

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

ADMINISTRATIVE MANUAL

California State University
Northridge

SECTION 700

ACADEMIC PERSONNEL POLICIES AND PROCEDURES

FOR TEMPORARY ACADEMIC PERSONNEL

2008 – 09 ACADEMIC YEAR

SECTION 700
ACADEMIC PERSONNEL POLICIES AND PROCEDURES
FOR TEMPORARY ACADEMIC PERSONNEL

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SECTION 700
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INTRODUCTION

Full and part-time lecturers are responsible for a significant portion of the courses taught at California State University, Northridge. All academic Departments and equivalent units rely upon lecturers to complete their staffing requirements. Lecturers are also entitled to participate in faculty governance according to the by-laws of the faculty. This Manual presents general information as well as administrative policies and procedures relevant to lecturers. This Manual has been organized to the greatest possible extent to parallel the structure of *Section 600* of the *University Administrative Manual*.

Additional general information pertinent to all lecturers can be found in the University Catalog, the current Schedule of Classes, and *Section 600* of the *University Administrative Manual*, which is the faculty manual designed primarily for probationary and tenured faculty members. Additional information regarding practices specific to individual Departments can be obtained from the Department Chair or Chair's Assistant.

For information related to health insurance, flex cash, life insurance, medical leaves, and other benefits, contact the Office of Benefits Administration (Ext. 3810). For questions about other leaves (leaves without pay), contact the Office of Faculty Affairs (Ext. 2962). For questions regarding salary warrants and sign-in procedures, contact Human Resources (Ext. 2101).

Comments or inquiries about any topic discussed in the following pages should be directed to the appropriate Department Chair or to the Office of Faculty Affairs (Ext. 2962).

PERSONNEL POLICIES AND PROCEDURES FOR LECTURERS

SECTIONS 700 - 704 – GENERAL AND ADMINISTRATIVE CONSIDERATIONS.

700 **General Considerations**

700.1 All policies and procedures in this Manual are intended to be consistent with and supplemental to:

1. The laws of the State, especially Education Code, Division 18, Chapter 9, and interpretations thereof in the California Code of Regulations, Title 5, Division 5 (hereinafter referred to as "Title 5");
2. Regulations approved by the Trustees of the California State University;
3. Provisions of the Bargaining Agreement between the Board of Trustees and the California Faculty Association;

4. Directives of the Chancellor of The California State University;
5. The Constitution and Bylaws of the Faculty of California State University, Northridge; and
6. Procedures adopted by the Personnel Planning and Review Committee not in conflict with the foregoing.

700.2 The University is an Affirmative Action/Equal Employment Opportunity/Title IX, Sections 503 and 504 employer and all of its personnel decisions shall be made in accord with state and federal laws.

701 Definition of Employee Classification

The term “lecturers” as used in this Manual, refers to full-time and part-time non-permanent faculty-unit employees who are serving in temporary instructor appointments for a specified period of time. As defined by Title 5, “‘Lecturer’ is a title used to cover a non-permanent academic assignment normally of a visiting or part-time nature where the salary level of the individual is in accordance with the individual’s qualifications.”

702 Lecturer Duties

702.1 Lecturer Instructional Load

1. The normal instructional load for lecturers is considered to be the lecturer's assigned weighted units of instruction plus between one and three scheduled office hours, the exact number of which shall be consistent with University and College minimum requirements and be proportional to the number of units in the lecturer's teaching assignment. No additional duties such as advisement, curriculum development, and committee service are required of lecturers. Except for illness, approved or unavoidable absence, or approved modifications to the class schedule, lecturers are responsible for meeting all assigned classes in accordance with the University Schedule of Classes and meeting office hours as scheduled, posted, and on file in Department offices.
2. The lecturer is responsible for immediately reporting an absence to the Department Chair or appropriate administrator. Upon returning to campus, the lecturer must promptly complete and sign the campus absence form and return the absence form to the appropriate administrator. The lecturer may be required to provide a physician’s statement or other appropriate verification for absences after three (3) consecutive days charged to sick leave. A lecturer is not normally required to provide such a statement or verification of an absence of three (3) consecutive days or less charged to sick leave.

3. Lecturers may be appointed for an assignment of up to fifteen units per semester. When assigned fifteen units, lecturers will be changed to full-time status.

702.2 Non-Teaching Assignments

In unusual circumstances and with appropriate approval, a lecturer may be assigned weighted teaching units for non-teaching responsibilities, such as advisement, curriculum development, or other instructionally-related activities. The total unit value of such assignments, when combined with the lecturer's instructional assignment, if any, is subject to the fifteen unit limit noted above.

702.3 Activities Prohibited

Activities that are prohibited for lecturers of The California State University include:

1. The use of State time, facilities, equipment, or supplies at any time for any purpose other than the performance of official business, defined as an activity which promotes the achievement of the purposes of the University.
2. The performance for compensation, other than State salary, of any service for any person or public or private agency if such person or agency performs any action which is subject to review, recommendation, or approval by employees.
3. The performance for compensation, other than State salary, at any time of any service which their duties require them to render.
4. The acceptance of any obligations on the part of any employees which would prevent them from carrying out the responsibilities for which they are employed or the acceptance of any responsibilities which would be in conflict with the purposes of the University.
5. The engaging in any activity which is contrary to a policy of the Trustees or otherwise inimical to The California State University.
6. The willful violation of any law, any regulation of the Trustees, or any directive of the Chancellor respecting their employment or the performance of their duties.

