

Department Chair Appointments and Lecturer Matters

New Department Chair and Deans Retreat
August 17, 2023

Topic Overview:

- ❖ Department Chair Appointments
- ❖ Lecturer Hiring and Establishing Pools
- ❖ Lecturer Entitlements
- ❖ Order of Assignment of Work
- ❖ Careful Consideration and Evaluation of Faculty
- ❖ Other Lecturer Appointments



Department Chair Appointments

- Chairs are in 12-month classification
- Chair Salary
 - 15% increase for 12-month classification
 - 4.5% increase for Chair role
 - Department FTEF-based salary increase (\$80 or \$120)
 - Administrative fraction 0.8 or 1.0
- Earn 2 days (16 hours) of vacation per month
 - Must take a minimum of 40 hours per year of vacation
- Chairs are in Faculty status (Unit 3 CBA)
- Transitioning back to AY faculty from 12-month Chair
 - Be aware of implications

Chairs teaching in the summer need to use vacation days



Lecturer Hiring & Establishing Pools



❖ Procedures and Calendar for Recruitment of Part-Time Faculty for the Spring 2024 (November 7, 2022) - Memo

- ✓ Part-Time Faculty Position Announcement (formerly AA-6 form)
- ✓ Ranking Criteria – Preferred Qualifications

Resources:

- Section 700
- Collective Bargaining Agreement (CBA)
- Chief Diversity Office & Faculty Affairs
- Chairs Leadership Academy

Lecturer Hiring & Establishing Pools

❖ What are pools?

- ✓ Temporary Faculty Applicant Position/Course Pools
- ✓ Well-defined, documented selection/evaluation criteria

❖ About the Pool Log?

- ✓ Applicant Pool Log and Disposition for Part Time Faculty (formerly AA-7)
- ✓ Applicants are rated Satisfactory (1) or Unsatisfactory (2) and placed in the applicant pool log.
- ✓ The Department is the official record keeper.
- ✓ May a department have more than one pool?
 - 🕒 Yes. This is actually preferred.
 - 🕒 Applicants may apply to more than one pool



Lecturer Hiring and Establishing Pools

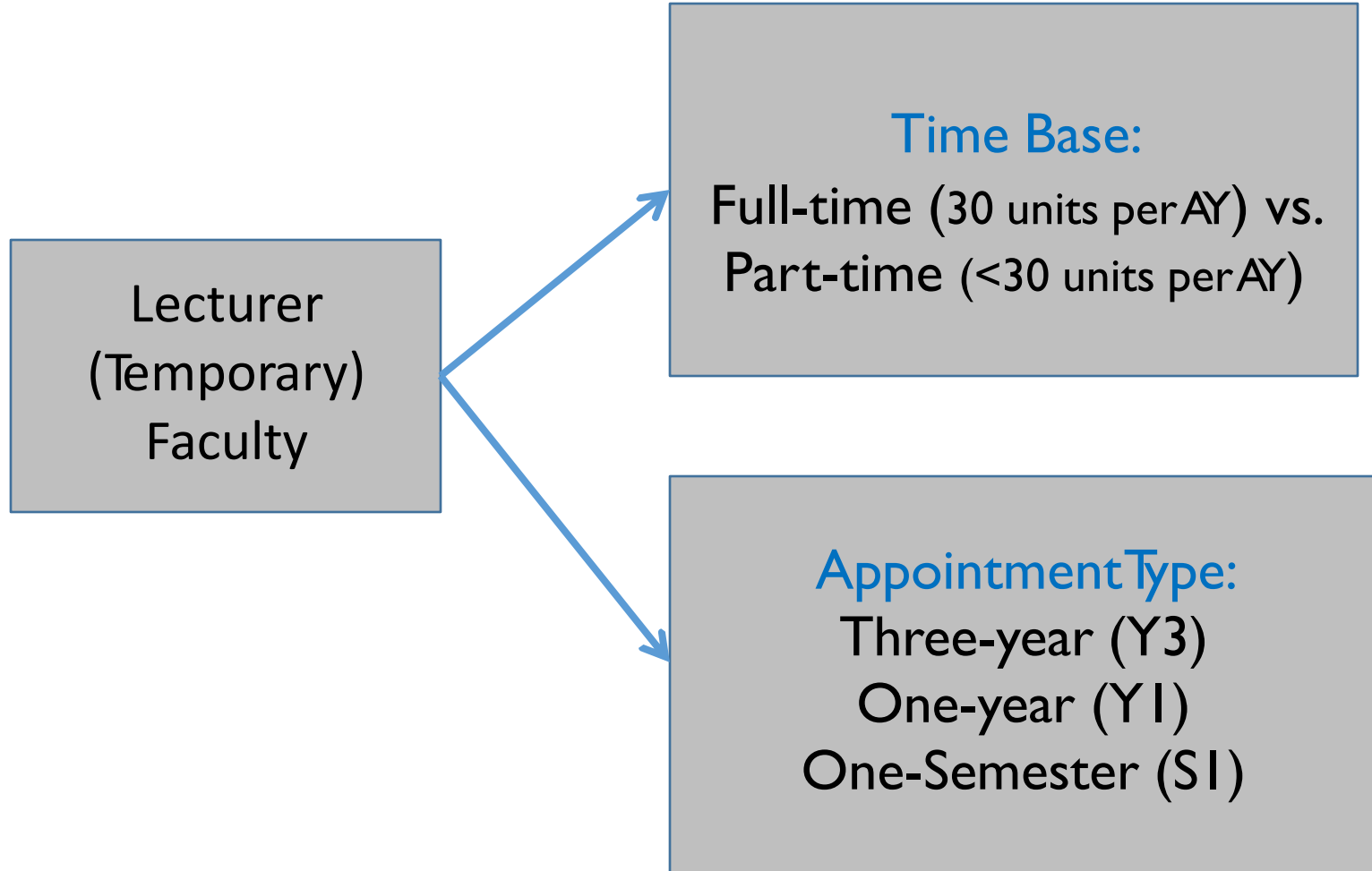
Things to know about the Process:

- ✓ Department faculty hiring committee can rank faculty in the pools but...
...must establish whether applicant is “In the pool or not”
- ✓ Rank by teaching ability and relevant professional experience, *not* by seniority but, must respect appointment type and entitlements!
- ✓ Important Considerations:
 - ❖ Best Practice is to inform the lecturer which pools they are qualified for
 - ❖ Changing the ranking of faculty in the pool: 1 to 2, and vice versa (consult with Faculty Affairs, document reason and inform the lecturer)
 - ❖ When hiring a Lecturer, a Personnel Action File (PAF) must be created.



Why Are Entitlements
Important?

Lecturer Entitlements: Appointments



Lecturer Entitlements

One-year Appointment (Y1)

A Lecturer teaches two consecutive semesters (beginning with Fall) the faculty member is eligible for a one-year appointment. The unit entitlement is based on the prior academic year.

(Semester example: Fall and Spring or Spring* and State-Side Summer)

What factors into receiving a One-Year Appointment?

- ✓ Has demonstrated teaching effectiveness
- and
- ✓ Is offered units the next fall term
- ✓ Now the Lecturer's status becomes a one-year (Y1) appointee consisting of a “similar assignment”.



Lecturer Entitlements

Three-year Appointment Entitlement



New:

- ❖ The first three-year appointment and entitlement is determined by the WTU's assigned during the 6th year of consecutive employment (eligibility year).
- ❖ Worked at least one semester per Academic Year for six consecutive years (Summer Term may be applicable)
- ❖ Cumulative Review of the six academic years (rated Satisfactory)

Renewed:

- ❖ A subsequent three-year appointment and entitlement is determined by the WTU's assigned during the last year of the prior three-year appointment (eligibility year).
- ❖ Cumulative Review of three academic years (Summer term may be applicable; rated Satisfactory)

Semester Campus Rule

Semester Campus Rule:

Must work 2 consecutive terms in prior academic year and only first 2 consecutive terms count in establishing entitlement. Fall is first term of the year.

Semester Campus Example:

Academic Year #1 Work Assignment				Academic year #2 1-year entitlement if appointed in Fall?		Does AY #1 Service Count Toward 6 Years required under 12.12?	
	Fall	Spring	State Side Summer				
1	9	6		1	1 year for 15 WTU's	1	Yes
2	9	6	3	2	1 year for 15 WTU's	2	Yes
3		6	3	3	1 year for 9 WTU's	3	Yes
4	9			4	no 1-year entitlement	4	Yes
5		6		5	no 1-year entitlement	5	Yes
6			3	6	no 1-year entitlement	6	No

Noteworthy

- ✓ Entitlements apply to a single department on a single CSU campus
- ✓ Entitlement \neq Guaranteed Units (Subject to budget and enrollment for part-time lecturers)
- ✓ Department's obligation is to offer units
- ✓ Declining of all offered units. Inquire on whether this is a resignation

CBA: Order of Assignment

Article 12: Appointment (12.29a/12.29b)

1. Tenure-line Faculty (including FERP)
2. Administrators then Teaching Associates
3. Volunteer Faculty
4. Qualified Temporary Faculty (in pools)

