

POLICY ON PART-TIME TEMPORARY FACULTY

This policy is intended to provide a guide to the appointment, classification and evaluation of part-time temporary faculty employees.

I. GENERAL PROVISIONS

1. "Temporary faculty employee" is any individual who is serving in a temporary faculty appointment for a specified period of time, whether full-time or part-time.
2. Temporary faculty, whether full-time or part-time, typically hold the title "Lecturer".
3. A part-time temporary employee is an individual who is serving in a less than full-time faculty appointment or at less than full-time time base (10.5 or fewer WTU's).
4. Temporary employment does not confer any rights to permanent employment to any person. The length of service of a temporary faculty member, whether full-time or part-time, does not alter the temporary nature of the employment or confer additional rights upon a temporary faculty member. The length of service of a temporary faculty member, whether full-time or part-time, does not confer any claim to seniority on the part of the temporary faculty member.

II. RESPONSIBILITIES

1. The responsibilities of a part-time temporary instructional faculty member may include teaching, research, scholarship, creative activity, or service to the university, profession and to the community. The exact nature of the responsibilities of a part-time temporary faculty member will be described in the offer of employment.
2. Part-time temporary faculty members are responsible for adherence to and implementation of university and trustee policy.

III. PART-TIME APPLICANT POOL

1. All nominations for a part-time temporary appointment to teach or offer any academic service under the auspices of California State University, Fresno shall be made from the Part-time Applicant Pool.
2. Each department shall maintain a Part-time Applicant Pool.
3. Each applicant for membership in the Part-time Applicant Pool shall submit an application package which consists of (a) a standard SC-1 form, (b) a current vita, and (c) three (3) original letters of reference. Each applicant is given an Applicant Flow Form that is returned directly to the Affirmative Action Officer.
4. Individual applicants are responsible for keeping their application current.
5. All applications are invalid after five (5) years. A new application package must be submitted for consideration for readmission to the Part-Time Applicant Pool. The new application package shall contain (a) a new SC-1 form, (b) an updated vita, (c) three (3) current letters of reference, and (d) a new Applicant Flow Form.
6. The department shall acknowledge receipt of all applications for the Part-time Applicant Pool.

7. Selection of applicants to the Part-Time Applicant Pool shall follow normal department appointment policies, including an elected department review committee of full-time tenured faculty members. To protect the integrity of programs recognized administratively by the university as distinct programs located within departments, the tenured faculty in the program and the department chair shall constitute the review committee and determine the qualifications of candidates for part-time positions in the program.
8. Prospective part-time faculty shall be approved for membership in the Part-Time Applicant Pool on the basis of their qualifications as university-level instructors. The department committee shall review the complete application package for each applicant. When a department review committee determines the suitability of an applicant for membership in the Part-time Applicant Pool, the department shall also determine which courses an applicant is qualified to teach.
9. If a department recommends an individual for inclusion in the Part-time Applicant Pool, a nomination shall be sent to Academic Personnel Services via the office of the school dean. A completed pool form and a completed SC-1 form must be submitted.
10. School deans are responsible for securing and maintaining appropriate references. Deans shall maintain academic resumes (and transcripts where appropriate) to be forwarded upon request.
11. A person shall be nominated to teach only those courses authorized by the department committee and listed on the pool form.
12. Access to the Part-time Applicant Pool is limited to persons authorized access in the conduct of University business. Individual applicants shall not have access to the part-time faculty application files.
13. Applications for part-time positions are to be treated with the strictest confidentiality. All deliberations on applications for the part-time pool shall be conducted in executive session and remain confidential as provided by law. **Violations of this confidentiality are considered to be unprofessional conduct and may be grounds for disciplinary action.**

IV. APPOINTMENTS

1. All appointments shall be based solely on ability and fitness for the position to be filled.
2. The Provost and Vice President for Academic Affairs (hereinafter Provost) or designee shall make all faculty appointments. No other person is authorized to appoint faculty, nor to modify or revise the provisions of any appointment or offer of appointment. No other person is authorized to make statements, either oral or
3. Part-time temporary faculty appointments may be made for a semester, parts of a year, or for one (1) or more years. The length of the appointment shall be noted in the offer of employment.
4. The official offer to a part-time temporary faculty member shall also indicate that the appointment automatically expires at the end of the period stated and does not establish a right to subsequent appointments or any further appointment rights. No other notice shall be provided.

