

Liberal Studies Program
California State University, Sacramento
(Adopted by the Liberal Studies Faculty Council, 4/18/07)

APPOINTMENT, SELECTION AND RELATED PROCEDURES
PART-TIME FACULTY APPOINTMENTS

I. GENERAL PROCESS

The program shall establish annually a committee on part-time faculty appointment and evaluation composed of at least three full-time faculty who serve on the Liberal Studies Faculty Council or by proxy, appoint full-time faculty with expertise in the content area of the class. Full-time tenured or probationary faculty may serve on this committee.

It shall be the purpose of this committee to advise and recommend to the Program Director relating to appointment of part-time faculty members as set forth in University regulations, the MOU, and these procedural guidelines.

The program shall maintain a pool of qualified applicants from which will be made specific recommendations of employment of a part-time nature as needed.

The applicant pool shall be updated annually. This process of updating shall include announcement of anticipated need in the manner normally employed by the University in accordance with affirmative action guidelines.

Incumbents shall be notified of the specific deadline by which they must notify the program of their desire to be considered for subsequent employment. Others maintained in the faculty pool may be invited to submit updated applications in a timely manner.

II. APPLICANT REVIEW

A. General

The committee on part-time appointments shall review all current applications on file, indicating suitable teaching assignments, and name those specifically recommended for hire.

B. Criteria

The following are appropriate as criteria to be used by the committee in this process:

1. Academic Preparation: The program normally requires at least an M.A. in an applicable field for course content. Preference shall be given to those with a Ph.D. or ABD. For LBST 110, preference shall be given to those with expertise in history, government, California studies, and/or public policy.

2. Experience, including teaching and non-teaching and associated professional activities relevant to the curricular content of the classes likely to be taught.
3. Recommendations, including those formally submitted by the applicant as well as those developed in conjunction with the review process or those volunteered by other faculty and/or staff and students.
4. Evaluations, including student and peer evaluations of teaching performance.
5. In case two candidates are equal in ability, affirmative action goals shall be the criterion used in selection.
6. The committee shall on the basis of all the above criteria, produce a ranked list numbered 1 through X, of those applicants it considers best qualified to teach those courses available to be staffed by part-time faculty. Reasons for the ranking will be provided.
7. The committee will produce a new ranked list each year, based on the changing composition of the part-time applicant pool and the changing needs of the program.

The resultant list(s) of potential hires shall be given to the Director so that offers of employment can be made at the earliest possible date program needs are known.

Every attempt will be made to provide advance notice of probable appointment to all relevant applicants so as to afford sufficient preparation time for courses they are likely to teach.

II. APPOINTMENT

Placement on the pay scale of an applicant selected for initial part-time appointment are as follows:

1. Lecturer L: Bachelor's Degree in appropriate 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. Within each rank, the particular salary 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.

III. EVALUATION

All part-time faculty employed by the program during a given academic year shall be evaluated once during that year at the end of the spring semester by the Part-Time Hiring Committee.

The Committee shall formulate methods appropriate to the evaluation of the teaching performance of those employed by the department on a part-time basis. All incumbents shall be informed of the methods of evaluation to be employed at the time of hire. Only the teaching performance of part-time employees shall be evaluated.

The following shall serve as the basis for evaluation:

- A. The results of evaluations by students of classroom performance and general instructional techniques.
- B. Statements or related evidence submitted by faculty, staff and/or students respecting performance and behavior relevant to the employee's assignment (adequate opportunity should be afforded all those likely to be interested in submitting such evidence).
- C. Course syllabi, teaching aids, and other materials as appropriate. Each of them must be made available to the peer review committee.

The written report of the evaluation shall be placed in the faculty member's Personnel Action File as provided by University policy.

IV. SALARY RANGE ELEVATION

- A. A part-time instructor shall be considered for an elevation in salary range when s/he exhausts SSI eligibility in the current range and has served at least five years in the current range.
- B. The decision on salary range elevation shall be made by the Part-time Faculty Hiring Committee and the Program Director.
- C. Criteria used shall be the same as for periodic review.
- D. Evidence to be considered shall be the same as for periodic review.