



SACRAMENTO
STATE

GUIDELINES FOR PART-TIME FACULTY APPOINTMENT AND EVALUATION

Office of Human Resources
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I. PART-TIME FACULTY PERIODIC EVALUATION OVERVIEW

A. Department notifies part-time faculty of timelines for evaluation	<ul style="list-style-type: none"> - Part-time faculty appointed for two or more semesters are evaluated annually
B. Input for periodic evaluation (found in PAF)	<ul style="list-style-type: none"> - Standardized student evaluations (prior semester) - Class visitations - Solicited input from students/others - Previous periodic evaluations (last 5 years)
C. Periodic evaluation conducted by department chair and/or department committee (prior to initiating appointment process)	<ul style="list-style-type: none"> - All reviewers must sign access log - Committee may also evaluate (see department policy)
D. Part-time faculty receive written periodic evaluation	<ul style="list-style-type: none"> - Faculty member has 10 days to rebut
E. Periodic evaluation statement(s) placed in PAF	

II. PART-TIME FACULTY PERIODIC EVALUATION PROCESS

A. Part-time faculty appointed for two or more semesters are evaluated annually (UARTP 9.04.C & E)

Please Note: Three-year lecturers may be evaluated on a less frequent basis than annually if department policy provides.

1. Requirements for evaluation
 - a. Annual evaluation required during second semester of appointment even if there is a break in service after first semester.
 - b. Departments must have written approved evaluation criteria and procedures
 - c. Criteria must be applicable to part-time faculty members' assignments (UARTP 5.04)
 - d. Changes in criteria and procedures must be reviewed by UARTP Committee and approved by Provost/Vice President for Academic Affairs prior to annual review cycle (UARTP 9.03.B)
 - e. Faculty must be notified and given copies of approved changes prior to annual review cycle (UARTP 9.01.F)
 - f. Faculty members submit supporting documentation in accordance with department policy
 - g. Access log must be included and signed by all reviewers
 - h. If WPAFs are to be created, they must be provided for in department policy. Late submission of materials governed by UARTP 4.03.F.
 - i. Maximum relevant time period for documents reviewed is five (5) years.
 - j. Review of student evaluations and in-class visitations since last periodic evaluation is required.
2. Requirements for student evaluations
 - a. Minimum of two (2) classes which are representative of assignment must be evaluated annually (UARTP 5.05.E.1.c.1)
 - b. Maximum number of classes evaluated dependent on department policy
 - c. Official evaluations conducted on standardized department questionnaire which must be quantitative or combination of quantitative and qualitative (UARTP 5.05.E.1.c.2) (see Appendix A)
 - d. Results of official student evaluations must be placed in PAF (UARTP 5.05.E.1.c.1)
 - e. Department should provide part-time faculty copy of standardized student evaluation questionnaire
 - f. Department should establish guidelines for administering, collecting and returning student evaluations and give copy to faculty
3. Other Student Comments
 - a. Any student communication or evaluation provided outside of the regular evaluation process must be identified by name to be included in a Personnel Action File (UARTP 5.05.E.1.c.2.b)
 - b. Results of instructors' personally-designed questionnaires may not be placed in the PAF unless signed. (Caution: requiring a student's signature on a personally designed questionnaire may be considered coercive.)
4. In-Class Visitations
 - a. In-class visitations are not required by UARTP Policy
 - b. If department decides to do them, procedures must be included in department policy. If in-class visitations are to be part of the PAF, the policy should include information on whose classes are visited, who does visitations, frequency and timeframe of visitations, process for notifying faculty member of results of visitation and providing written statement for inclusion in PAF.

- c. Provision 15.14 of the CBA requires 5 days notice to a faculty member before a classroom visit takes place.
5. Evaluators
- a. The department chair must do independent review and separate evaluation (UARTP 9.03.D).
 - b. Committee review is not required for evaluation of part-time faculty
 - 1) periodic evaluation should be signed by all members of committee
 - 2) time period covered in evaluation should be noted at top of evaluation.
 - 3) access log must be signed by all evaluators
 - c. HR recommends at least one other tenured faculty be elected to assist chair in evaluation process by conducting a separate evaluation.
 - d. Deliberations are confidential.
6. Results of Evaluation
- a. If chair evaluation follows committee evaluation, the faculty member must be given appropriate notice and a copy of committee evaluation before chair evaluates.
 - b. Periodic evaluation must be in writing and given to faculty at least five (5) days prior to placement in PAF (UARTP 4.03.C, 9.03.E, 9.04.B). Faculty have ten (10) days to rebut evaluation (5-day notice period and 10-day rebuttal period run concurrently).
 - c. Must be completed annually before department begins appointment process
 - 1) periodic evaluations do not include recommendations for subsequent hiring
 - 2) periodic evaluations of faculty in need of improvement should not indicate that faculty member will be placed on probation until improvement is shown

Please Note: “Careful consideration” is a contractual obligation and does not describe method of evaluation. Rather, careful consideration of previous periodic evaluations occurs during hiring deliberations. Please contact HR if you have further questions.