702.4 Political Activities

Besides being subject to provisions of law relating to elections and political activities applicable to all persons, The California State University employees are included within the provisions of Government Code respecting support of political activities of any foreign government and the advocacy of the overthrow of the government. The Attorney General has reaffirmed a previous opinion: "...

the right to engage in politics is a privilege of citizenship which should not be denied State employees in the absence of express or necessarily implied statutory prohibition, or unless the particular activity is harmful to the State Government. No political activity should be engaged in on State time." (Legal Opinion, Issue No. 65, 6 pages, dated May 18, 1953, from Joel H. Burkman to State College Presidents).

702.5 Loyalty Oath

Each employee, academic and non-academic, who is a United States citizen, must subscribe to a loyalty oath prescribed by the Legislature before performing any services for the University and before receiving any compensation.

703 Personnel Files

703.1 Authorized Personnel Files

1. Professional Information File

- a. Each lecturer shall establish and maintain a record of professional information. This record, called the Professional Information File, shall be submitted by the lecturer to the Department Chair at such time as the lecturer submits to the Chair a request for a subsequent appointment or a request for elevation to the next higher salary range. The Professional Information File shall contain the lecturer's written request for consideration by the Department Chair of one or more of the above types of deliberations. In addition, the Professional Information File may contain material the lecturer believes will support his/her request and which is not already contained in the Personnel Action File (see 703.1.2.a). Examples of such additional supporting material would be praiseworthy letters from recent students, evidence of recent attainment by the lecturer of a University degree, evidence of contributions by the lecturer to his/her field of study, etc.
- b. The Professional Information File is the property of the lecturer. However, the lecturer's possession and control of the file is restricted by the following:
 - (1) A lecturer may add material to the file at any time up to the completion of deliberations at the Department level. Insertion of material submitted after this date must have the approval of the College Dean and shall be limited to items that became available after the close of Department deliberations. Materials inserted in this fashion shall be returned to the Department for review, evaluation, and

comment before consideration by the Dean. The Department may elect to change its recommendation on the basis of this new information, even though the deadline for the recommendation has passed.

- (2) Once the file has been submitted by the lecturer to the Department Chair for use in the personnel evaluation process, the lecturer may not remove any materials until the evaluation has been completed and the file has been returned to the owner.
- (3) Once the file has been submitted for use in the personnel procedure, it shall be retained by the University until all deliberations relating to the lecturer's request for elevation to the next higher salary range or subsequent appointment have been decided.

2. Personnel Action File

There shall be only one Personnel Action File. This file is the property of the University. It shall be kept in a specified place approved by the Department Chair. This file shall be used in personnel actions including evaluation for service salary increases, subsequent appointment, and elevation to a higher salary range.

a. The Personnel Action File shall include:

- (1) Copies of appointment letters.
- (2) Copies of Department recommendations on subsequent appointment, service salary increases, and elevation to a higher salary range.
- (3) Copies of decisions made by the College Dean.
- (4) Copies of written reasons for negative recommendations at the Department level or by the Dean and of all documents related to any appeal from such recommendations.
- (5) Copies of notice letters on subsequent appointment, service salary increases, elevation to a higher salary range.
- (6) Copies of the decision of the President in Grievance Cases and Disciplinary Action Cases.

- (7) Correspondence concerning such matters as approval of leave request and similar personnel actions.
 - (8) Department, College, or University required documents, such as written reports of peer class visits and student evaluations of teaching effectiveness. Student evaluations of teaching effectiveness shall be retained for a minimum of five years.
 - (9) A copy of the lecturer's current resume.
 - (10) Sabbatical Leave Reports
 - (11) Other communications or materials deemed by the Department Chair or Dean to be relevant to the purpose of the file.
 - (12) The location of other records kept on campus regarding the lecturer, to which the lecturer has access.
- b. It is not expected that all communications reaching a Department or the Dean regarding a lecturer will be placed in this file.
 - c. Written communications identified by source may be placed in the file at the discretion of the Department Chair and/or the College Dean. The lecturer shall be provided with a copy of such material at least five (5) days prior to such placement.
 - d. A lecturer shall have the right to place in the file a written response to any written communication contained therein.

3. Human Resource Services File

The Human Resource Services File, which is developed by and resides in the Human Resources Office of the University, shall include:

- a. SC-1 and lecturer requisition.
- b. Letters of appointment.
- c. Letters of acceptance.
- d. Official State forms and insurance records.
- e. University actions.

- (1) Reappointment or termination.
- (2) Salary adjustment recommendations.
- (3) Approval of leaves

703.2 Personnel File Procedures

1. Use of Files

The Professional Information File and the Personnel Action File shall be utilized in personnel considerations. The Human Resource Services File shall not be used in personnel considerations.

2. Completeness of the Files

If the materials in the file are not satisfactory to any individual charged with making a recommendation or if they do not appear to support the recommendations made, the file may be returned to the appropriate level for amplification.

