

Reference Number: F15-160

Senate Approval Date: Tuesday, December 08, 2015

Presidential Approval Date: Monday, December 14, 2015

Archival Information:

- ***Bolded italicized text represents independently developed executive policy***
 - This policy supercedes:
 - S10-160
 - F99-160
 - S89-160
 - S86-139
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Rationale:

The purpose of these revisions is to bring policy 160 in compliance with the current Collective Bargaining Agreement (CBA), reduce duplication between the policy and the current CBA, and add language that affords Lecturers who obtain terminal degrees in the field relevant to their teaching assignment and/or other assigned duties their field the opportunity to seek range elevation in salary in accordance with University policy.

At San Francisco State University, “temporary faculty” (hereafter Lecturer or Lecturers) are designated as lecturers regardless of salary level. Lecturer appointments can be full-time or part-time; they are made by an academic unit (department, program, or equivalent unit) on the basis of program need, for instance, to replace tenured/tenure-track faculty on leave; to fill a temporary need; to meet ongoing programmatic needs, and so on.

Departments shall make available in the department office a copy of the Faculty Manual and the current Collective Bargaining Agreement (hereafter Agreement) for the information of their lecturers. For questions about conditions of lecturer employment which are not answered in these resources, the host department/program and/or lecturers should contact the Office of Faculty Affairs and Professional Development for information on employment rights and responsibilities, and the Office of Human Resources for information on employment benefits and retirement.

Lecturer Employment. To meet the requirements of the Agreement and the University's Affirmative Action and Equal Opportunity Policy, every department will publish and disseminate announcements about the availability of lecturer appointments on campus in department and school offices, and to appropriate media, higher education institutions, and professional organizations throughout the Bay Area region as necessary to ensure a viable pool of applicants.

All prospective or previous employees who inquire about lecturer employment, whether by their own initiative or in response to a University Announcement, shall be invited to fill out an application for lecturer teaching appointment. The completed applications will remain in the department's applicant pool for three (3) years. All currently appointed lecturers who apply in writing for subsequent appointment are to be considered members of the applicant pool.

Appointment. Refer to current Agreement

Qualifications. The Office of Faculty Affairs & Professional Development will not process lecturer appointments for individuals with less than a master's degree in the field relevant to their assignment if either of the following is true:

- A. The individual is a matriculated undergraduate student at San Francisco State University; or
- B. The Application for Lecturer Employment or an attached vita does not clearly show that **the credentials and experience of the individual justifies the appointment *in the field in which s/he will teach***

The Office of Faculty Affairs will review and approve lecturer appointments for qualified graduate students if they are teaching entry level courses or labs in a host department, and have a teaching assignment which produces student credit hours (WTU's).

Conditions for appointments are printed on the reverse side of the lecturer appointment letter, and are found in the Faculty

Manual and the Agreement. Any commitments made by any member of the faculty or administration beyond the terms stated within the lecturer appointment letter are of no validity or effect. Recommendations for subsequent appointment or continuance of service may be made only through appropriate faculty/administrative channels.

Subsequent Appointment of Lecturers. Lecturers who are currently employed and who wish a subsequent appointment shall complete the Application for Subsequent Lecturer Appointment and submit it to the department chair. These applications are available in all department offices.

In completing this application, lecturers may seek access to their Personnel Action File for information about their past appointment(s). The official Personnel Action File is maintained in the Faculty Records Office. Lecturers are encouraged to examine their personnel files and to attach additional information to their application if they wish.

Each lecturer appointment or subsequent appointment is a separate personnel action. Even if an individual is appointed for contiguous semesters, the appointments are not to be interpreted as "continuous service."

Careful Consideration. Departments are responsible for ensuring that all applications for subsequent appointment are given careful consideration as stipulated in the Agreement. For lecturers seeking subsequent appointment, departments will examine lecturers' written applications (including any supporting documents) and their periodic evaluations. This careful consideration shall be made by a department review committee, the department chair, or both.