**III. FLOW PROCESS FOR RECRUITMENT AND APPOINTMENT
OF PART-TIME FACULTY**

I.	Establishment of Pool	<i>Departments forward list of part-time vacancies to be posted. (via College Dean to HR)</i>	<i>Department must also forward copy of off-campus ads for review by HR (if applicable)</i>	<i>Part-time faculty currently in pool are notified (in writing) of need to reapply.</i>	<i>Department mails acknowledgement letters and Applicant Flow Information Questionnaires</i>
II.	Screening and Ranking	<i>Screening criteria is established in department policy</i>	<i>Application materials are reviewed (new and former applicants)</i>	<i>Departments must rank all applicants</i>	
III.	Scheduling and Appointment	<i>Department completes tentative scheduling (see Appendix C, page 4)</i>	<i>Appointment packages forwarded to College Dean</i>	<i>Appointments made by Dean and schedule confirmed</i>	

IV. PART-TIME FACULTY RECRUITMENT AND APPOINTMENT PROCESS

A. Establishment of Applicant Pool

1. Department's anticipated part-time faculty appointment needs for academic year (including summer term) included in University-wide notice placed by Human Resources in preceding Spring semester.
 - a. All possible areas of need should be advertised so that a pool of candidates is available for emergencies
 - b. Departments should use additional recruiting sources such as local colleges and agencies related to discipline
 - c. Deadline for receipt of applications each year is on or about March 1.
2. Part-time faculty currently in pool are notified (by their department) of need to reapply in writing in order to be included in next year's pool
 - a. 3-year appointees do not have to reapply, but must submit any information required by the department
3. Department acknowledges receipt of all applications and mails applicants an Applicant Flow Information Questionnaire. This form should be returned directly to the Equal Opportunity/Affirmative Action Office.
4. Department policy should indicate what supporting material is required to apply
 - a. All applicants and appointees must provide information regarding courses taught in other departments at Sacramento State and at any other CSU campuses (see Appendix E)
5. Application materials may include:
 - a. Application form or letter of application clearly stating courses or content areas for which applying (application forms, if any, should be reviewed by HR)
 - b. Resume or curriculum vita
 - c. Transcripts (if not for all applicants), at least for those appointed
 - d. Evidence of scholarly work and/or currency in discipline
 - e. Copies of student evaluations for courses outside department
 - f. Course syllabi
 - g. Names and telephone numbers of references

B. Record Keeping

1. Department shall establish and maintain, for a period of three (3) years, a file for each applicant for a part-time, temporary faculty position. As a minimum, this file should include the following data:
 - a. Applicant's name
 - b. Date application was acknowledged and applicant was mailed the *Applicant Flow Information Questionnaire*
 - c. Date interviewed, in person or by telephone
 - d. Indication as to whether applicant meets minimum qualifications according to position description
 - e. Date applicant was notified he/she was no longer eligible
 - f. A signed affirmation by the department chair that the recruitment process for entire pool met all University requirements
2. For out-of-cycle applications, inform them that we are not recruiting at this time.

C. Screening

1. Establish specific criteria in department policy relevant to assignment.
2. Department must decide who ranks applicants for hiring (committee and/or department chair).
3. Policy/practice regarding reconciling differences, whether any probationary faculty may serve on hiring committees (if approved department policy allows).
4. PAFs and any applicant files must have access log.
5. Must review application materials of all applicants (former and current).
6. Review must include careful consideration of application, previous periodic evaluations, including student evaluations and courses taught in the CSU.
 - a. Interview individuals who will be hired for first time

D. Ranking

1. Departments will rank individuals in the applicant pool. Such pools may be structured; for example:
 - a. All applicants in one pool based on overall qualifications
 - b. By individual courses
 - c. By upper and lower division courses
 - d. Grouping by content area
2. If ranking is other than all applicants in one pool, department chair must determine sequence of courses to be filled prior to examining applicants.
 - a. Best Practice: sequencing decisions should be in writing.
3. Rank all together regardless of three-year, new or current employee.
 - a. Note those who are three-year appointees
 - b. Note those who will have an entitlement (if appointed)
4. If individual has successfully taught courses at Sacramento State or any other CSU campus, should be on ranked list for that course (See Appendix D).

E. Tentative Scheduling

1. For details see Appendix B, page 3.
2. Suggestions for tentative scheduling:
 - a. Confirm tentative assignments with “pre” letter
 - b. If confirming by telephone, use same tentative language as “pre-letter”
 - c. Confirm in writing refusal of units (See Appendix C, Page 4, F)
 - d. Keep a contact sheet

F. Appointment

1. Appointment commitment made by Dean and schedule confirmed
2. Timing of appointment decided by Dean

G. Best Practice: It is suggested that you provide orientation for new part-time faculty members.

V. SALARY ISSUES

A. Initial Appointment

1. Criteria
 - a. Department establishes
 - b. Default language in UARTP Policy (see Appendix D)

B. Subsequent Appointments

1. Service Salary Increase (SSI), when negotiated
 - a. Eligibility is set by Unit 3 Collective Bargaining Agreement
 - b. Criteria
 - 1) Satisfactory work performance
 - 2) Based on consideration of material in PAF
 - c. Department/College monitors eligibility
2. Process
 - a. Department recommends to Dean, Dean decides
 - b. If denied, faculty member may request review
3. Range Elevation
 - a. Minimum Eligibility (see Appendix D, page 2, C)
 - 1) Reached SSI max in current range, and
 - 2) Served 5 years in current range in same department
 - 3) Department will notify faculty who may be eligible
 - b. Criteria
 - 1) Departments establish
 - 2) Appropriate to lecturer work assignments
 - 3) Review by UARTP Committee
 - 4) Approval by Provost/Vice President for Academic Affairs
 - c. Process
 - 1) Part of appointment process
 - 2) Departments responsible for notifying faculty of eligibility
 - d. Denial
 - 1) Subject to peer review process
 - 2) Peer panel's decision final
 - 3) Eligible lecturers

