

California State University Northridge



CBA Article 12, Order of Assignment

Wednesday, September 25, 2019

Grievances

Grievances

2016-2017 Academic Year

Total Grievances: 12								
Article:	10	11	12	15	20	31	32	37
Provision:	Grievance Procedures	Personnel Files	Appointment	Evaluation	Workload	Salary	Benefits	Safety
Percent:	25%	17%	75%	25%	33%	42%	25%	8%

2017-2018 Academic Year

Total Grievances: 50								
Article:	10	11	12	15	20	31	32	37
Provision:	Grievance Procedures	Personnel Files	Appointment	Evaluation	Workload	Salary	Benefits	Safety
Percent:	54%	22%	42%	28%	26%	44%	36%	22%

2018-2019 Academic Year

Total Grievances: 26								
Article:	10	11	12	15	20	31	32	37
Provision:	Grievance Procedures	Personnel Files	Appointment	Evaluation	Workload	Salary	Benefits	Safety
Percent:	23%	58%	54%	50%	23%	65%	62%	8%

2015-2019 Overall

Total Grievances: 117								
Article:	10	11	12	15	20	31	32	37
Provision:	Grievance Procedures	Personnel Files	Appointment	Evaluation	Workload	Salary	Benefits	Safety
Percent:	37%	33%	46%	34%	22%	42%	32%	15%

CBA Article 12, Appointment

CBA Article 12, Appointment

- Temporary Appointments
- Three-Year Appointments
- Temporary Range Elevation
- Probationary Appointments
- Appointment at Another Campus
- Vacancy Announcements
- Preference for Available Temporary Work
- Visiting Faculty
- Dedicated Lecturer Pay Raise Funding

CBA Article 12, Appointment

Nuts and Bolts of Article 12

- Written Notification
- Lecturer types of appointments
- Conditions of appointments and careful consideration
- 38.48
- Order of assignment and “similar assignment”
- New and additional work
- 16th unit
- Range Elevation/SSIs

CBA Article 12, Appointment

Written Notification

“No one shall be deemed appointed in the absence of an official written notification from the President.” (12.1)

- Beginning and ending date of appointment
- Classification
- Time base
- Salary
- Rank, when appropriate
- Employee status
- Assigned department
- Other conditions of employment

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CBA Article 12, Appointment

True or False?

Within the first 14 days of the term, new faculty must be advised of where they can find a summary of their benefits program AND must receive, in writing, notification of the evaluation criteria and procedure.

CBA Article 12, Appointment

Conditional vs. Unconditional

- All full-time employees shall not be appointed on a conditional basis (12.6).
- Less than full-time appointments are conditional. Typical conditions related to budget and enrollment (12.5).
- Once the term starts...
 - How should you compensate if the class gets canceled?
 - Do units for additional work count toward entitlement?

Preference for Available Temporary Work

Preference for Available Temporary Work

12.29 In the event that the department determines that a need exists to assign new or additional work to temporary faculty unit employees after the assignment needs of tenured and probationary faculty (including FERP, and PRTB faculty) have been satisfied, and after any work to be taught by administrators, teaching associates and other student employees, or volunteer faculty have been assigned, the work shall first be offered to qualified temporary faculty in the department who have performed satisfactorily, in the following order.

Preference for Available Temporary Work

Assignment Order at the Beginning of the Academic Year

1. First, offer work to three-year (Y3) full-time appointees.
2. Next, offer work to three-year (Y3), part-time appointees.
3. Next, offer work to individuals whose names appear on the department's 38.48 list.
4. Next, offer work to Visiting Faculty.
5. Next, give careful consideration to all part-time and full-time temporary faculty with one year appointments (Y1) who were employed in the academic year prior to the year for which they are being considered.

Preference for Available Temporary Work

6. If a decision is made not to reappoint temporary faculty in category 5, the work previously performed by these faculty shall be considered "new or additional" and should be assigned as follows.
- i. First, offer work to part-time temporary faculty unit employees holding a three-year appointment (Y3) up to and including a 1.0 time base.
 - ii. Next, offer work to part-time temporary faculty unit employees holding a one-year appointment (Y1) up to and including a 1.0 time base.
 - iii. Last, offer work to any other qualified candidate.

Preference for Available Temporary Work

Assignment Order During the Academic Year

1. First, offer work to three-year (Y3) full-time appointees.
2. Next, offer work to three-year (Y3) part-time appointees.
3. Next, offer work to individuals whose names appear on the department's 38.48 list.
4. Next, offer work to continuing one-year (Y1) full-time appointees.
5. Next, offer work to Visiting Faculty.
6. Next, give careful consideration to all part-time and full-time temporary faculty with one year appointments (Y1) who were employed during the current or immediate past academic year.

Preference for Available Temporary Work

7. If a decision is made not to reappoint temporary faculty in category 6, the work previously performed by these faculty shall be considered “new or additional” and should be assigned as follows.
- i. First, offer work to part-time temporary faculty unit employees holding three-year appointments (Y3) up to and including a 1.0 time base.
 - ii. Next, offer work to part-time temporary faculty unit employees holding one-year appointments (Y1) up to and including a 1.0 time base.
 - iii. Last, offer work to any other qualified candidate.

Preference for Available Temporary Work

Careful Consideration

- What is it??
 - Review of application, evaluations, and Personnel Action File (PAF)
 - Sign the PAF!!
- For whom?
 - Lecturers who have been evaluated (12.7)
 - Lecturers who worked for the department in the current/prior year (12.29)
- Why?
 - For reappointment!
 - For assignments!

Preference for Available Temporary Work

Same or Similar Assignment

- If Bob has taught on Saturday mornings for 10 semesters, can you offer him courses on Friday mornings instead?
- Janet has consistently taught the introductory course every Fall for a long time. Can you change her upcoming Fall assignment and not offer her the introductory course?
- Sally is employed elsewhere, which makes her unavailable to teach at CSUN before 6 pm. She has taught evenings at CSUN for years.
 - Can you offer her classes on weekdays before 6 pm?
 - Can you offer her classes on weekends?

Preference for Available Temporary Work

Order of Assignment

- If you are forced to cancel a class for a Y3, and this cancellation brings the Y3 below his or her entitlement:
 - If a Y1 or an S1 is scheduled to teach a section of the cancelled class at the same time, are you required to offer that class section to the Y3?
 - Can you make up the Y3's entitlement the next semester?
- You have not fulfilled the entitlements for all your Y3's and Y1's.
 - Can you offer work to a new hire?
 - Can you offer work to a 2nd semester S1?