Employment Processing. Department chairs and/or Program Directors will keep application letters and CVs of potential lecturers in an active file for at least three years. Department chairs and/or Program Directors are responsible for keeping lecturers informed as to the status of their applications. Department chairs and/or Program Directors, in consultation with the Department's Hiring Committee or RTP Committee or **other qualified faculty**, shall forward the department's recommendation regarding all lecturer appointments and subsequent appointments to the dean. Deans shall forward their recommendations for appointment and subsequent appointment to the Dean of Faculty Affairs and Professional Development for personnel action and to Academic Personnel for inclusion in the Personnel Action File. Notification to lecturers regarding an offer of initial or subsequent appointment shall occur after approval of the appointment in the Office of Faculty Affairs and Professional Development. Deans and directors/department chairs are encouraged to expedite the processing of lecturer appointments and subsequent appointments. They are also encouraged to direct the candidate to consult the current Agreement and the Faculty Manual regarding their rights and responsibilities (e.g. voting, subsequent reappointment, etc).

A lecturer appointment is effective only after approval by the Dean of Faculty Affairs and Professional Development, and no commitment can be made until then. Department chairs and members of hiring committees should be careful in their communications with lecturers not to raise expectations on the part of a prospective lecturer of employment beyond the immediate appointment period. Any such promises or commitments made by chairs, departmental committees, or college deans are not binding on the University.

Lecturer Compensation. Lecturer appointments may be made at any step of the current faculty salary scale. The current faculty salary scale is available in the college and department offices.

The department shall forward its recommendation regarding a step increase to the dean/director. The dean/director shall forward the appropriate documents to the Office of Faculty Affairs and Professional Development for processing. The dean/director shall notify the applicant as to whether the request was approved or denied. Normally, such notification will occur at the time of subsequent appointment.

Range Elevation for Lecturers. Lecturers may apply for range elevation on the salary schedule according to the University policy. Lecturers no longer eligible for SSIs in their current range, and who have served five years in current range, will be eligible to seek range elevation. In addition, lecturers who have been awarded a terminal degree in a relevant field are eligible to seek a one-time range elevation. The criteria for range elevation for lecturers must be appropriate to their work assignments and relevant work experience. Denial of range elevation is subject to the peer review process in a manner consistent with the current Agreement.

Lecturers with Less Than Six Years of Service. These lecturers have initial appointments with a duration of one (1) year or less. The Office of Faculty Affairs and Professional Development shall make available information on their rights and responsibilities as well as professional development opportunities (e.g., leaves without pay); and the Office of Human Resources shall make available information on their employment benefits. The host academic unit (department/program) shall provide appropriate instructional support as deemed necessary and feasible.

Lecturers with Six or More Years of Service. These lecturers usually are appointed with a duration of more than one (1) academic year. Lecturers who have been employed for 6 or more years of full-time service are eligible to apply for sabbatical leaves and difference-in-pay leaves. They are also eligible to seek professional leaves without pay as per the Agreement. The Office of Faculty Affairs and Professional Development shall make available information on their rights and responsibilities as well as professional development opportunities, and the Office of Human Resources shall make

available information on their employment benefits. The host academic unit (department/program) shall provide appropriate instructional support as deemed necessary and feasible.

Periodic Evaluation of Lecturers – Policy and Procedures. Article 15 of the Agreement mandates the periodic evaluation of lecturer unit employees.

Purpose. The purpose of the periodic evaluation of lecturers is to assess their teaching performance or other assignment in the department(s) in which they are appointed in order to make informed decisions regarding re-appointment. Information from periodic evaluations may also be used in recommendations for salary increases and for improving teaching performance.

Eligibility. All full- and part-time lecturers appointed two or more semesters, regardless of a break in service, will be evaluated according to this policy and procedure during the period of their appointment. The evaluation of lecturers appointed for only one semester is at the discretion of the department.

Criteria. The primary criterion, for those with teaching duties, is teaching effectiveness. Other criteria include currency in the field and proper discharge of other departmental assignments.

Frequency. Periodic evaluations are required of full- and part-time lecturers who are appointed two or more semesters. Periodic evaluations (as defined below) are required at least once during the period of appointment. Additional periodic evaluations may be requested by the lecturer, the department chair, or the appropriate administrator. Lecturers who are eligible for a three-year appointment shall be evaluated in the academic year preceding the three-year appointment.