3. Access to the Files

- a. A lecturer shall have full and unqualified right to inspect all materials in the Personnel Action File and Human Resource Services File.
- b. When a lecturer requests an appointment to inspect the file, it shall be scheduled promptly, within two days, during normal working hours. The lecturer may be accompanied at such appointments by another individual of his/her choice.
- c. Upon written request, lecturers shall be provided with copies of any material in their file within fourteen (14) days. The lecturer may be required to bear the costs of duplicating such items.
- d. In conformance with Section 703.1.1.b.(1), a lecturer may require of his/her Department Chair or designated file custodian that materials provided by the lecturer in support of the lecturer's request for a range elevation shall be placed in the lecturer's Professional Information File.
- e. The Department Chair normally is custodian of the Personnel Action File. No one is authorized to remove material from the Personnel Action File unless the lecturer requests removal. Lecturers, if they believe any portion of their file is not accurate,

may request, in writing, a correction or deletion of that material. Such a request shall be addressed to the Department Chair.

- (1) If the request is denied by the Department Chair, the lecturer may, within seven (7) days of such a denial, submit the request to the College Dean. The Dean shall, within twenty-one (21) days of such a request, provide a written response to the lecturer. If the request is granted, the record shall be corrected and the lecturer notified in writing. If the Dean denies the request, the response shall include the reason(s) for the denial.
 - (2) The request shall specify those corrections or deletions that shall be made, with facts and reasons supporting the request. Such requests shall become part of the Personnel Action File, except in those instances in which the disputed material has been removed.
- f. Individuals required to give testimony in grievance or legal proceedings arising out of personnel considerations in which they had access to files as provided in (b) above shall be able to see the Personnel Action File and the Professional Information File of the grievant.
 - g. The President of the University, or a designee, may grant duly authorized representatives of investigative public agencies access to the requisite Personnel Action File and Professional Information File.
 - h. The Department Chair shall log all instances of access to a Personnel Action File other than access for the purpose of routine maintenance. Such a log record shall be a part of the Personnel Action File.
 - i. Except as specified in a, e, f, and g above, individuals and/or agencies shall have access to the Personnel Action File only upon presentation of a duly executed court order or other specific authorization under state or federal law.

704 Confidentiality of Personnel Considerations

704.1 General Policy

Confidentiality refers to a University policy which limits access to information about specific individuals and about internal deliberations of personnel committees. As an employer, the University has an obligation to protect the

privacy of the individual under personnel consideration. The policy of confidentiality also is intended to promote full and frank discussion of candidates by personnel committees. All personnel considerations of specific individuals having to do with matters of appointment or salary adjustments made by any Department Chair or Dean acting under provisions of this Manual and/or the Bylaws of the Faculty of this University shall be, in whole and in part, confidential: that is, shall not be discussed, either by the Chair or the Dean or by those consulted, with other than those privileged to have such information. Candidates for appointment may authorize the distribution of their vitae. Lecturer grievance and disciplinary action committees are privileged to have such information. The policy of confidentiality does not remove from personnel agencies and those with whom they consult the responsibility to ensure the accuracy and relevancy of information upon which personnel decisions are based.

704.2 Violation of Confidentiality

Any violation of the confidentiality requirements of this Section shall be presumed to be unprofessional conduct.

SECTIONS 705 – 707 – RESPONSIBILITIES FOR PERSONNEL MATTERS

705 General Consideration

Final decisions regarding appointment, service salary increase, and range elevation of a lecturer are made by the College Dean, following careful consideration of material in that lecturer's Professional Information and Personnel Action Files and recommendations made by the lecturer's Department Chair. If a lecturer believes that careful consideration has not been given to his/her request for a subsequent appointment, evaluation for a service salary increase, or request for elevation to a higher salary range, he/she may request a meet and confer session as specified in Section 714.

706 Establishment and Approval of Departmental Criteria and Evaluation Procedures

706.1 Should they choose to do so, Departments may develop specific criteria and evaluation procedures regarding appointment, service salary increase, and elevation to a higher salary range that are appropriate to the Department and that are consistent with University-wide criteria and procedures and with the Collective Bargaining Agreement.

706.2 Should such specific criteria and evaluation procedures be developed by the Department, these criteria and evaluation procedures and any subsequent revisions or amendments to them must be approved by the College Dean and by the Personnel Planning and Review Committee, and may be reviewed by the College Personnel Committee if they so choose. Review procedures will be those of Section 612.3.2.c. of the *University Administrative Manual, Section 600* and

review time lines will be those of 612.3.2.d.(1) and (2), wherein the term "College Personnel Committee" shall be replaced by the term "College Dean"

706.3 University-wide Procedures for Evaluating Teaching Effectiveness

1. A class visit shall be made during the first semester a lecturer is employed. Subsequent visits shall be made at least once for every 24 units taught by the lecturer, or at least once every three (3) years, whichever comes sooner. Colleges and Departments may mandate more class visits. Lecturers shall be visited at least twice prior to a decision being made regarding that lecturer's request for service salary increase or elevation to a higher salary range.
 - a. Class visits shall be made by the Department Chair or a designee of the Chair from among tenured faculty of the Department.
 - b. Procedures for making class visits shall be determined by the Department. Scheduling of a class visit shall be made by mutual agreement between the lecturer and the observer. The lecturer shall be provided notice of at least five (5) days that a class visit is to take place.
 - c. A written report of the visit shall be submitted to the lecturer. A copy of the report shall be retained in the lecturer's Personnel Action File for at least five years.
2. Departments shall establish procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness. Such procedures shall adhere to the following guidelines:
 - a. Evaluations shall be anonymous and identified only by course and/or section. The format of student evaluation shall be quantitative (e.g., "Scantron" form, etc.) or a combination of quantitative and qualitative (e.g., space provided on the quantitative form for student comments). Nothing in this section will prejudice the rights of Departments to determine the exact nature of the student evaluation forms.
 - b. Written student questionnaire evaluations shall be required for all faculty members who teach. A minimum of two (2) classes annually for each faculty member shall have such written student evaluations. Those lecturers teaching only one class per year should be evaluated by students in that class. Student evaluations shall be conducted in classes representative of the faculty member's teaching assignment. Unless consultation with an academic unit has resulted in an agreement by the administration