VI. SUMMER TERM EMPLOYMENT

A. Appointment

1. Faculty may be appointed for extra pay or as part of annual assignment.
2. Part-time faculty appointed for summer from prior academic year's ranked list.
 - a. May necessitate change in department periodic evaluation cycle
3. Benefits do not attach to summer term assignment.
4. If for extra pay:
 - a. Units taught may count toward or establish new entitlements.
 - b. Units taught count toward SSI eligibility.
 - c. Salary will be paid at the end of the summer term.

5. If part of annual assignment:
 - a. Summer is trailing term.
 - b. Salary reflects actual timebase.
 - c. Benefits eligibility impacted if timebase falls below half-time (6.0 units for AY Lecturers and Coaches).
 - d. Possible increase in future entitlements.
 - e. Units taught count towards SSI eligibility.

B. Student Evaluations

1. If part of annual assignment ("spreading workload" for full-time faculty) or, for part-time faculty, if the beginning appointment is the summer, department policy on student evaluations should be followed.
 - a. For example, if department policy requires that only two (2) classes are to be evaluated, then a summer term class could be one (1) of the two (2) (assuming it is representative of assignment and chair agrees); and, after notice, placed in the Personnel Action File (PAF).
 - b. If department requires all classes to be evaluated, then the summer term classes must be evaluated; and, after notice, placed in the PAF.
2. If for extra pay, department policy determines whether these classes will be evaluated and placed in the PAF.
 - a. If no specific policy reference, class evaluations (if any), cannot be placed in the PAF.

VII. GENERAL ISSUES

A. Benefits

1. Contact HR Benefits Office for updates on continuing interpretation changes.

B. Retirees

1. Faculty who are newly retired do not have timebase (entitlement) rights.
2. Retirees may gain timebase (entitlement) rights after retirement.
3. Subject to PERS post-retirement restrictions.

C. Teaching Associates

1. Governed by Unit 11 Collective Bargaining Agreement.
2. If establishing a TA program, consult with HR and Graduate Studies.

D. Hiring Staff as Part-Time Faculty

1. Special issues (particularly with possible overtime)
2. Consult with Human Resources prior to making appointment

E. Appointment in More Than One Department

1. Coordination of total units on campus
2. Range/salary differences

F. Spouse/Significant Others in Applicant Pool

1. This is a conflict of interest.
 - a. Chair or faculty member may not evaluate
 - b. Chair or faculty member may not participate in appointment or salary process

G. Monitoring of Periodic Evaluation

1. Responsibility of Department Chair and College Dean

VIII. PART-TIME FACULTY HIRING AND EVALUATION ACTION STEPS BY SEMESTER

A. Spring Semester

1. Notify faculty of periodic evaluation process (see attached chart)
 - a. Timelines/deadlines
 - b. Material to be submitted/reviewed
2. Establish applicant pool for following academic year (including summer term).
 - a. Submit anticipated hiring areas to College Dean for University-wide listing prepared by HR
 - b. Submit off-campus announcements (if applicable) to College Dean for approval
 - 1) Closing date for applications must be same as University-wide date; on or about March 1 for ensuing academic year's applicant pool
3. Notify current part-time faculty and others you may have promised to notify of deadline and materials to submit for application to next year's pool.
 - a. Three-year appointees do not need to apply to the annual pool
 - 1) Departments may require three-year appointees to annually submit same updated material as others in pool
4. Complete Periodic Evaluation process prior to initiating hiring process.
5. Review applicant pools (application materials and previous periodic evaluations) and create ranked lists.
6. Do tentative scheduling
 - a. Inform College Dean's office and HR of any entitlement or 3-year appointment issues
7. Notify faculty of tentative schedules.
8. Submit appointment letters to College Dean for approval.

B. Fall Semester

1. Reopen applicant pool for spring semester only when current pool is projected to be inadequate.
 - a. Submit anticipated hiring areas to College Dean for University-wide listing prepared by HR
 - b. Submit off-campus announcements (if applicable) to College Dean for approval
 - c. Closing date for applications will be set by the University

