

## 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, **librarians and counselors**, exclusive of 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 individual who is serving in a temporary faculty appointment for a specified period of time, whether full-time or part-time.
2. **All** temporary faculty, ~~whether full-time or part-time,~~ typically hold the title "Lecturer."
3. **Full-time for instructional faculty is defined as a 30 WTU assignment in one department for an academic year. Full-time for librarian faculty and counselors is defined as an average of forty (40) hours in a seven (7) day period. This formula is applied pro rata for librarians and counselors in less than full-time assignments.**
4. **A part-time temporary faculty employee is an individual who has received an appointment in one department for less than full-time time (10.5 or fewer WTU's i.e., fewer than 30 WTU's for the academic year).**
5. 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.~~

### **III. DEPARTMENT LIST OF EVALUATED TEMPORARY FACULTY**

1. Departments shall maintain a list of qualified temporary faculty members who have been reviewed by the Department Chair and/or a Departmental Committee in compliance with department procedures. This list shall also include the courses previously taught in the department.
2. Additions and changes to the list and all appointments shall be based on careful consideration of the information in the Personnel Action File.
3. All recommendations for appointments shall be made from this list. Individual applicants are responsible for keeping their application current.
4. Personnel Action Files for temporary faculty shall be maintained in the Dean's office. Individuals on the department list who have not held an appointment will not have a Personnel Action File. Departments will maintain the application materials until the individual is appointed.
5. Access to the temporary faculty applicant list (and related materials) is limited to persons authorized access in the conduct of University business. Individual applicants shall not have access to the temporary faculty application files.
6. Applications for temporary faculty positions are to be treated with the strictest confidentiality. All deliberations on applications for the temporary faculty list 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.

#### **List maintenance and record retention**

7. Candidates on the list who have never received an appointment can be automatically removed from the list after three (3) academic years. Application materials shall be destroyed pursuant to the Records Retention Schedule.<sup>1</sup>
8. Lecturers on the list who have not received an appointment during the previous five (5) 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.

### **New Applicants**

9. New applicants may apply to the list by submitting 1) application, 2) current vita or resume, 3) transcripts, and 4) names and contact information of at least 3 professional references.
10. Departments must verify degrees and 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 list.
12. When a department needs to recruit candidates for the list (i.e., there is no current list because there are no incumbents or voluntary applicants), 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 "national" search for a temporary full-time 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 ability and fitness for the position to be filled.
2. After consultation with, and approval by, the relevant dean, the department chair (or equivalent program coordinator) forwards recommendations regarding temporary appointments 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

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<sup>1</sup> Refer to the Records Retention schedule maintained on the Vice President for Administration web site.

university. No temporary faculty member shall be deemed appointed in the absence of an official written notification from the Provost or designee.

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>2</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.~~
1. ~~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.~~
  2. ~~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.~~
  3. ~~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.~~

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

4. 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 pursuant to CBA 12.12.

<sup>2</sup> For purposes of this policy, the Library and Counseling unit are considered "departments."

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

5. An initial three-year appointment shall be issued except in cases of documented unsatisfactory performance or serious conduct problems.

#### **Full-time appointments**

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.

#### **Part-time appointments**

8. 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.
9. 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.

### **V. QUALIFICATIONS & REMUNERATION**

1. The minimum academic qualification for a temporary academic 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, 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**

3. ~~4.~~ The initial appointment of temporary faculty should normally **require formal education and experience** that ~~is~~ **are** comparable to a similarly qualified tenure track academic employee.
4. ~~2.~~ 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
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Baccalaureate	Lecturer L	Instructor/Asst. Librarian
Master's Degree	Lecturer A	Assistant Prof./Sr. Asst. Librarian
ABD/ Terminal	Lecturer B	Associate Prof./Assoc. Librarian
Terminal	Lecturer C	Professor/Librarian
Terminal	Lecturer D	

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

5. ~~3.~~ Appointment to a higher classification may be considered at the time a temporary faculty member is offered a new appointment.
6. ~~4.~~ A temporary faculty member may advance within a salary range by receiving Service Salary Increases (SSI) and/or ~~Faculty Merit Increases~~ **other means defined in the collective bargaining agreement.**
7. ~~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).

## **~~VI.~~ 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.~~

## **VII. IX. EVALUATION**

1. ~~A full-time temporary faculty member shall be evaluated on a regular basis according to the schedule outlined in the Policy on the Assessment of Teaching Effectiveness. The results of these evaluations shall be placed in the Open Personnel File of the faculty member.~~
2. ~~Department chairs shall prepare a written evaluation of a full-time temporary faculty member's performance at the end of each academic year. This evaluation shall be placed in the Open Personnel File.~~
1. Temporary faculty must be evaluated in accordance with the periodic evaluation procedure<sup>3</sup>, campus policy<sup>4</sup>, and the departmental policy on teaching effectiveness. This evaluation shall include student ratings of courses for those with teaching duties, peer review by a committee of the department or equivalent unit (as defined in provision 15 of the CBA), and evaluations by appropriate administrators.
2. 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.
3. 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.
4. After consultation with the departmental peer review committee, a department chair (or, in the case of librarians or counselors, the appropriate administrator) 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.
5. 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.

<sup>3</sup> See Article 15 of the CBA for "periodic evaluation" procedures.

<sup>4</sup> See APM 322 Policy on Assessment of Teaching Effectiveness.

2. The ~~Open Personnel File~~ **Personnel Action File** shall be maintained in the office of the dean.<sup>5</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.~~ **use of a university-provided e-mail account.**
3. ~~Full-time~~ Temporary faculty members **in academic year classifications** who have **an appointment for at least six (6) weighted teaching units (i.e., .40 time base) for at least one semester** ~~a contract for an academic year~~ are eligible for health benefits **subject to the provisions of Article 32 of the Collective Bargaining Agreement.**
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 **will be available to all faculty members on Academic Personnel’s web site under Academic Policies.** ~~to all full-time temporary faculty members at the time of their initial appointment.~~

References **and other related policies:**

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<sup>5</sup> **See APM 323 Policy on Personnel Files for additional information.** ~~For additional information on personnel files, refer to the university Policy on Faculty Personnel Files.~~

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

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

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