and faculty to evaluate all classes, the classes to be evaluated shall be jointly determined in consultation between the faculty member being evaluated and his or her Department Chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated.

- c. After semester grades are assigned, the Department Chair shall provide each lecturer with the results of his/her evaluation(s) and shall place a summarized copy of the results in the lecturer's Personnel Action File where it shall be retained for a minimum period of five (5) years.

706.4 Departmental Procedures for Evaluating Teaching Effectiveness

1. In addition to University-wide procedures, other sources of evidence of teaching effectiveness deemed appropriate by the Department may be employed, subject to approvals as noted in Section 706.2.
2. Department policy mandating the type(s) of evaluation for lecturers in the Department shall not preclude individual lecturers from using additional methods of gathering data relevant to their own teaching effectiveness and having such data placed in their Professional Information Files.
3. Procedures for evaluating other aspects of professional growth and development.

In Departments that choose to have criteria which require demonstration of professional growth and development in addition to teaching competence, such criteria, as well as procedures for evaluating lecturers' performance relative to them, shall be subject to the same sequence of approval as noted in Section 706.2.

707 Oral Comments About Lecturers

707.1 In the course of consultation, the Chair or Dean may hear statements which are not incorporated in the Personnel Action File. In such instances, it is the responsibility of the Chair or Dean to determine the significance of the oral statements.

707.2 When the Chair or Dean determines, after careful consideration and after consultation with the affected lecturer, that such statements are sufficiently substantive to affect personnel action, and if such statements contain information that has not been incorporated in the Personnel File, the Chair or Dean may request the source of the statements to include a signature, if it is not already provided, with a written text of the statement.

707.3 A copy of the statement that includes the signature of the source shall be placed in the Personnel Action File and a copy shall be given to the affected lecturer. (See *Section 600*, Articles 606.1.2.c and d.)

1. At the time the Chair or Dean requests that the statement be put in writing, the agency shall inform the source of the procedures described in Section 707.3.2 below.
2. Any student statement or evaluation provided outside of the regular written student evaluation of teaching effectiveness [see Section 706.3.2] must be identified by name to be included in a Personnel Action File. The student shall be informed of the right to a hearing before the Academic Grievance and Grade Appeals Board should the student feel that any later discriminatory action is taken because of having given the statement.

SECTIONS 708 – 709 – RECRUITMENT, SELECTION, APPOINTMENT, AND EVALUATION.

708 Recruitment, Selection and Appointment

708.1 Equal Employment Opportunity Policy

The policy of California State University, Northridge is to provide equal opportunity in all aspects of employment. The University is committed to provide employees and applicants equal employment opportunities in all Departments and job classifications on campus. A full statement of the University's commitment may be found in Section 620.2 of the University Administrative Manual. Lecturers having questions regarding the implementation of employment policies on this campus may consult with the Department's Equity and Diversity Representative or with the Office of Equity and Diversity for the University.

709 Appointment and Evaluation of Academic Employees

709.1 Establishment of Pools

1. Each Department that anticipates the need to hire lecturers shall establish criteria to rank applicants who have applied to the lecturer pool(s).
 - a. Each Department shall decide if it wishes to have one lecturer pool or two or more pools, each devoted to a different teaching specialty.
 - b. Departments establishing two or more pools may develop different ranking criteria for each pool.

- c. Departments shall devise ranking criteria that permit placement of all applicants into one of the following two categories: 1 (= satisfactory) and 2 (= unsatisfactory).
 - d. Where Departments choose to include previous professional experience as a ranking criterion, the breadth and quality of such experience shall be emphasized.
 - e. Department ranking criteria shall be reviewed and approved by faculty of the originating Department, by the Office of Equity and Diversity of the University, and by the College Dean. The College Personnel Committee, at their option, may review these ranking criteria. Once approved, such criteria shall remain valid until such time as the originating Department proposes amendments to them.
 - f. Following approval of ranking criteria, these criteria shall be publicized to all current and prospective lecturers of the Department.
2. During the spring and summer preceding the start of an academic year, each Department that anticipates the need to hire lecturers for the coming academic year shall establish a pool of qualified applicants ranked according to procedures approved under Section 709.1.1. Departments will maintain a list of these qualified applicants approved for each of their pools. In addition, Departments will maintain for each qualified applicant a list of courses previously taught in the CSU in his or her respective pool(s). Anticipated openings will be advertised in appropriate media as determined by College and/or University regulations and practices. In Departments with more than one pool, applicants may specify the pool(s) in which they wish to be placed.
 3. Each Department shall maintain the Personnel Action Files of all lecturers for five (5) years following the lecturer's most recent appointment. If a previously employed lecturer applies for a subsequent appointment in that Department, material in the lecturer's Personnel Action File as well as his/her application shall receive careful consideration. If a lecturer 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 to give careful consideration. Such a grievance would constitute an allegation of a contractual violation and would not be a "Faculty Status Matter" as defined in Article 10 of the Faculty Bargaining Agreement.
 4. Offers of initial appointments for positions among applicants deemed satisfactory shall be prioritized on the basis of the amount and relevancy of the candidate's previous teaching or other professional experience to the proposed assignment and the strength of favorable evaluation. Applicants

deemed satisfactory should express commitment to relate positively to a diverse student body.