IX. EVALUATION OF FACULTY -- FREQUENCY, TIMELINES AND ROLES

ROLE OF DEANS, DEPARTMENT CHAIRS, AND COMMITTEES IN EVALUATING FACULTY					
CATEGORY	FREQUENCY	TIMELINES	CHAIR'S ROLE	DEAN'S ROLE	COMMITTEE'S ROLE
*Retention/Tenure	Annually	Show on College's RTP Calendar	Separate Evaluation or Voting Member of Primary Committee (see individual dept. policy)	Separate Evaluation	Yes-Department and College Levels
Promotion	When Requested	Show on College's RTP Calendar	Separate Evaluation or Voting Member of Primary Committee (see individual dept. policy)	Separate Evaluation	Yes-Department and College Levels
Post-Tenure Review	Minimum of every 5 years	Normally in Spring	Separate Evaluation (see UARTP Policy 9.06)	Separate Evaluation (<u>only</u> if requested by faculty member)	Yes-Department Only
Full-Time Lecturers	Annually	Normally in Spring (Must be done prior to any reappointment)	Separate Evaluation or Voting Member of Primary Committee. (see individual dept policy)	Separate Evaluation	Yes-Department Only (Unless College Level required by College Policy)
Part-Time Lecturers	Annually	Normally in Spring (Must be done prior to any reappointment)	Separate Evaluation (See UARTP Policy 9.03.C)	---	No (However, Department <u>Strongly Encouraged</u>)
Part-Time Lecturers (3 year appointment)	Annually (unless department policy modified)	Normally in Spring	Separate Evaluation (See UARTP Policy 9.03.C)	---	No (However, Department <u>Strongly Encouraged</u>)
<p>*Note: Probationary faculty whose initial appointment is for two years are not subject to a performance review during the first year of employment. However, they are subject to a periodic evaluation during the spring semester of their first year. Periodic evaluations must consist of, at a minimum, evaluation by the primary committee and the College Dean.</p>					

X. FACULTY PARTICIPATION IN ARTP

CATEGORY OF FACULTY	Appointment (Search Committee)	<u>TYPES OF EVALUATION</u>				Performance Review (RTP)
		<u>Periodic Evaluation</u>				
		<u>Probationary Faculty</u>	<u>Full-Time Temporary</u>	<u>Part-Time Temporary</u>	<u>Tenured Faculty</u>	
Tenured	Yes	Yes	Yes	Yes	Yes	Yes
FERP	Yes	Yes	Yes	Yes	Yes	Yes
Probationary	Yes	No	No	No	No	No
Temporary	No	No	No	No	No	No

References:

Appointment –

Article 12.22. a.: “Each department or equivalent unit shall elect a peer review committee of tenured employees for the purpose of reviewing and recommending individuals for probationary appointments. At the discretion of the president and upon request of the department, these peer review committees may also include probationary employees.”

Article 29.19: “A [FERP] participant shall, for the period of active employment, be deemed a tenured faculty employee. Such a participant shall be eligible to serve on governance committees whose assignments are normally completed during the period of FERP employment.”

Evaluation –

Article 15.2: “Only tenured full-time faculty unit employees and academic administrators may engage in deliberations and make recommendations to the President regarding the evaluation of a faculty unit employee.”

Article 15.2: “At the request of the department, the President may agree that faculty participating in the Faculty Early Retirement Program may also engage in deliberations and make recommendations regarding the evaluation of a faculty unit employee. However, faculty committees established for this purpose may not be comprised solely of faculty participating in the Faculty Early Retirement Program.”

Eligibility Criteria for 1-year (Provision 12.3) and 3-year (Provision 12.12) Appointments (Appendix F in Unit 3 CBA)

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

	Fall	Spring	Summer
1	9	6	
2	9	6	3
3		6	3
4	9		
5		6	
6			3

Academic Year #2 1-year entitlement if appointed in Fall?

1	1 year for 15 WTUs
2	1 year for 15 WTUs
3	1 year for 9 WTUs
4	no 1-year entitlement
5	no 1-year entitlement
6	no 1-year entitlement

Does AY #1 Service Count Toward 6 Years required under 12.12?

1	Yes
2	Yes
3	Yes
4	Yes
5	Yes
6	No

Quarter Campus Rule:

Must work 3 consecutive terms in prior academic year and only first 3 consecutive terms count in establishing entitlement. Fall is first term of the year.

Quarter Campus Example:

Academic Year #1 Work Assignment

	Fall	Winter	Spring	Summer
1	9	3	6	
2	9	3	6	3
3		3	6	3
4	9	3		
5		3	6	
6			6	3
7	9			
8				3

Academic Year #2 1-year entitlement if appointed in Fall?

1	1 year for 18 WTUs
2	1 year for 18 WTUs
3	1 year for 12 WTUs
4	no 1-year entitlement
5	no 1-year entitlement
6	no 1-year entitlement
7	no 1-year entitlement
8	no 1-year entitlement

Does AY #1 Service Count Toward 6 Years required under 12.12?

1	Yes
2	Yes
3	Yes
4	Yes
5	Yes
6	Yes
7	No
8	No

APPOINTMENT OF PART-TIME FACULTY

Non Three-year Appointments

References: M.O.U. 12.3
March 7, 1986 Memorandum from Jacob M. Samit, regarding the Implementation of Arbitration Award

Definition: For purposes of establishing eligibility for a one-year appointment, the term •"similar assignment" means similar duties and responsibilities such as those assumed when an employee is assigned to teach the same or similar course.

Entitlement does not mean a right to be employed.
Entitlement applies only if hired; it's a timebase issue.
If hired, appointment is still conditional.

For entitlement to become operative, all conditions in M.O.U. 12.3 must be met:

1. Part-time faculty member was employed both semesters of previous academic year,
and
2. Both semesters of previous academic year were in same department
and
3. Part-time faculty member is given appointment for "similar assignment" (i.e. same or similar courses) in same department for a third consecutive semester

One-year Appointment

If all of above conditions are met, appointment must be for one year and entitlement would become operative.