5. Following two (2) semesters of consecutive employment in the same academic year, a part-time temporary faculty member offered a subsequent appointment to a similar assignment in the same department or equivalent unit¹ shall receive a one (1) year appointment.
6. Appointment of a part-time temporary faculty member in consecutive academic years to a similar assignment in the same department or equivalent unit shall require the same or higher salary placement as in his/her previous employment.
7. Part-time temporary faculty members may be appointed on a conditional basis. The conditions established at the time of appointment may relate to enrollment and budget considerations. If a class is canceled, the part-time faculty member shall be paid for class hours taught. Classes may be canceled any time prior to the third class meeting.
8. Each department or equivalent unit shall maintain a list of part-time temporary faculty members who have been employed by and evaluated by the department.¹ If a part-time temporary faculty member applies for a subsequent appointment, the part-time faculty member's periodic evaluations, including both student evaluations and peer evaluations; other contents of the employee's Open Personnel File; and his/her application shall receive careful consideration.
9. Upon completion of twenty-four (24) academic units (WTU's) in the same department, part-time temporary members are eligible to be considered for a service salary increase pursuant to the provisions of Article 31 of the CBA such consideration requires the submission of a Faculty Activity Report.
10. If a part-time temporary faculty member applies for a subsequent appointment and does not receive one, his/her right to file a grievance shall be limited to allegations of a failure of the department to give careful consideration of the contents his/her Open Personnel File, and his/her application.

V. QUALIFICATIONS

1. The minimum academic qualification for a part-time temporary academic appointment is normally a master's degree from an accredited graduate program.
2. In order to hire a person with less than a master's degree, the department must have the approval of the Provost. Persons whose experience or training is recognized by professional or occupational standards as affording expertise directly related to specific instructional areas may be appointed if it can be shown that such persons have the best qualifications among available candidates, and that the instructional areas are important to the university.

VI. REMUNERATION

1. The initial Appointment of part-time temporary faculty should normally be a classification that is comparable to a similarly qualified tenure track academic employee.

¹ For purposes of this policy, the Library and Counseling Area are considered departments.

- The classification for a part-time temporary faculty member at the time of the initial appointments is as follows:

TEMPORARY HIGHEST DEGREE	COMPARABLE FACULTY CLASSIFICATION	TENURE TRACK CLASSIFICATION
Baccalaureate	Lecturer L	
Master's Degree	Lecturer A	Instructor
ABD / Terminal	Lecturer B	Assistant Professor
Terminal	Lecturer C	Associate Professor
Terminal	Lecturer D	Professor

Appointment to Lecturer C or Lecturer D is dependent upon meeting the criteria for the comparable rank of permanent full-time faculty.

- Appointment to a higher classification may be considered at the time a temporary faculty member is offered a new appointment.
- A part-time temporary faculty member may advance within a salary range by receiving Service Salary Increases (SSI) and/or faculty merit increases (FMI).

VII. SPECIAL CONSIDERATIONS REGARDING APPOINTMENTS

- Appointment of individuals employed by school districts or other agencies that require contracts for reimbursement for service must be processed at least sixty (60) days prior to the commencement of service.
- Appointment of a retired faculty member may adversely impact retirement and/or Social Security benefits. Prior to nominating such individuals, the Benefits Office should be consulted.
- Nominations for appointment to "reimbursed" positions (replacements for faculty released by grants, etc.) must be accompanied by appropriate documentation, including relevant contract numbers, teaching responsibilities of the person being replaced, etc.