5. Subsequent appointment for positions among applicants deemed satisfactory shall be prioritized on the basis of the amount and relevancy of the candidate's previous teaching or other professional experience to the proposed assignment and the strength of favorable evaluation, as determined by careful consideration of material contained in the Personnel files as defined in Section 703. Only individual applicants who have demonstrated a commitment to relate positively to a diverse student body shall receive subsequent appointments.
6. Upon request from an applicant in the lecturer pool who was employed at CSUN within the past five years, the Department Chair shall inform that applicant of his/her category (1 or 2) within the pool.
7. If unanticipated demand for additional lecturers develops for the second (spring) semester of an academic year, the pool of lecturers established prior to the beginning of the academic year may be augmented with additional qualified applicants.

709.2 Timing and Duration of Appointment

1. Except in extenuating circumstances (e.g., an unusually late closing date for applications to the lecturer pool, unanticipated openings, a recent history of unusually irregular fluctuations in student enrollment, etc.), Department Chairs shall notify, in writing, prospective lecturers of tentative teaching appointments, including likely teaching load and schedule, at least sixty days prior to the start of the semester. For those appointed on a less than full-time basis, this written notification shall emphasize the provisional nature of the potential appointment, including contingencies of enrollment, funding, and programmatic changes. Full-time temporary employees, except coaches, shall not be appointed on a conditional basis. The written notification can take various forms ranging from individual "custom" letters to a photocopy of a whole-Department Day/Time/Class/Instructor grid or Class Schedule.

Should there be changes to the provisional assignments called for in this article, those lecturers so affected shall be notified by the Department as to their revised schedule no later than the third class session.

2. Applicants for part-time positions may be offered either a one-semester or conditional two-semester appointment, as described below.
 - a. Start of Fall Semester. Applicants offered employment at this University for the first time, or who have had a break in service at

this University of one or more semesters, or who taught only one semester the prior academic year may be offered either a one-semester or a conditional two-semester appointment, depending upon the Department's needs. In accordance with Article 12.3 of the Faculty Bargaining Agreement, applicants offered employment in the same department who taught at this University both semesters of the prior academic year shall be offered a conditional two-semester (academic year) appointment. Applicants offered a conditional two-semester appointment, and who taught for the University during the prior year, will be offered teaching assignments over the Fall and Spring semesters of the present year having a combined total unit value at least equal to the total units taught the prior year. In the event that enrollment or budget considerations prevent such appointments for all continuing lecturers, Departments shall prioritize their offers of employment to lecturers in a manner that is consistent with the ranking of prospective lecturers established in 709.1.1.c and with Article 12.5 of the Bargaining Agreement.

- b. Start of Spring Semester. Applicants offered employment at this University at the beginning of the spring semester, and who had not been employed as a lecturer here during the previous (Fall) semester, shall be offered only a one-semester appointment.

709.3 Three-Year Appointments

Temporary faculty (except coaches) who have been employed (part-time and/or full-time) for the prior six (6) consecutive years (at least one semester of each of those years) in the same Department or equivalent unit shall be offered a 3-year temporary appointment in that Department or equivalent unit. The time base for each of the three (3) years of the appointment will be equivalent to the time base held in the sixth year of the 6-year period of continuous employment. Such appointments are not subject to an “up front” special review of the lecturer. If the temporary faculty member is eligible for a 3-year part-time appointment (fewer than 15 units), the appointment may be made on a conditional basis, subject to the availability of budget and enrollment. If the appointment is made on a full-time basis, the appointment shall not be subject to available enrollment and budget.

Each academic year and prior to offering any 3-year appointments to temporary faculty under the provisions of this article of *Section 700*, the Department or equivalent unit will post publicly for a period of at least thirty (30) calendar days, a list of temporary faculty who the Department believes to be eligible for new 3-year appointments. If a temporary faculty member believes his/her name is mistakenly omitted from the list, he/she should contact the Department Chair, who will verify with the Office of Faculty Affairs the eligibility status of the temporary faculty member.

Temporary faculty (excepting coaches) holding 3-year appointments shall have the expectation of subsequent 3-year appointments except in instances of documented unsatisfactory performance or serious conduct problems. The time base for the subsequent 3-year appointment will be the time base held in the third year of the previous 3-year appointment, except in cases in which the Department or equivalent unit has insufficient work to support the subsequent appointment at the same time base, in which case the time base may be reduced to reflect the available work. If the temporary faculty member is eligible for a subsequent 3-year part-time appointment (fewer than 15 units), the appointment may be made on a conditional basis, subject to the availability of budget and enrollment. If the appointment is made on a full-time basis, the appointment shall not be subject to available enrollment and budget.