Entitlement

1. The March 7, 1986 Samit memorandum indicates: "the award clearly states that an eligible employee is entitled to teach the same total number of units taught in his/her qualifying year, however, the specific distribution of the units is at the discretion of the campus."

Three-year Appointments

A. Eligibility

1. Temporary Faculty (excluding coaches)
2. Six consecutive years
3. One semester each academic year satisfies as year
4. All service in same department on same campus

B. Identification and Appointment Process

1. Lists from colleges to HR
2. Posting of lists in department

3. Notice from HR to all temporary faculty
4. Appointment letters sent by college deans
5. Normal "assignment" letters sent each year by college deans
6. Dates to be established

C. Automatic first appointment

1. May be subject to careful consideration

D. Subsequent appointments

1. Subject to careful consideration
2. Expected except for the following
 - a. Documented unsatisfactory performance
 - b. Serious misconduct problems
3. Timebase
 - a. Expectation same as units worked in third year
 - 1) If qualified
 - 2) If work available
 - b. If no work available in first year for subsequent 3-year appointment, lecturers will be placed on reemployment list. (Provision 12.12.h of CBA)
4. Insufficient work for which faculty member qualified
 - a. Timebase reduction for successor three-year appointment
5. 3-year lecturers who had zero units in year 3 of previous 3-year appointment are to be considered in Category 4
 - a. If work offered in Category 4, offer a subsequent 3-year appointment
 - b. Units worked in year 1 of subsequent 3-year appointment will be entitlement for this appointment.

E. Appointment versus assignment

1. Full-time appointments are not conditional
2. Part-time appointments are conditional
 - a. Budget
 - b. Enrollment
3. Ranking
4. Scheduling priorities (Provision 12.29 of CBA)

F. Assignment Issues

1. Department inability to meet entitlement
 - a. Notify HR immediately, whether part-time or full-time
2. Appointment status
 - a. No units available = three-year appointment retained
 - see exception in D.5 above
 - b. Refusal of all units
 - 1) Can request and be granted LWOP
 - 2) Without LWOP, three-year appointment ended (voluntary separation from University)
 - 3) Refusal of some units = three-year appointment retained
 - 4) Retirees must reestablish eligibility

SCHEDULING PRIORITIES

Probationary and Tenured Faculty	- including FERP and PRTB
Administrators (if any), Teaching Associates and Volunteers	- possible restrictions on additional TA's; see UARTP Section 6.12 re: volunteers
Temporary Faculty in the following order	
1. Three-year, full-time lecturers	- per CBA Articles 12.12 and 12.13 - appointments are <u>not</u> conditional per CBA Article 12.6
2. Continuing multi-year, full-time lecturers	- <u>non</u> -three year lecturers per CBA Articles 12.12 and 12.13 - includes "rolling" lecturers & others where vacancy announcement indicated possibility of subsequent appointment
3. Three-year, part-time lecturers <u>up to entitlement</u>	- per CBA Articles 12.12 and 12.13 - appointments <u>are</u> conditional per CBA Article 12.5
4. Three-year lecturers on recall	- CBA Article 38.48
5. Continuing multi-year, part-time lecturers up to entitlement Note: Sacramento State has not appointed to group 5	- non-three year lecturers per CBA Articles 12.12 and 12.13 - appointments <u>are</u> conditional per CBA Article 12.5
6. Visiting Faculty	- CBA Article 12.34
7. Part-time and full-time temporary lecturers employed at least one semester in previous academic year	- for 2007/08 appointments - must have been employed at least one semester in 2006/07 - <u>if</u> appointed, then - full-time appointments <u>not</u> conditional per CBA Article 12.6 - part-time appointments <u>are</u> conditional per CBA Article 12.5
8. Assign remaining work in the following order: a) Three-year, part-time lecturers up to full-time b) Other part-time lecturers offered appointments pursuant to groups 4 and 5 above, up to full-time c) Other qualified applicants may be appointed	- Full-time = 15 WTUs per semester (all direct instructional or combination of direct and indirect/other work)

SAMPLE LETTERS TO PART-TIME APPLICANTS

A. Letter to persons whom you plan to recommend for appointments

1. First sentence for one-semester appointments:

I am pleased to inform you that you are being considered as a part-time faculty member for the 200__ Fall (or Spring) semester with the following tentative assignment of classes:

2. First sentence for Academic Year appointments (part-time faculty who worked both Fall and Spring the previous year must be offered an AY appointment):

I am pleased to inform you that you are being considered as a part-time faculty member for the 20__/20__ academic year with the following tentative assignment of classes for the Fall semester:

Course

Units

Please be aware that THIS LETTER IS NOT AN OFFER OF EMPLOYMENT. If we are, indeed, able to recommend an appointment, a request will be forwarded to the College Dean for review. Approval by the dean will be contingent on adequate student enrollment in all classes offered in our department as well as availability of sufficient funds. The actual offer of appointment, if made, will be contained in an official letter signed by the Dean.

The final results of pre-semester student registration are scheduled for _____. Decisions on part-time faculty appointments will be made shortly thereafter.

B. Letter to qualified persons who were not selected.

Thank you for your application for a part-time teaching position in our department. Unfortunately the number of well-qualified applicants surpassed the number of classes we need to staff, and we regret very much to inform you that we will not be able to avail ourselves of your services this coming semester. However, we will keep your application on file for reference in case of an unforeseen vacancy during this academic year.

