENT, QUALIFICATIONS, & REMUNERATION~~

1. The complete appointment procedures for full-time temporary faculty can be found in APM 302, Policy & Procedures for the Appointment of Full-Time Temporary Faculty Including Emergency Appointments.
2. The minimum academic qualification for a full-time temporary academic appointment is a master's degree from an accredited graduate program.
3. In order to hire a person with less than a master's degree, 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.

### ~~VI. REMUNERATION~~

4. ~~1.~~The initial appointment of full-time temporary faculty should normally **require formal education and experience** that ~~is~~ **are** comparable to a similarly qualified tenure track academic employee.
5. ~~2.~~The classification for a full-time temporary faculty member at the time of the initial appointments is as follows:

HIGHEST DEGREE	TEMPORARY FACULTY CLASSIFICATION	COMPARABLE TENURE TRACK CLASSIFICATION
Baccalaureate	Lecturer L	
Master's Degree	Lecturer A	Instructor/Asst. Librarian
ABD/ 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** criteria for the comparable rank of permanent full-time faculty.

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

#### **IV. ~~VII.~~ 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 and/or Social Security benefits. Prior to nominating such individuals, **Academic Personnel Services** ~~the Benefits Office~~ should be consulted. **(NB: CalPERS retired annuitants are ineligible for full-time positions.)**
3. Nominations for appointment to "reimbursed" positions (replacements for faculty released by grants, etc.) must be accompanied by appropriate documentation, including relevant contract numbers, teaching responsibilities of the person being replaced, etc.

#### **~~VIII.~~ APPOINTMENT PROCEDURES**

~~Full-time temporary faculty shall be appointed pursuant to the Policy and Procedures for the Appointment of Full-time Temporary Faculty including Emergency Appointments.~~

#### **V. ~~IX.~~ EVALUATION**

1. Full-time temporary faculty appointed for two or more semesters, regardless of a break in service, must be evaluated in accordance with the periodic evaluation procedure.<sup>1</sup> This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by a committee of the department or equivalent unit (as defined in provision 15.2 of the CBA), and evaluations by appropriate administrators.
2. A temporary faculty member appointed for one (1) semester or less shall be evaluated at the discretion of the department chair, the appropriate administrator,

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<sup>1</sup> Complete procedures for the "periodic evaluation" can be found in Article 15 of the CBA.

or the department or equivalent unit. The employee may request that an evaluation be performed.

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.
4. A full-time temporary faculty member's teaching shall be evaluated on a regular basis according to the schedule and procedures outlined in the Policy on the Assessment of Teaching Effectiveness (APM 322). The results of these evaluations shall be placed in the ~~Open Personnel File~~ **Personnel Action File** of the faculty member.
5. Department chairs shall prepare a written evaluation of a full-time temporary faculty member's performance at the end of each academic year, **subject to restrictions or limitations stipulated by the Collective Bargaining Agreement, and place this evaluation in the faculty member's PAF.** The temporary faculty member shall be provided a copy of the written record of the evaluation.
6. ~~This~~ **All such** evaluations shall be placed in the ~~Open Personnel File~~ **Personnel Action File.**

#### **VI. ~~X.~~ OPEN PERSONNEL FILE PERSONNEL ACTION FILE**

1. Each full-time temporary faculty member shall have one (1) ~~Open Personnel File~~ **Personnel Action File** for employment information and information that may be relevant to recommendations or actions regarding the faculty member.
2. The ~~Open Personnel File~~ **Personnel Action File** shall be maintained in the office of the dean.<sup>2</sup>

#### **VII. ~~XI.~~ 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, in particular the Policy on Academic Organization (APM 113).
  2. Full-time 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. ~~the ability to purchase Associated Student Body card for access to campus events.~~
- 3. Full-time temporary faculty members who have an appointment for a semester or longer ~~a contract for an academic year~~ are eligible for health benefits.
- 4. Full-time temporary faculty members **who hold a three-year appointment** ~~with at least six (6) years of full-time equivalent service<sup>4</sup> in a department~~ are eligible for the CSU Fee Waiver Program subject to the provisions of Article 26 of the Collective Bargaining Agreement.
- 5. **After five years of continuous full-time service, Lecturers are “vested” members in the CalPERS retirement system.**

## **VIII. XII. DISTRIBUTION**

Academic Personnel Services shall provide a copy of this policy to all full-time temporary faculty members at the time of their initial appointment.

References: CBA 10, 11, 12, 15, 20, 31

**APM 323**, Policy On Faculty Personnel Files

**APM 302**, Policy And Procedures For The Appointment Of Full-Time Temporary Including Emergency Appointments

**APM 332**, Policy on Range Elevation for Temporary Faculty

Approved by Academic Senate	May 1997
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<sup>2</sup>For additional information on personnel files, refer to APM 323, Policy on Faculty Personnel Files.

<sup>4</sup>Full-time equivalent service is defined as one hundred eighty (180) WTU's.