



Memorandum

January 15, 2003

To: College Deans
Department Chairs
College Secretaries
Department Administrative Support Staff

FA-2003-05

From: Colleen K. Shaw
Manager, Faculty Personnel and Compensation Programs

Subject: Appointment of Part-Time Lecturers, Teaching Associates, and Graduate Assistants - **Spring 2003**

Part-Time Faculty appointments and changes for the Spring 2003 semester are to be processed through the PeopleSoft Part-Time Faculty (PTF) Module. Refresher Training on the PTF module will be provided on Friday, January 17, 9:00 a.m. to 11:00 a.m., in the Oviatt Library, Room 16. Information regarding registration for the training has already been disseminated to departments and colleges.

The PeopleSoft system was made available for Spring 2003 data input on **Monday, January 13, 2003**. The last day to input data directly into PeopleSoft for the Spring 2003 semester will be **Friday, May 30, 2003**. Any appointments or changes input after **Tuesday, February 4th** and/or approved by the college Manager of Academic Resources after **Wednesday, February 5th** may not be reflected in the February 2003 pay warrants. The navigational path to the PTF Module is *CSUN > Part-Time Faculty > PTF > Part-Time Faculty*.

The following transactions may be input directly into the PTF Module:

- 1. Appointments**
 - a. Part-Time Lecturers (Job Code 2358)
 - b. Graduate Assistants - AY (2355)
 - c. Monthly Graduate Assistant (2325)**
 - d. Teaching Associates (2354)
- 2. Timebase Changes**
- 3. Corrections to Appointment Duration**
- 4. Cancellation of Appointments** (no work performed and no payment due)

The following transactions will need to be processed via a **Personnel Action Request Form (PAR)** submitted to the Office of Faculty Affairs:

- 1. Appointment of Retired Annuitants** [Faculty who retired under CalPERS (California Public Employees' Retirement System) and are returning to work while receiving a retirement allowance from Cal PERS]. These appointments require special coding in the Payroll system so retirement contributions are not deducted from their paycheck.
- 2. Changes in Base Salary or Rank/Grade**
- 3. Retroactive Corrections**
- 4. Range Elevations** (formal process, see Section 700)
- 5. Resignations and Retirements**

Submit PARS to Faculty Affairs no later than Friday, January 31, 2003 to guarantee processing for the February pay warrant.

All part-time Lecturers, Teaching Associates, and Graduate Assistants are required to complete the attached Faculty Total Employment Disclosure Form each semester. Please distribute the form to your GA's, TA's, and Lecturers at the beginning of each semester and forward the forms to Elizabeth Dulac in the Office of Human Resources, Mail Code 8229, as early in the semester as possible. The information on this form is used to monitor, and ensure compliance with, the 125% workload limitation.

The following information applies to Graduate Assistants, Teaching Associates, and Lecturers as indicated.

GRADUATE ASSISTANTS

Please note that a recently-created **monthly Graduate Assistant classification (2325 class code) is now available in the Part-Time Faculty Module** to accommodate appointments that begin and end throughout the fiscal year. **Appointments to this monthly classification may begin at any time during a month and end at any time during the same or subsequent month up to a maximum appointment period of six months.**

In addition, Graduate Assistant appointments are no longer limited to 5, 10, 15, or 20 hours per week, but may be for any number of whole hours per week up to a maximum of 20. The timebase for both AY and monthly GA classifications may be 1/20, 2/20, 3/20, etc., up to a maximum of 20 hours (20/20 or full-time).

TEACHING ASSOCIATES

The Unit-3 Faculty Collective Bargaining Agreement (CBA) does not represent Teaching Associates. Therefore, their appointments are unaffected by any of the Unit 3 contract provisions that apply to part-time lecturers. Teaching Associates must be enrolled as graduate students during the Spring 2003 semester. Departments are required to contact the Office of Graduate Studies to verify that the proposed Teaching Associates meet minimum qualifications, including "equivalent to completion of the requirements for the B.A. degree and registration in a graduate degree program of the University." Pursuant to Section 621.8 of the Administrative Manual (Section 600), Teaching Associates are prohibited from teaching courses that are applicable to the graduate degree program in which they are enrolled.