We appreciate your interest in our Department and Sacramento State.

C. Letter to persons whom you do not consider qualified

Thank you for your application for a part-time teaching position in our Department. After careful consideration of your application we found that the preparations required for the classes we need to cover are not within the range of your qualifications. Your interest in our Department at Sacramento State is very much appreciated.

D. Sample of letter for part-time faculty who cannot be rehired for spring semester.

Due to a reduction of the number of courses to be taught by part-time faculty, it appears at this time that we will not be able to offer you a teaching assignment for the spring 20__ semester. However, we will keep your name in our part-time faculty pool and will consider you for any appropriate vacancies which occur this academic year.

Since your eligibility for benefits coverage will expire at the end of August/February, we suggest that you contact the University Benefits Office, 278-6213, as soon as possible.

Please Note: If your Department is unable to offer a part-time instructor with entitlements a course in the Spring, and he/she needs to be terminated at the end of the Fall semester, the Dean must send out the letter cancelling the appointment.

E. Suggested Language for Confirmation Letters when Units are Declined:

1. Partial Decline:

In our telephone conversation on (date), I indicated that I would be recommending to Dean _____ that you be appointed for (#) units for the (fall or spring) semester. You indicated that you would only accept (#) units. This letter confirms that you understand that the (#) units you declined will count toward meeting your yearly entitlement of (#) units for the 20__-20__ academic year.

If my understanding of our conversation is in error, please respond to this letter no later than _____.

2. Full Decline – if individual has an appointment

In our telephone conversation on (date), I indicated that I would be recommending to Dean _____ that you be appointed for (#) units for the (fall or spring) semester. This letter confirms that you understand that your declining all units constitutes a resignation of your appointment in the Department of _____, and a resignation from Sacramento State if your only appointment was in this department.

If my understanding of our conversation is in error, please respond to this letter no later than _____.

SAMPLE LETTERS RELATIVE TO THE PART-TIME FACULTY SELECTION AND EVALUATION PROCESS

A. Letter acknowledging inquiry about part-time positions during period when applications are not being accepted.

This is to acknowledge receipt of your letter/telephone inquiry regarding temporary, part-time faculty positions in our department. We appreciate your interest in teaching and the particular programs we offer.

In keeping with current University policy and procedures, the department announces openings each spring with an application deadline of on or about March 1. A temporary, part-time applicant pool, from which all regular appointments are made, is then constituted for the following academic year. The pool may be re-opened for additional applications if unexpected needs arise during the year.

(Optional third paragraph - information about criteria for part-time appointments)

We will keep your letter on file and will advise you of the specific content areas in which we anticipate vacancies and our procedures for applying when our annual announcement is made. In the meantime, please do not hesitate to contact me if you have questions about our criteria for appointment or general policy or procedures for the employment of temporary, part-time faculty.

or (alternative last paragraph)

We do not maintain a record of employment inquiries received outside of our recruitment cycle. To be considered for employment, please apply by _____. In the meantime, please do not hesitate to contact me if you have questions about our criteria for appointment or general policy or procedures for the employment of temporary, part-time faculty.

- B. Letter announcing annual openings - sent to those in current pool and those who have inquired about positions during the period when applications were not being accepted [If the department maintains them].

This is to advise you that applications for temporary, part-time faculty positions for the _____ academic year are not being accepted. In order to be considered, applications must be delivered to our office or postmarked not later than _____. Vacancies are currently anticipated in the following content areas:

List specific content areas.

Please be reminded that the temporary, part-time applicant pool, from which all regular appointments are made, is reconstituted each year during the spring semester for the following academic year. In other words, those who have been in the pool or who have taught in the past must reapply and then requalify on an annual basis. Three-year lecturers do not need to reapply, but must submit any materials required by the department policy.

(Modify this paragraph per department policy and practice)

If you wish to apply for content areas in which you have previously qualified, please send us a letter indicating your interest in continuing your current status and an updated resume. If you also wish to apply for content areas in which you have not previously qualified, please indicate the specific areas and provide us with information regarding your qualifications for teaching in those areas. If you are applying for the first time, please clearly specify the content areas for which you are applying and provide a current resume. Letters which do not specify content areas for which the applicant is applying will be returned for additional information or clarification.

Should you have questions about our application procedures or the content areas noted above, please do not hesitate to contact me.

- C. Letter acknowledging receipt of applications filed during regular annual cycle.

This is to acknowledge receipt of your application for temporary, part-time faculty employment with our department during the 20__-20__ academic year.

(2nd paragraph - include whatever you want applicants to know about your criteria and timelines.)

Please complete and return the enclosed questionnaire which is sent to you at the request of our Affirmative Action Office. Your assistance in returning the form, which is self-addressed and stamped, in a timely manner will be appreciated. If you have questions regarding our anticipated opening or our procedures, please not hesitate to contact me.

D. Letter confirming arrangements for interview (If part of department policy).

This is to confirm arrangements for your interview with _____. The interview is scheduled for _____ on _____ in _____.

Enclosed is a parking permit which will allow you to park in faculty (green) or student (black) parking areas on campus. Please be sure to write your vehicle license plate number in the appropriate space on the permit. Also enclosed is a map on which I have indicated the location of the interview room and nearby parking areas.