First assign courses to: Tenured and Probationary Faculty (including FERPs), Administrators, Teaching Associates and other Academic Student Employees, and Volunteer Faculty then assign;	
Beginning of the Academic Year	During the Academic Year
3-year full-time appointees	3-year full-time appointees
3-year part-time appointees, up to "entitlement"	3-year part-time appointees
Eligible for 3-year, on "recall" list	Eligible for 3-year, on "recall" list
	Continuing 1-year full-time
	Continuing 1 year, part time
Visiting faculty	Visiting faculty
"Careful consideration" (note requirement for prior year faculty) part-time and full-time appointed in prior academic year	"Careful consideration"
New or additional work: 3-year part-time appointees, up to full-time (or 1-year part-time appointees who are demonstrably better qualified)	New or additional work: 3-year part-time appointees, up to full-time (or 1-year part-time appointees who are demonstrably better qualified)
New or additional work: One-year part-time appointees, up to full-time	New or additional work: One-year part-time appointees, up to full-time
New or additional work: All other qualified candidates	New or additional work: All other qualified candidates

CBA: Order of Assignment

Article 12: Appointment (12.29a/12.29b)

New or Additional Work:

Work a department determines is available to part-time temporary faculty

- 🕒 Work left behind by faculty leaving CSU on a permanent or temporary basis (e.g., Leave of Absence, Sabbatical)
- 🕒 Work created by new courses or sections that will be taught by temporary employees

Note: Temporary vs. Permanent New or Additional Work → may affect entitlement

Order of
Assignment
Careful
Consideration
& Evaluation
(Article 12.7
of CBA)

What is meant by “careful consideration?”

All applicants start on an equal basis based on Order of Assignment where seniority is not a criteria.

- 🕒 Looking at Previous Pool Log Rating
- 🕒 Review of Personnel Action File (PAF)
(Evaluation - Student and or Peer)

REMEMBERTO SIGN THE (PAF) LOG!

*Log sheet can be electronic as long as there is a tracking.

Other Lecturer Appointments

Substitutes

- ✓ Less than 20 calendar days; Lecturers must be paid for class/contact hours taught.
- ✓ Tenure-Track Faculty cannot be paid for substitute work.

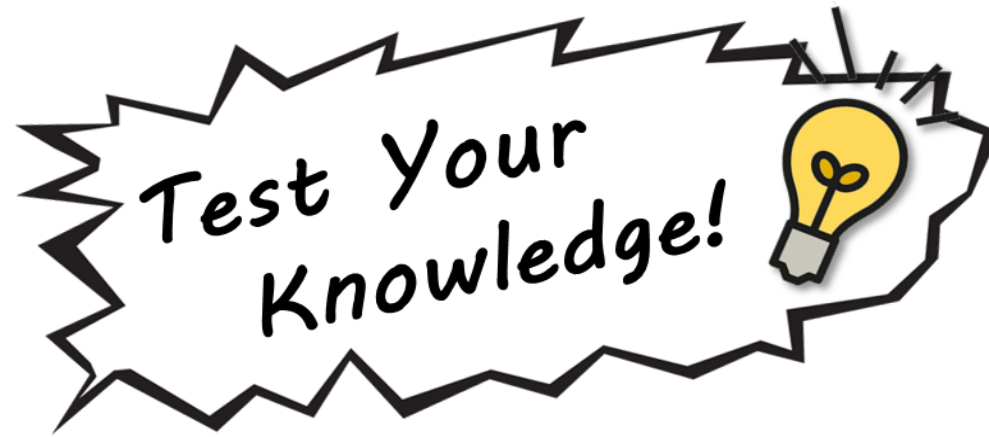
Rehired Annuitants (Lecturers)

- ✓ CalPERS Restriction on workload

Emergency Hires

- ✓ After all faculty assignments have been made and there are no qualified and available faculty in the pool.
- ✓ Will only be considered when there is not ample time to reopen a pool for applicants.





1) Does entitlement change during the term of a three-year lecturer appointment as a result of new or additional work?

>> YES

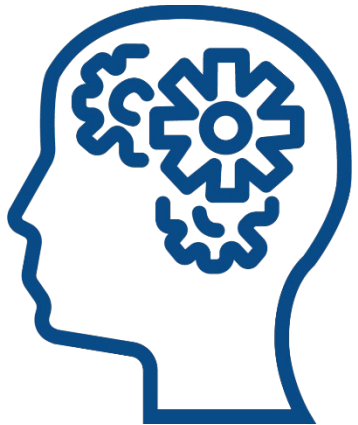
>> NO



Test Your
Knowledge



2) If a lecturer with a three-year appointment (contract) declines work during their current entitlement contract, does declined work change the current entitlement?



>> YES

>> NO



3) If a Part-time Lecturer is entitled to 12 units for the 2023-24 Academic Year, but you can only offer them 9 units, can I use the 2024 state-supported Summer Term to make up the 3 units?

>> YES

>> NO



Group Table Question

4) A part-time lecturer taught one course both in Fall 2022 and Spring 2023. The faculty member was offered a one-year appointment (Y1) for 2023-2024 but declined the course offered for Fall 2023. Does the department owe the lecturer an assignment in Spring 2024?

>> YES

>> NO