Teaching Associates are to be appointed using Job Code 2354. The official salary range is \$1674 to \$3,934 per month (full-time rate effective July 1, 2002); there are no longer salary steps. However, CSUN has given Teaching Associates general salary increases in recent years making **\$1,851 the new CSUN campus minimum for full-time Teaching Associates (15 units). Please verify that the base salary (full-time rate of pay) for all Teaching Associates appointed for the Spring 2003 semester in your department or college is at least \$1,851.**

PART-TIME LECTURERS

Part-Time Lecturers are covered by the provisions of the Unit 3-Faculty Collective Bargaining Agreement. In accordance with the provisions of Article 12.3 and 12.5, part-time Lecturers who received one-year appointments in Fall 2002 should be given at least the same number of units in the 2002-03 academic year as they taught in the previous academic year. However, departments are not required to create work where none exists. NOTE: All one-year appointments must begin with the Fall semester. **Therefore, there should be no new one-year appointments beginning Spring 2003.**

Part-Time Faculty who are in the **first year of a three-year appointment** are to be assigned units for 2002-2003 at least equal to the number of units they taught in **2001-2002**. With the exception of full-time Lecturers (15 weighted teaching units), all part-time Lecturer appointments, including these three-year appointments, are conditioned upon the availability of enrollment and budget.

Part-Time Faculty entitled to a conditional appointment must be offered any available course they are qualified to teach during the Spring 2003 semester until their entitlement is fulfilled before any new part-time faculty members can be appointed to the department. If the Department is not able to provide the number of units to which the faculty member is entitled during the Spring 2003 semester, no notice of layoff is required, only a statement that enrollment and budget considerations prohibit fulfillment of the conditional appointment.

In addition, pursuant to Article 12.29 of the CBA, **any new or additional work** that becomes available to temporary faculty must first be offered to incumbent temporary faculty in the department who:

1. Hold less than a 1.0 timebase;
2. Hold three-year appointments in the department or equivalent unit;
3. Have previously satisfactorily taught the course at any CSU campus or are otherwise qualified to perform the work in question; and
4. Have performed their work in a satisfactory manner.
5. If new or additional work is still available, incumbent temporary faculty who meet all of the above criteria except that they do not hold a three-year appointment shall next be offered the work.

Nowhere in the Bargaining Agreement is seniority, or length of service, cited as a criterion to be used in selecting applicants to be appointed to temporary positions. Applicants who have taught previously in the Department "shall receive careful consideration" for any subsequent appointments (Article 12.7) and any grievance filed over the absence of a subsequent appointment "shall be limited to allegations of a failure to give careful consideration." Careful consideration implies that the "application" and the "previous periodic evaluations" will be thoroughly reviewed (Article 12.7).

Article 12.11 of the Bargaining Agreement specifies that a lecturer who receives a new appointment can be appointed above the maximum of the Service Salary Increase (SSI) range within the lecturer's then-current rank.

LEAVE OF ABSENCE FOR PART-TIME LECTURERS

Under Articles 22.1 - 22.2 of the Bargaining Agreement, a part-time Lecturer is eligible to apply for a leave of absence for up to one semester. The President, upon recommendation of the Department Chair and Dean, approves such leaves. Only part-time faculty who have already received a conditional appointment can be considered for such a leave. If the leave of absence is for **professional** reasons, the part-time faculty member continues to accrue credit toward reappointment ("Careful Consideration") as well as credit toward the 24 units required for a Service Salary Increase. Please note that any part-time faculty member hired to replace a part-time faculty member on an approved leave of absence may not receive credit toward reappointment or SSI. Application forms for leaves of absence are available in the Office of Faculty Affairs.

MEDICAL, DENTAL AND VISION CARE BENEFITS

All eligible employees have within 60 calendar days from the effective date of their appointment to enroll in benefits or **FlexCash**. **FlexCash is an optional benefit plan that allows an otherwise benefit-eligible individual to waive medical and/or dental insurance coverage in exchange for cash, provided the individual has other non-CSU coverage.** Eligibility for benefits is conditioned upon the job code, the duration of appointment, and the timebase.

Part-Time Lecturers - AY (Job Code 2358) given a one-semester, one-year, or three-year appointment during the 2002-2003 academic year are eligible for State group health, dental, and vision insurance during any semester in which they teach at least 6.0 units. If their appointment drops below 6.0 units during the semester, they will lose benefit coverage. **If this situation occurs, please contact the Benefits Coordinator at extension 3810 or 2119 immediately.** AY Lecturers are eligible for FlexCash if they have an appointment of 1 academic year or more and 7.5 or more units.

Teaching Associates - AY (Job Code 2354) appointed for the 2002-03 Academic Year with a minimum of 7.5 units each semester are eligible for State group health, dental, and vision insurance (or FlexCash). Teaching Associates who established eligibility for benefits in the Fall 2002 semester may lose benefits in the Spring 2003 semester if their timebase falls below 7.5 units.

Graduate Assistants - AY (Job Code 2355) are not eligible for State-Funded medical, dental, or vision insurance.

Temporary Faculty in 12-month classifications are eligible for State group health, dental, and vision insurance (or FlexCash) if appointed for **more than 6 months** with a timebase of 50% (7.5 units) or more.