We look forward to meeting with you to discuss your qualifications for entry into the applicant pool. In the meantime, please do not hesitate to contact me if you have questions about our procedures.

E. Letter advising candidate of eligibility for applicant pool in some content areas, but not all for which candidate applied.

The Selection Committee for Temporary, Part-Time Faculty has determined that you are eligible for the applicant pool for the _____ academic year in the following content areas:

List specific content areas

(If applicable)

The committee has further determined that you lack sufficient educational preparation and/or professional experience in the following areas(s) for which you also applied:

List specific content areas

We anticipate that we will be making recommendations for appointment from the applicant pool by _____. You will be further advised of your status at that time. In the meantime, please do not hesitate to contact me if you have questions about the selection process.

F. Letter requesting completion of Statement of Professional Preparation and Experience.

Our personnel procedures require that part-time faculty appointed for the first time submit the following documents:

- *Statement of Professional Preparation and Experience*
- *Faculty Interviewee Form*
- *List of courses taught at Sacramento State and/or other CSU Campuses*
- *Proof of the highest degree earned*

As proof of your degree you may submit a photocopy of your diploma or of a transcript on which the wording of the degree is specifically noted. There is no need to request an official transcript unless you do not have the other proof of your degree.

Please return these documents as soon as possible in order that we may complete our recommendation for your appointment.

G. Letter of notice that materials are being placed in Personnel Action File.

This is to advise you that I intend to place the following materials (attached) in your Personnel Action File on _____. (Five days from date of notice.)

List materials to be placed in file.

The above noted date allows for the five (5) day notice period specified by the CBA for Unit 3 - Faculty. Should you have questions, comments or objections, please advise me, in writing, prior to the end of the five day period.

H. Letter transmitting summary of periodic evaluation by committee (if a committee is used for periodic evaluation).

The Committee on Periodic Evaluation of Temporary, Part-Time Faculty has completed its review of your teaching performance. Enclosed is a copy of the Evaluation Summary prepared by the Committee.

In keeping with department policy and procedures, the summary will be forwarded to the Department Chair who will place it in your Personnel Action file ten (10) days from the date of this notice. During this period you may submit a response or rebuttal statement. If such statement is submitted, it will also be forwarded to the Department Chair for placement in your file.

Department policy also specifies that you may, if you wish, request a meeting with the committee to discuss your evaluation or the evidence upon which it was based and be accompanied by a representative of your choice. If you desire such a meeting, please advise me as soon as possible and note that such a meeting will not influence the time line for placement of materials in your file.

_____, Chair
Committee on Periodic Evaluation of Temporary, Part-Time Faculty

I. Letter transmitting summary of evaluation by Department Chair.

In keeping with University and department policy and procedures, I have conducted an independent review of your teaching performance. I concur with the periodic evaluation provided by the (name of committee or faculty members).

or

Enclosed is a copy of my Evaluation Summary.

The above noted summary will be placed in your Personnel Action File ten (10) days from the date of this notice. During the ten day waiting period you may submit a response or rebuttal statement. If such a statement is submitted, it will also be placed in your file.

Department policy also specifies that you may, if you wish, request a meeting with me to discuss your evaluation or the evidence upon which it was based and that you may be accompanied by a representative of your choice. If you desire such a meeting, please let me know as soon as possible and note that such a meeting will not influence the time line for placement of materials in your file.

5.03 Temporary Appointments (UARTP document)

To complete a recommendation to appoint an applicant to a part-time or full-time temporary faculty position, the person or persons acting severally or jointly, simultaneously or sequentially to make the recommendation shall make each of two decisions in the following order: 1) the decision to select an applicant from the pool of applicants for the position, and 2) the decision to assign the selected applicant to a place within a range of salaries on the salary scale. In each instance of initial recommendation, these decisions shall be reached by a judgment that applies previously published criteria of decision to the facts defining the application under consideration based on evidence contained in a file.

A. Selection of applicant from the pool:

Once the applications for temporary faculty appointments have been reviewed, the best qualified person shall be appointed on the basis of merit and competence related to the teaching assignment or other department or equivalent unit need.

Criteria used in initial and subsequent selection shall include:

1. Degrees earned in relevant disciplines
2. Relevant teaching experience
3. Relevant professional experience
4. Recommendations or other documents including student and peer evaluations of teaching and performance

B. Placement on the pay scale of applicant selected for initial temporary appointment:

The following guidelines shall normally determine the location on the pay scale at which an initial temporary appointment is made:

1. Lecturer L: Bachelor's degree in the discipline.
2. Lecturer A: Master's degree in the discipline or equivalent educational experience; or Bachelor's degree plus the equivalent of at least five years teaching or relevant professional experience.
3. Lecturer B: Doctorate or equivalent educational experience; or Master's degree plus the equivalent of at least five years' teaching or relevant professional experience.
4. Lecturer C: Doctorate or equivalent educational experience plus at least five years of teaching experience.
5. Lecturer D: Doctorate or equivalent educational experience plus at least ten years of teaching experience.

Exceptions to these guidelines shall be approved by the appropriate dean. (Additional criteria may be required by the department.) Within each rank, the particular step at which a person is appointed shall depend on the extent to which the person's qualifications exceed the minimum requirements for the particular rank.