Faculty members with questions about eligibility rules for initial 3-year contracts or subsequent 3-year contracts may wish to contact the Office of Faculty Affairs and/or their California Faculty Association representative.

1. Although there shall be no special or separate evaluation before a three-year appointment is made, pursuant to Article 15 of the Faculty Collective Bargaining Agreement, it is expected that temporary faculty will be regularly evaluated during the six (6) year period preceding eligibility for a three-year appointment.
2. If at the end of a three-year appointment, no work exists in the department to support the subsequent appointment of the lecturer or if the time base of the lecturer was zero during the third year of his or her appointment, he or she shall be placed on a departmental list pursuant to Article 38.48 of the Faculty Collective Bargaining Agreement. When such lecturer is officially notified that no work exists to support the subsequent appointment, the official notification shall also inform the lecturer of the right to be placed on a list for a period of three (3) years. No later than July 1 of each year during the period the lecturer is on the list, the lecturer must inform his or her Department Chair of the lecturer's interest in and availability for employment. Included in this written notice shall be current, accurate contact information. Failure to notify the Chair shall result in removal from the Department list.
3. An employee returning from the Department list will be employed at the same rate of pay which he or she previously received but benefits eligibility shall be determined by the lecturer's time base at the time of return to work. The period in which the lecturer was on the Department list shall not constitute a break-in-service regarding rights previously accrued under Article 12 of the Faculty Collective Bargaining Agreement.

709.4 Preference for Available Temporary Work

In the event that the Department determines that a need exists to assign new or additional work to temporary faculty unit employees after the assignment needs of tenured and probationary faculty (including FERP and PRTB faculty) have been satisfied, and after any work to be taught by administrators, teaching associates and other student employees, or volunteer faculty has been assigned, the work shall first be offered to qualified temporary faculty in the Department, who have performed satisfactorily, in the following order:

1. Assignment Order At the Beginning of the Academic Year
 - a. First, offer work to 3-year full-time appointees pursuant to provisions 12.12 and 12.13 of the Agreement;
 - b. Next, offer work to other continuing multi-year (not 3-year) appointees under provisions 12.12 and 12.13 full-time appointees;
 - c. Next, offer work to three-year, part-time appointees pursuant to provisions 12.12 and 12.13 up to their time base entitlement;
 - d. Next, offer work to individuals whose names appear on the list for the Department established pursuant to Article 38.48 up to the time base entitlement of their most recent three-year appointment;
 - e. Next, offer work to continuing multi-year (not three-year under provisions 12.12 and 12.13) part-time appointees up to their time base entitlement;
 - f. Next, offer work to Visiting Faculty subject to the limitations in provision 12.34;
 - g. Next, pursuant to provision 12.7 give careful consideration to all part-time and full-time temporary faculty with no multi-year appointments who were employed in the academic year prior to the year for which they are being considered. Temporary faculty in this group may be appointed in any order, but must satisfy all provision 12.3 entitlements and may only be appointed up to their time base entitlement. Full-time and part-time temporary faculty with no provision 12.3 appointment rights can be appointed to any time base and for any academic term(s). If a decision is made not to reappoint temporary faculty in this category, the work previously performed by these faculty (if it continues to exist) shall be considered "new or additional" and assigned according to the order set forth in Paragraph h below.

- h. Next, assign any remaining temporary work to temporary employees as "new or additional" work in the following order:
 - i. First, offer work to three-year, part-time appointees up to and including a 1.0 time base;
 - ii. Next, offer work to all other part-time temporary faculty offered appointments pursuant to paragraphs d and e above up to and including a 1.0 time base; and
 - iii. Last, offer work to any other qualified candidate.

2. Assignment Order During The Academic Year

- a. First offer work to 3-year full-time appointees pursuant to provisions 12.12 and 12.13 of the Agreement;
- b. Next, offer work to other continuing multi-year (not 3-year) appointees under provisions 12.12 and 12.13 full-time appointees;
- c. Next, offer work to three-year, part-time appointees pursuant to provisions 12.12 and 12.13 up to their time base entitlement;
- d. Next, offer work to individuals whose names appear on the list for the department established pursuant to Article 38.48, up to the time base entitlement of their most recent three-year appointment;
- e. Next, offer work to continuing one-year and multi-year (not three-year under provisions 12.12 and 12.13) part-time appointees up to their time base entitlement;
- f. Next, offer work to Visiting Faculty subject to the limitations in provision 12.34;
- g. Next, pursuant to provision 12.7 give careful consideration to all part-time and full-time temporary faculty with no one-year or multi-year appointments who were employed during the current or immediate past academic year. Temporary faculty in this group may be appointed in any order. Full-time and part-time temporary faculty with no provision 12.3 appointment rights can be appointed to any time base and for any academic term(s). If a decision is made not to reappoint temporary faculty in this category, the work previously performed by these faculty (if it continues to exist) shall

be considered "new or additional" and assigned according to the order set forth in Paragraph h below.

- h. Next, assign any remaining temporary work to temporary employees as "new or additional" work in the following order:
 - i. First, offer work to three-year, part-time appointees up to and including a 1.0 time base;
 - ii. Next, offer work to all other part-time temporary faculty offered appointments pursuant to paragraphs d and e above up to and including a 1.0 time base; and
 - iii. Last, offer work to any other qualified candidate.