LIFE INSURANCE

All **Teaching Associates** with an academic year appointment and at least 7.5 units and **Part-Time Academic Year Lecturers** (Job Code 2358) with at least a one-semester appointment and at least 6.0 units, will be enrolled automatically in a State-funded \$50,000 term life and \$50,000 accidental death and dismemberment plan. **Lecturers in a 12-month classification** (Job Code 2359) appointed for more than six months and at least 7.5 units (50% or more) are also automatically enrolled in these two plans.

LONG-TERM DISABILITY INSURANCE

All **Part-Time Academic Year Lecturers** (Job Code 2358) appointed for at least one-semester and 6.0 or more units will automatically be enrolled in a State-funded long-term disability plan. **12-Month Lecturers** (2359) require an appointment of more than six months and at least 7.5 units (50% or more) to be eligible for Long-Term Disability Insurance. Note: **Teaching Associates** are not eligible for this plan.

EMPLOYMENT VALIDATION STICKERS

Spring 2003 part-time faculty validation stickers will be issued to each new, continuing, and returning Part-Time Lecturer and Teaching Associate. As soon as possible, each Department Office should forward to Elizabeth Dulac in Human Resource Services (Mail Code 8229), either by written memo or by Email addressed to elizabeth.dulac@csun.edu, an alphabetized list of anticipated Part-Time Lecturer and Teaching Associate appointments, marked PTF or TA, indicating whether "new" (never employed as CSUN faculty or staff), "continuing" (taught last semester) or "returning" (taught prior to last semester).

Ms. Dulac will send a sticker for each "continuing" and "returning" employee on the list. The stickers should be given to these employees to place on their photo I.D. cards. These stickers are necessary to purchase parking or to use faculty library privileges. If an employee has lost the photo I.D., it can be replaced for a small fee that is to be paid at Student Financial Services. Upon presentation of the Student Financial Services receipt, staff in the Office of Human Resource Services will retake the photo and issue a new I.D. for Part-Time Faculty. Graduate student photos for Teaching Associates and Graduate Assistants are taken in Admissions and Records. New Part-Time Lecturers will be issued a photo I.D. with validation sticker at the time of sign in.

SIGN-IN PROCEDURES FOR NEW AND RETURNING PART-TIME LECTURERS, TEACHING ASSOCIATES AND GRADUATE ASSISTANTS

New Part-Time Faculty, Teaching Associates, and Graduate Assistants will need to sign in by completing personnel and payroll documents beginning the week prior to instruction (January 21, 2003) and continuing through February 7 in the Oviatt Library, Room 16, during the hours of 9:00 to 11:45 a.m. and 1:00 to 3:45 p.m. After February 7, 2003, the sign-in process must be completed in the Office of Human Resource Services (University Hall, Room 185) on Mondays, Tuesdays, or Wednesdays from 9:00 a.m. to 11:45 a.m. Employees signing in after February 7 may not be paid on time.

Returning Part-Time Faculty, Teaching Associates and Graduate Assistants who have not been employed at CSUN since December 31, 2001 must also complete the sign-in process during the same days and times.

SALARY INCREASES FOR THE 2002-2003 ACADEMIC YEAR

A 2.0% General Salary Increase (GSI) for temporary **Lecturers** was effective July 1, 2002 and has been processed for all temporary Lecturers on active pay status on July 1, 2002 or, if not active on July 1, 2002, for those who were active during the Fall 2002 semester. **Appointments for those Lecturers who have not already received the 2.0% GSI for the 2002-03 academic year (not employed since the Spring 2002 semester), must be processed via a PAR so the GSI can be processed as a separate transaction in the PeopleSoft and Payroll databases.**

A 2.65% Service Salary Increase (SSI) will be effective close of business on June 30, 2003 for all eligible **temporary Lecturers** who completed at least 24 units in their current rank and department by the end of the Spring 2002 or Fall 2002 semester.

A 2% General Salary Increase (GSI) was approved for **Graduate Assistants and Teaching Associates** effective with the September 2002 pay period. Salaries of Graduate Assistants and Teaching Associates employed during the Fall 2002 semester have been adjusted to reflect this increase. Departments should appoint new TA's and GA's at or above the new minimum for these two classifications. **Effective August 21, 2002, the campus minimum for the Teaching Associate classification (2354 class code) is \$1,851 (full-time rate for 15 units). The August 30, 2002 campus minimum for the Graduate Assistant classification (2355 class code) is \$885 (full-time rate for 20 hours).**

If you have any questions regarding the information included in this document, please contact the Office of Faculty Affairs at extension 2962. Questions regarding benefit eligibility should be addressed to the Benefits Office in Human Resource Services at extension 3810.

Attachments

- (1) Part-Time Faculty Total Employment Disclosure Form
- (2) Part-Time Faculty Appointment Processing Calendar
- (3) Lecturer, TA, and GA Salary Schedules (2)
- (4) Instructions for Accessing Part-Time Faculty Query Reports

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