C. Temporary Faculty Range Elevation

1. "Temporary faculty range elevation" is a term employed in the CBA to refer to the decision, informed at a minimum by an evaluation of teaching performance, to compensate a temporary faculty member at a rate of pay equal to the first step of the salary range immediately above the range within which he or she was compensated during a prior appointment.
2. Units recommending applicants for a temporary faculty range elevation shall specify in their ARTP documents the criteria to govern the decision to recommend it. These criteria may be some combination of the criteria set forth in Sections 5.03 A. and B. above and shall, at a minimum, include teaching performance as evidenced by recommendations or other documents including student and peer evaluations of teaching performance.
3. "Those eligible for lecturer range elevation shall be limited to lecturers who have no more SSI eligibility in their current range, and have served five (5) years in their current range." (CBA 12.17)
4. "At least thirty (30) days prior to the commencement of the annual campus range elevation process, the campus shall notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation. In that notification the campus shall inform the lecturers that receipt of a previous FMI may affect their eligibility for range elevation. The parties agree that failure to notify an eligible lecturer shall not be cause for automatic granting of a range elevation.

The parties further agree that lecturers not notified may be eligible for range elevation pursuant to 12.17 and, if eligible, lecturers may apply for a range elevation." (CBA 12.18)
5. "Criteria for range elevation for temporary faculty (excluding coaches) shall be appropriate to lecturer work assignments." (CBA 12.19)
6. "Denial of range elevations shall be subject to the peer review process pursuant to provision 10.11 (of the CBA) except that the peer panel's decision shall be final." (CBA 12.20)

FREQUENTLY ASKED QUESTIONS ARTICLE 12.29

1. Is there a relationship between “courses previously taught in the department” in Article 12.8 and courses previously taught satisfactorily at any other CSU campus?

While the contract is silent on any relationship, the Office of Human Resources recommends that courses taught elsewhere on campus or in the CSU system receive careful consideration in the hiring process.

2. Who is responsible for gathering and maintaining information on courses taught elsewhere in the CSU?

Departments shall notify applicants of their responsibility to submit this information on an annual basis. It is the applicant’s responsibility to provide accurate information annually. The department is responsible for maintaining this information and giving it careful consideration during the hiring process.

3. What information may be requested of applicants regarding courses taught elsewhere in the CSU?

At a minimum, departments should request a list of courses taught indicating the campus and department where the course was taught, as well as course title, course number, term, date(s) taught, and whether student evaluations are available. Departments may request other relevant additional information.

The department should follow its past practice in determining how to assess whether the course was taught “satisfactorily.” In some departments, this may call for a review of course syllabi and material or submission of student evaluations. Please follow your past practice.

4. Can a department continue its past practice of requiring applicants to note the courses or areas for which they are applying?

Yes. In this instance, comparable courses previously taught in the department or elsewhere in the CSU would receive careful consideration during the hiring process.

However, if a department’s past practice has been to apply to the department as a whole, then the department must give careful consideration to all courses previously taught in the department as well as courses taught elsewhere in the CSU.

3-Year Appointments

5. In counting the six (6) consecutive years of department employment to receive a 3-year appointment, how do you count years for individuals who have been hired after retirement as Lecturers?

Pursuant to an agreement between the California State University and the California Faculty Association, a Lecturer’s retirement effectively terminates rights under Article 12. The eligibility period for a 3-year appointment of a retired Lecturer who is subsequently reappointed begins with the first appointment after the retirement. Time served prior to the retirement does not count, even if the Lecturer was a 3-year appointee prior to the retirement.

Special post-retirement timebase restrictions apply. Contact HR before offering an appointment.

Example:

2006-07 = sixth year as lecturer

- *Lecturer retires at end of 2006-07 academic year*
- *No requirement to rehire (as always, follow your normal hiring process to determine if person is to be rehired)*
- *If rehired, Lecturer will not have a 3-year appointment pursuant to Article 12.12*
- *Lecturer will become eligible for a 3-year appointment when post-retirement service meets requirements in Article 12.12*

Please note: *Retired Lecturers who were given 3-year appointments beginning in Fall 2002 under a previous interpretation will retain the 3-year appointments.*

A tenured faculty member's retirement is a break in service. Only consecutive years hired as a Lecturer after retirement would count for a 3-year appointment.

6. What about 3-year lecturers who worked zero for the full period of year 3?

3-year lecturers who actually had zero units for the full period of year 3 are considered in Category 8c. If you offer work for which they are qualified, in Category 8c, then offer a 3-year appointment at the level of work that is available. That will be the timebase for this subsequent 3-year appointment.

Other Questions

7. Does the contract require that departments assign existing (not new or additional) work to Lecturers in particular order?

As in the past, workload commitments to full-time Lecturers must be met. See Scheduling Priorities (Appendix B, page 3)

8. Do we still evaluate Lecturers (including 3-year Lecturers) per Article 15?

Yes. While a department may still require all Lecturers to be evaluated annually, a department may decide to evaluate 3-year lecturers on a less frequent basis according to University ARTP policy.

9. Who is responsible for notifying faculty of their pay raises pursuant to provision 31.3?

Faculty may view their pay history at any time through MySacState Self Service.

10. What must be done/how must we treat "courses previously taught in the department" in the hiring process under Articles 12.7 and 12.8?

Careful consideration of these courses is required during the hiring (not the periodic evaluation) process. See also response to question 4.