709.5 Initial Placement on the Salary Schedule

- 1. Lecturers, when they are initially employed at CSUN, are placed on the salary schedule within the advertised recruiting range and according to the following minimum criteria. The requirements for degrees given below shall be understood to mean a degree in the field to be taught or a relevant related field. The determination of what is an equivalent to a degree in terms of other training or experience shall be determined by the College Dean in consultation with Chair of the Department making the appointment.

The following schedule lists the minimum criteria lists the minimum criteria a lecturer must meet in order to be placed in a range within the salary schedule, and serves as a guide for hiring departments. Possession of the minimum qualifications listed does not imply placement within that range.

Salary Ranges
At Initial Appointment

Minimum Qualifications
for Initial Appointment

Lecturer L, Range 1

Baccalaureate degree or equivalent normally required.

Lecturer A, Range 2

Master's degree or equivalent normally required. This would normally be the level of initial employment for a candidate with limited professional or teaching experience and without the Doctorate degree. Appointment beyond the opening salary for

this range should reflect additional professional or teaching experience.

Lecturer B, Range 3

Doctorate degree or equivalent normally required. In addition, professional or teaching experience may qualify the candidate for placement at a higher level within the range. Initial appointments at a higher level should be reserved for candidates whose professional experience or special qualifications are sufficiently outstanding to justify an unusual level of appointment.

Lecturer C, Range 4 or
Lecturer D, Range 5

Only in the most unusual circumstances should appointments of lecturers be at these ranges. There may be rare instances when the caliber of a potential candidate is such that to place him/her at the usual levels would be inappropriate, but such occasions would be infrequent.

2. Current Salary Schedules for lecturers are available in the Office of Faculty Affairs and on the Faculty Affairs website (<http://www.csun.edu/facultyaffairs/compensation/index.htm>). Each month, lecturers are paid 1/15th of the appropriate salary for each unit taught.
3. Lecturers who held a teaching appointment at CSUN during the prior academic year cannot be appointed in the same department or equivalent unit at a salary level lower than that which they held that prior semester.

709.6 Prohibited Appointments

1. Students working toward an undergraduate degree at this University shall not hold a lecturer appointment in the Department in which they are pursuing their degree.
2. Students working toward a graduate degree at this University may be employed as Teaching Associates in the Department in which they are pursuing their degree but may not be employed as a faculty member in that department. As Teaching Associates, they may not teach any courses which might be applicable to the degree program in which they are enrolled.

Exceptions to this policy must be approved by the Provost and Vice President for Academic Affairs after consultation with the Personnel Planning and Review Committee.

SECTIONS 710 - 712 -- TENURE, PROMOTION, AND ADVANCEMENT ON SALARY SCHEDULE

710 Tenure

Lecturers cannot become tenured and therefore do not earn credit toward tenure.

711 Promotion

Lecturers do not hold formal academic rank; thus they cannot be promoted from one rank to another. However, as described in Section 712.2, lecturers may attain the equivalent of promotion by achieving elevation on the salary scale from their present range to the next higher range. The minimum qualifications for each range are defined in Section 709.5.

712 Advancement on Salary Schedule

If negotiated, advancement on the salary schedule can be one of two types, each with its own eligibility, criteria, and procedures. These two types are:

1. Service salary increase on the lecturer's present salary, automatically given upon satisfactory completion of twenty-four (24) academic units in a single Department at CSUN upon determination by the appropriate administrator that an employee has performed in a satisfactory manner in carrying out the duties of his/her position.
2. Elevation to the next salary range. See Section 712.2 for eligibility, criteria, and procedures.

Range elevation for lecturers shall be accompanied by advancement of at least five percent (5%) on the salary schedule (CBA 31.6).

712.1 Service Salary Increases

1. Eligibility

Upon satisfactory completion of twenty-four (24) academic units in the same Department (or equivalent unit) since last obtaining a salary advancement, and upon determination by the appropriate administrator that an employee has performed in a satisfactory manner in carrying out the duties of his/her position, lecturers are automatically given a service salary increase within the lecturer's present range of the salary schedule. Service Salary Increases may not exceed their service salary maximum of

each range. (See the Office of Faculty Affairs website for the Salary Schedule: <http://www.csun.edu/facultyaffairs/compensation/index.htm>)
Note: SSIs are awarded only if authorized under the current Collective Bargaining Agreement.

Depending on where a lecturer is appointed or promoted on the salary schedule, the number of SSI's a lecturer is eligible to receive is not to exceed eight (8) SSI's.

2. SSI Denials

An employee shall receive written notice of denial of a Service Salary Step Increase, as soon as is practicable after the denial decision.

Upon request of an employee denied an SSI, a meeting shall be arranged within seven (7) days with an appropriate administrator for the purpose of reviewing such denial. At this meeting, the appropriate administrator may establish with the employee conditions upon which the SSI shall be authorized within the year, and the date of review to determine whether such conditions were met.

The appropriate administrator may at any time reverse the denial of an SSI. Such a reversal may be effective retroactively or effective for a part of the year.

