

### FREQUENTLY ASKED QUESTIONS AND ANSWERS

**Note: This information is based on the 2014-17 Faculty Collective Bargaining Agreement**

- 1. Q.** I hired a Part-time Lecturer for Fall 2016. Am I obligated to rehire her for Spring 2017?

**A.** If the Part-time Lecturer worked both Fall 2015 and Spring 2016 of the 2015-16 Academic Year, and is offered units for the Fall 2016 semester, then the Lecturer is entitled to a one-year appointment for the 2016-17 Academic Year with an intended assignment of units similar to that taught during the 2015-16 Academic Year. However, if the Lecturer is a new hire for Fall 2016, or only worked one semester in the previous Academic Year, then the Lecturer has no entitlement to Spring 2017 work.
- 2. Q.** I have a Part-time Lecturer who did not teach Fall 2015, but was appointed to a one-semester appointment for Spring 2016 and was also appointed to teach during the 2016 Summer Term. Has the lecturer earned any entitlement for the 2016-17 Academic Year?

**A.** **State-support** summer work counts towards a Part-time Lecturer's entitlement if he or she was assigned to work during the previous Spring semester only. By working any two consecutive terms (Fall/Spring or Spring/state-support Summer), a lecturer earns a one-year appointment upon reappointment during the next Academic Year. For example, if a lecturer is entitled to a one-year appointment for the 2015-16 Academic Year and offered work for Fall 2016, then the one-year appointment would consist of both Fall and Spring of the 2016-17 Academic Year. If offered work for Spring 2016, and not Fall 2015, then the one-year appointment will consist of a Spring 2017 appointment and assignment of state-supported courses during the 2017 Summer Term.  
**Note: Most Summer 2016 appointments were in self-support, not state-support Summer.**
- 3. Q.** How do I find out about the entitlements of Lecturers in my department? And, who tracks this information?

**A.** Departments are responsible for tracking entitlement information.

To determine which Lecturers have earned an entitlement to a one-year appointment, departments should refer to their appointment records for the previous Academic Year to assess which faculty worked both Fall and Spring or both Spring and, if applicable to your departments, state-support Summer Term. Unit entitlements for the one-year appointment are based on the Total Paid Units taught during those two consecutive terms of the previous academic year.

Faculty who have earned an entitlement to a three-year appointment are determined centrally by the Office of Faculty Affairs each year through an audit

process of those Part-time Lecturers who taught at least one semester in each Academic Year during the previous six Academic Years. Faculty Affairs prepares and sends a list to the College Dean's Office each year listing those faculty members who will enter a new three-year appointment or those being renewed for a three-year appointment. These lists also include the unit entitlement for each Lecturer for each of the three years of their three-year appointment (which is based upon the Total Paid Units of the academic year immediately preceding the new/renewed three-year appointment). Departments should retain these lists for future reference.

4. Q. If a Part-time Lecturer is entitled to 12 units for the 2016-17 Academic Year, but I can only offer her 9 units, can I use the 2017 Summer Term to make up the 3 units?

A. It depends on whether it is state-support Summer classes or self support. Units offered during the state-support Summer Term could be used to make up a Lecturer's entitlement that could not be met during the previous Fall and Spring semesters.

5. Q. What happens if a Lecturer needs to take a personal leave without pay? How does this affect the Lecturer's entitlement?

A. If the Department and Dean approve a Personal Leave Without Pay (requested by the Lecturer) for the semester or year in question, the Lecturer's entitlement is preserved for the duration of the leave. However, the granting of the leave does *not* extend the appointment period.

6. Q. I have offered units for Fall 2016 to a Lecturer with a three-year appointment, and she has declined all or part of the offer. Does this affect her entitlement?

A. No. Declining units does not affect the current entitlement. Declining part of the units offered reduces the lecturer's entitlement **ONLY** if the units are declined during the year preceding the start of a new three-year appointment or during the last year of a current three-year appointment. If the units are declined during the first and/or second year of a three-year appointment, the lecturer's entitlement will not be affected in the remaining year(s) of the three-year appointment.

If the Lecturer **DECLINES ALL UNITS** offered, the lecturer maintains rights to the current three-year appointment. However, the department should verify with the faculty member whether or not the faculty member's decision to decline all units constitutes a resignation. If the lecturer intends to resign, this must be documented by a resignation letter from the faculty member.

7. Q. During Spring 2016 I assigned 12 units to a Lecturer entering the last year of her three-year appointment. Three of those 12 units were considered temporary additional work because the Lecturer was taking over a course for a Tenure-Track Faculty member on a sabbatical leave. Do these three units count towards the lecturer's entitlement during her next three-year appointment?

A. Entitlements are based on Total Paid Units taught during the year preceding the start of a new three-year appointment or during the last year preceding the renewal of a three-year appointment. Temporary new or additional work should be tracked

and documented by the department for recordkeeping purposes, but the units are to be **INCLUDED** when determining Lecturer entitlements.

8. Q. What happens to those three units when the Tenure-Track Faculty member returns from sabbatical?
- A. The Tenure-Track Faculty member has a right to a full-time assignment. Additionally the extra three units may increase the entitlement of the Lecturer who taught the course in his or her absence.

When making Lecturer assignments, remember that entitlements are based on *units* taught, not on specific *courses* taught. Assignments should be made from available units, Lecturers' qualifications and experience, careful consideration, and according to the Order of Assignment of work.

9. Q. How are Departments expected to meet entitlements when it seems like now all temporary unit(s) (new or additional) count as double – counting once for the returning faculty member who went on leave and also counting for the Lecturer who picked up the unit(s) due to the faculty member going out on leave?
- A. Follow the Order of Assignment (see Article 12.29 of the Faculty CBA). Move through the Order using Careful Consideration toward all faculty with entitlements. Review the PAF (and sign the PAF log) and document your decision.
10. Q. I have a Lecturer with a three-year appointment who has been teaching in our department for 10 years and another Lecturer who will be entering a three-year appointment starting with the 2016-17 Academic Year. Does the Lecturer with 10 years of service receive preference in the assignment of units?
- A. No. Once a Lecturer earns a three-year appointment, the Lecturer is considered equal among all three-year entitled faculty according to the Order of Assignment. There is no seniority among faculty with similar assignments/appointment durations (i.e. one-semester appointments, one-year appointments, or three-year appointments). In fact, seniority only applies to tenured faculty.