VIII. APPOINTMENT PROCEDURES

- Each department shall **ELECT** a departmental peer review committee of at least three (3) tenured faculty members to evaluate applications for part-time temporary faculty positions. Departments may elect to form a committee of the whole. The department chair shall be an additional member of the committee.
- The department peer review committee shall review all the applications for a part-time temporary faculty position. For applicants who have been previously employed in the department, the following materials shall be reviewed: (a) the application; (b) student evaluations of instruction; (c) peer reviews of instruction; and (d) any other relevant material in the applicant's Open Personnel File.
- The departmental peer review committee shall make its hiring recommendation(s) to the department chair. The recommendation(s) is the recommendation of the department faculty. In the event that an applicant is a close relative of a faculty member in the department the tenured faculty members in the department shall vote on the recommendation by secret ballot. The faculty member who is a close

relative as defined by the campus Policy on Nepotism shall not participate in either the discussions or voting.

4. The department chair shall review the hiring recommendation(s) of the department review committee.
5. The department chair shall recommend an individual(s) for appointment to the part-time temporary position(s).
6. The recommendation(s) shall be forwarded to the school dean. The dean shall review the recommendation(s) and, if approved, forward it to the appropriate offices for final authorization.
7. Once final authorization is given, the dean shall issue a written offer of employment and employment contract.

IX. EVALUATION

8. A part-time temporary faculty member shall be evaluated on a regular basis according to the schedule outlined in the Policy on the Assessment of Teaching Effectiveness. The results of these evaluations shall be placed in the Open Personnel File of the faculty member.
9. Department chairs shall prepare a written evaluation of a part-time temporary faculty member's performance at the end of each academic year. This evaluation shall be placed in the Open Personnel File.

X. OPEN PERSONNEL FILE

1. Each part-time temporary faculty member shall have one (1) Open Personnel File for employment information and information that may be relevant to personnel recommendations or actions regarding the faculty member. This file is maintained in the office of the school dean.
2. Departments shall maintain a working personnel file on all active part-time faculty members. This file shall only contain information that has been formally placed by reference into the part-time faculty member's Open Personnel File.
3. With the exception of secretaries performing clerical tasks, all instances of access to this working personnel file shall be logged and the log record shall be a permanent part of the file.
4. This working personnel file is to be held in confidence and is accessible only to the affected part-time temporary faculty member and persons authorized in the conduct of official university business.
5. In all aspects, this working personnel file is to be considered part of the Open Personnel File especially with regard to the right of a part-time faculty member to rebut or respond to information in the file, or the right of the part-time faculty member to seek the correction or deletion of material from the file.
6. This working personnel file for part-time temporary faculty members is **not** the same as the Working Personnel Action File (or, locally, the RTP File) as described in the Collective Bargaining Agreement and used for the consideration of candidates for retention, tenure and promotion.
7. For additional information on personnel files, the part-time faculty member shall be referred to the university Policy on Faculty Personnel Files.

XI. PRIVILEGES AND BENEFITS

1. Part-time temporary faculty members shall receive faculty privileges including the right to purchase faculty parking decals and receive a faculty ID card, which provides the following advantages:
 - a. use of library facilities and faculty borrowing privileges
 - b. use of Instructional Media Services facilities and equipment
 - c. use of state car and/or travel expense allocations when approved
 - d. use of laboratory and research facilities when applicable and approved
 - e. use of Student Union facilities
 - f. the ability to purchase Associated Student Body card for access to campus events.
2. Part-time temporary faculty members who have a half-time contract (7.5 WTU's or more) for both semester in an academic year are eligible for health benefits.
3. Part-time temporary faculty members with at least six (6) years of full-time equivalent service² in a department are eligible for the CSU Fee Waiver Program subject to the provisions of Article 26 of the Collective Bargaining Agreement.

XII. DISTRIBUTION

The department shall provide a copy of this policy to all part-time temporary faculty members at the time of their initial appointment

References: CBA 11, 12, 15, 20, 31

Policy On Faculty Personnel Files

Approved by Academic Senate	May 1997
Approved by President	June 1997
Amended	April 2000

² Full-time equivalent service is defined as one hundred eighty (180) units.