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SAN FRANCISCO STATE UNIVERSITY

UNIVERSITY POLICY ON TEMPORARY FACULTY

#F99-160

(formerly A.S. Policy S89-160)

At its meeting of November 16, 1999, the Academic Senate approved the following revised policy on Temporary Faculty which was signed by the President with changes on December 13, 1999. The changes are indicated in ***bold italics*** and reflect independently developed administrative policy.

The following document is a revision and replacement of Academic Senate Policy S89-160 regarding temporary faculty appointment and employment, approved by the Academic Senate on May 9, 1989 and by the President on July 11, 1989.

At San Francisco State University, temporary faculty 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 Temporary Faculty 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.

TEMPORARY FACULTY 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 temporary faculty employment, whether by their own initiative or in response to a University announcement, shall be invited to fill out an application for temporary 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. The applicant pool must be reviewed for selection of the best qualified candidate for every temporary vacancy. In every case of lecturer appointment recommendations, departments should be prepared to demonstrate that the applicant pool was reviewed and the best qualified candidate was recommended.

Appointment. Temporary faculty appointments may be for a semester, parts of a year or one (1) or more years as specified in the appointment letter.

An offer of employment as a part-time lecturer is contingent on enrollment and budget considerations sufficient to justify the prospective employment as determined by the dean/director of the college. Changes in enrollment and budget considerations may necessitate reduction in the time base indicated or withdrawal of the employment offer. Such adjustments must be made prior to the third class meeting.

Following two (2) semesters of consecutive employment within an academic year, ***a part-time*** temporary employee offered an appointment to a similar assignment in the same department/program at the same campus shall receive a one (1) year appointment subject to the conditions stipulated in the Agreement.

Full-time lecturers shall not be appointed on a conditional basis and their time base cannot be decreased during the appointment period.

All temporary faculty appointments automatically expire at the end of the period specified and do not establish consideration for subsequent appointments for any further appointment rights.

Qualifications. The Office of Faculty Affairs and Professional Development will not process lecturer appointments for individuals with less than a master's degree 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 Temporary Employment or an attached vita does not clearly show that the experience of the individual justifies the appointment.

The Office of Faculty Affairs will process 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.

Should a lecturer later be hired in a tenure-track position, he or she may be granted at the time of initial tenure-track appointment up to two years service credit toward probation. Credit for probation may be based on previous service at a post-secondary education institution, previous full-time CSU employment, or comparable experience.

Subsequent Appointment of Lecturers. Lecturers who are currently employed and who wish a subsequent appointment shall complete the Application for Subsequent Temporary Faculty 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 are responsible for keeping lecturers informed as to the status of their applications. Department chairs shall forward the department's recommendation regarding all lecturer appointments and subsequent appointments to the dean/director. Deans/directors shall forward their recommendations for appointment and subsequent appointment to the Dean of Faculty Affairs and Professional Development for personnel action and to be forwarded to Faculty Records 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/directors and department chairs are encouraged to expedite the processing of temporary faculty appointments and subsequent appointments.

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 or departmental committees are not binding on the University.

TEMPORARY FACULTY 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.

Lecturers subsequently appointed to a similar assignment in the same department(s) cannot be appointed at a lower step than their previous appointment. Any subsequent appointment of a lecturer at a higher step will require approval by the Dean of Faculty Affairs and Professional Development.

Upon completion of 24 academic units (or the equivalent number of service hours for librarians, coaches, and counselors, as defined by Article 20 of the Agreement) in the same department or equivalent unit, lecturers may request consideration for appointment at a higher step for the following semester. Such a request shall be made in writing to the department chair, preferably on the Application for Subsequent Temporary Faculty Appointment.

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.

Recommendations for step increases normally will be made only for those returning lecturers who have taught the equivalent of 24 academic units. Requests for higher step (Service Salary Increase or SSI) must be accompanied by a Faculty Activity Report (FAR) and an evaluation of teaching effectiveness and overall quality of service. Recommendations for appointment at a higher step in advance of the time schedule listed above require justification such as completion of a degree or resolution of salary equity problems within a department. Similarly, requests for increases of more than one step will be approved only in unusual circumstances.

Range Elevation for Temporary Faculty. Temporary Faculty may apply for range elevation on the salary schedule according to the University policy. Only those 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. The criteria for range elevation for temporary faculty must be appropriate to their work assignments. Denial of range elevation is subject to the peer review process as stipulated in Article 10.11 of the Agreement except that the peer panel's decision is final.

Lecturers with Less Than Six Years of Service. These temporary faculty 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 temporary faculty 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 TEMPORARY FACULTY POLICY AND PROCEDURES. Article 15 of the Agreement mandates the periodic evaluation of temporary faculty 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. The evaluation of lecturers appointed for one semester and not subsequently re-appointed is at the discretion of the department.

Lecturers who are not instructors of record for a course are not covered by this policy.

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

Frequency. Full- and part-time lecturers will be evaluated annually.

Procedures. Written student evaluations of teaching effectiveness are required in a minimum of two classes annually as stipulated in Article 15 of the Agreement. Where applicable, departments may use other data pertinent to teaching to evaluate teaching effectiveness. Where lecturers have departmental assignments in addition to teaching as part of their workloads, these assignments should be included in the evaluation.

Evaluation of teaching performance by departmental review committee and/or department chair is required for all lecturers who apply for subsequent re-appointment. When departments or equivalent units decide not to conduct a committee review of part-time lecturers, the department chair shall perform the steps in the procedure outlined below. Review of the department evaluation by the dean/director is required. All lecturers eligible for periodic evaluation will be informed at the time of appointment of the departmental procedures, criteria and time frames. Lecturers may submit indexed supplementary materials as part of the evaluation. Departments may solicit input from faculty and students about lecturers being evaluated.

At the conclusion of its deliberations, the Department Review Committee, if any, and the Department Chair will complete the Temporary Faculty 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 Temporary Faculty Evaluation form and any attachments. The form and summaries of student evaluations of teaching effectiveness in a minimum of two classes annually will be forwarded to the dean/director for review and then to the Faculty Records Office for placement in the Personnel Action File. Any rebuttal or statement the lecturer wishes to make shall accompany the evaluation materials and be placed in the official personnel action file.

Normally, when the outcome of the evaluation process is a recommendation for a subsequent appointment, Faculty Appointment Form (#110) will accompany the evaluation documents.

Faculty Activity Report. All faculty unit employees, including temporary faculty, are required to complete the Faculty Activity Report (FAR) and shall be considered for a Faculty Merit Increase (FMI) unless they indicate on the FAR that they decline to participate in the FMI program. FARs are also used as the basis for evaluating faculty for the SSI award.

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 By-Laws, 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.

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

****APPROVED BY PRESIDENT CORRIGAN ON DECEMBER 13, 1999****