712.2 Range Elevation

1. Eligibility and Criteria

At any time following their initial appointment within a given range on the salary schedule, lecturers may, through meeting conditional eligibility requirements and through completion of an additional graduate degree or other professional accomplishments, attain the minimum qualifications in terms of professional preparation to apply for range elevation. This will be accompanied by advancement of at least two (2) service salary increases (5%) on the salary schedule (CBA 31.6). Such minimum qualifications are described in Section 709.5.

a. Conditional Eligibility for Application for Range Elevation

Lecturers (excluding coaches) eligible for range elevation shall be limited to those who have no more service salary increase eligibility in their current range and have served five (5) years in their current range on the salary schedule (CBA 12.17).

b. Criteria for Range Elevation

Criteria for range elevation (excluding coaches) shall require lecturers to demonstrate achievement appropriate to their work assignment and the mission of the university. Lecturers, to receive a range elevation must continue to demonstrate professional development since their initial appointment or last range elevation. Accumulated teaching experience alone is not considered sufficient for range elevation.

2. Procedures

a. Responsibility for Decision

The Dean, in consultation with the Department Chair, and after careful consideration of the material in the Personnel Files as defined in Section 703, shall be responsible for granting or denying a request for elevation to the next higher salary range.

b. Timing

(1) Departments shall publicize their criteria for elevation to the next higher salary range. Eligible lecturers seeking elevation must request such elevation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), shall be placed in the applicant's Professional Information File, which shall be submitted with the request for elevation.

(2) This request must be submitted to the Department Chair no later than May 1 (Spring Semester) or October 1 (Fall Semester).

(3) The Department Chair shall notify the lecturer of his/her recommendation in writing within three weeks of receipt of the request.

(4) If the Chair issues a negative recommendation, the lecturer may request a meet-and-confer session with the Chair as outlined in Section 714.2.1. If the lecturer does not request such a session, the Chair shall forward to the Dean his/her negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The

Chair shall not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.

- (5) If the Chair issues a positive recommendation, he/she shall forward this recommendation with the lecturer's Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer.
- (6) The Dean shall notify the lecturer of his/her decision, in writing, within ten (10) working days following the transmittal of the Chair's recommendation.
- (7) A positive decision by the Dean shall be implemented at the beginning of the subsequent semester of employment.
- (8) Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.
- (9) Neither the Department nor the University shall take any punitive action against a lecturer for having applied for elevation to a higher salary range.
- (10) Denial of range elevation shall be subject to the peer review process pursuant to Article 10.11 in the CBA except that the peer review panel's decision shall be final.

713 Rights for Retired Lecturers

Lecturers with a minimum of the equivalent of five (5) years of full-time service and satisfying other required conditions for retirement shall be accorded the following rights and privileges upon their retirement:

1. A library card allowing full use of the university library, including interlibrary loans and any special faculty facilities in the library, including study carrels.
2. Lifetime courtesy campus parking permit.

714 Meet-and-Confer Session

714.1 Definition

A meet-and-confer session, as construed in this Manual, is a meeting at which there shall be a review of the bases for and/or materials regarding a negative

decision made at the Department or College level concerning evaluation for a service salary increase, or a request for an elevation to a higher salary range.

The basis for requesting a meet-and-confer session shall be that the lecturer believes that careful consideration was not given to request for an elevation to a higher salary range, or for the purpose of reviewing an SSI denial.

714.2 Procedures

1. Meet-and-confer Session with Chair

Should a lecturer wish to meet-and-confer regarding a negative recommendation regarding an additional service salary increase or an elevation in range, the lecturer shall so inform, in writing, the Chair issuing that decision within five (5) working days of receipt of written notification. The Chair, in consultation with the lecturer, shall set a mutually agreeable time to meet. Prior to or during this meeting, the lecturer may submit to the Chair supplemental documents in support of his/her request. The lecturer may be accompanied at this meeting by an advisor.

No later than five (5) working days following this meeting, the Chair shall notify the lecturer in writing as to whether or not the Chair's original recommendation has changed. If the Chair's recommendation has changed to a positive one, only this positive recommendation, in writing, shall be forwarded to the Dean. If the Chair's recommendation remains negative following the meet-and-confer session, the Chair will forward to the Dean, in writing, this recommendation, along with the appellant's Personnel Action File.

2. Meet-and-confer Session with Dean

Should the lecturer wish to meet-and-confer regarding a negative decision made by the Dean regarding a service salary increase request or a range elevation, the lecturer shall so inform the Dean in writing within five (5) working days following receipt of notification from the Dean. The Dean, in consultation with the lecturer, shall set a mutually agreeable meeting time. The lecturer may be accompanied at this meeting by an advisor.

3. Recommendation

The Dean shall notify the lecturer and the lecturer's Department Chair, in writing, of his/her decision within five (5) working days of the meet-and-confer session. The Dean's decision with respect to this matter is final.

SECTIONS 715 - 717 -- OTHER PERSONNEL MATTERS

715 **Grievance Procedures**

1. Article 10 of the Unit 3 Bargaining Agreement provides the grievance procedures available to lecturers (Unit 3) in the California State University System.
2. Persons claiming that they have been discriminated against on the basis of race, religion, color, sex, sexual preference, age, disability, marital status, and/or national origin may attempt to have such claims settled informally through the Office of Equity and Diversity, or through Article 10 of the Unit 3 Bargaining Agreement.

716 **Reprimands**

Article 18 of the Unit 3 Bargaining Agreement describes reprimand procedures pertinent to lecturers in the California State University System.

717 **Disciplinary Action Procedures**

Article 19 (Disciplinary Action Procedure) of the Unit 3 Bargaining Agreement describes the disciplinary action procedures pertinent to lecturers in The California State University System.

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