Procedures. All lecturers will be informed of the departmental procedures, criteria and time frames for the evaluations no later than 14 days after the first day of instruction of the academic term. Written student evaluations of teaching effectiveness are required of all classes. Where applicable, departments may use other data pertinent to teaching to evaluate teaching effectiveness. Where lecturers have departmental assignments in addition to, or other than, teaching as part of their workloads, these assignments should be included in the evaluation.

Periodic Evaluations

Periodic evaluations for **full-time** lecturers shall include:

- Student evaluations of all courses taught during period of review (SETE) for those instructors of record for a course
- Peer review by committee of the department (or equivalent unit, including programs or schools) that consists of at least three tenured faculty
- Review by department chair
- Review by college dean

Periodic evaluations for **part-time** lecturers shall include:

- Student evaluations of all courses taught during period of review (SETE) for those instructors of record for a course
- Opportunity for peer input as defined by department
- Review by department chair
- Review by college dean

When eligible for a three-year appointment (full-time or part-time), periodic evaluations shall be performed during the year preceding the three-year appointment, and shall include:

- Student evaluations of all courses taught during period of review (SETE) for those instructors of record for a course
- Peer review by committee of the department (or equivalent unit, including programs or schools) that consists of at least three tenured faculty
- Review by department chair
- Review by college dean
- Satisfactory/unsatisfactory performance determination

For first time three-year appointments, periodic evaluations shall be based on the cumulative performance during the previous six-year qualifying period. For subsequent three-year appointments, periodic evaluations shall be based on the

cumulative performance during the previous three-year qualifying period.

At the conclusion of its deliberations, the Department Review Committee and the Department Chair will complete the Lecturer Evaluation form. Where the Chair disagrees with the Committee, he/she will state his/her reasons on the form with continuing pages, if necessary. The Department Chair will give the lecturer a copy of the Evaluation form and any attachments, and forward to the College Dean.

All review materials, forms and student evaluations of teaching effectiveness will be forwarded to the dean/director for review and then to the Faculty Records Office for placement in the Personnel Action File. If the lecturer provides a rebuttal or a statement during the evaluation process, these shall accompany the evaluation materials and be placed in the official Personnel Action File.

A lecturer shall be offered a three-year temporary appointment following a determination by the college dean that he/she has performed the duties of his/her position in a satisfactory manner and absent documented serious conduct problems. When the outcome of the evaluation process is a recommendation for a subsequent appointment, the Faculty Appointment Form will accompany the evaluation documents.

Governance. University governance involves participation in the decision making and administrative processes at all levels. Lecturers are encouraged, but cannot be required, to take part in the broad range of governance activities which are essential to the functioning of the University. Such activities include, but are not limited to, (1) the exercise of both voice and vote in department and school faculty meetings, (2) service on department, College and University Committees, (3) sponsorship of extracurricular campus groups and/or events, and (4) student advising beyond one's instructional assignment(s).

In order to facilitate the participation of lecturers in University governance activities:

A. Each department shall develop and distribute to all faculty in that department its written policies regarding the rights of lecturers to participate in department governance.

B. Each department shall adopt procedures which allow voting by lecturers, except where voting rights are specifically prohibited by University or Trustee policy. Such procedures may prorate lecturer votes, but may not deny voting rights to lecturers.

C. Lecturers are encouraged but not required to make themselves available for election or appointment (as appropriate) to College and University committees.

D. Each College shall conduct elections as necessary to ensure that its lecturers are represented on the Academic Senate as provided for in the Senate Constitution, Article IV, Section 1D.

E. Lecturers are eligible to serve as sponsors or advisors to extracurricular campus groups and/or events.

F. Lecturers shall not be penalized in any way should they choose not to make themselves available for governance activities.

The provisions of this policy shall be limited only by the CSU-CFA Agreement or by Trustees, CSU, or University regulations.

Signed Memo:

F15-160 signed memo
