

**Changes to Section 600 and 700 of the CSUN Administrative Manual Mandated by
Revisions to the CSU-CFA Unit 3 Faculty Collective Bargaining Agreement (2014-17)**
(Personnel Files; Length of Probationary Period for Faculty; Sabbatical Procedures;
Appointment and Evaluation of Academic Employees; Three-year appointments;
Preference for Available Temporary Work)
(Approved April 16, 2015)

SECTION 600 (Academic Personnel Policies and Procedures)

A. Section 606.1.1.b. (1) - Personnel Files

A faculty member may add material to the file at any time during the academic year up to the completion of personnel deliberations at the Department level. Insertion of material submitted after this date, other than faculty and administrative evaluations generated during the evaluation cycle and responses or rebuttals by the faculty member, must have the approval of the College Personnel Committee and shall be limited to items that became accessible after the close of Department deliberations (publication acceptances, notice of awards, lecture invitations, and the like). Copies of the added material shall be provided to the faculty member. Material inserted in this fashion shall be returned to the initial evaluation committee for review, evaluation, and comment before consideration at subsequent levels of review. The Department Committee may elect to change its recommendation on the basis of this new information even though the deadline for the recommendation has passed.

B. Section 641.2.2.a and 641.2.2.b – Length of Probationary Period for Faculty

a. Parental leaves of one year.

At the request of the faculty member, the President shall extend for an additional year the probationary period of a faculty unit employee taking a one-year leave of absence for pregnancy/birth or adoption. (Bargaining Agreement 13.7)

b. Parental leaves of less than one year.

At the request of the faculty member, the President may extend, for an additional year, the probationary period of a faculty unit employee taking a leave of absence for less than a year for pregnancy/birth or adoption. (Bargaining Agreement 13.8)

C. Section 672.2.15 – Sabbatical Procedures

The President shall notify all applicants for sabbatical leaves of the decisions on their proposals no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual. The notification from the President shall include the reasons for approval or denial of the request for sabbatical leave. If a sabbatical leave was denied in the immediate year prior due to curriculum hardship, an application for a sabbatical submitted for the following academic year shall not be denied based on the same factors.

SECTION 700 (Academic Personnel Policies and Procedures for Temporary Academic Personnel)

D. Section 709.1.3 - Appointment and Evaluation of Academic Employees

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 the lecturer's application shall receive careful consideration. If a lecturer applies for a subsequent appointment and does not receive one, the lecturer's right to file a grievance shall be limited to allegations of a failure to give careful consideration.

E. Section 709.3.1 - Three-Year Appointments

Temporary faculty unit employees (excluding coaches) employed during the prior academic year and possessing six or more years of prior consecutive service in a Department or equivalent unit shall be offered a three-year temporary appointment in that Department or equivalent unit following an evaluation where there is a determination by the appropriate administrator that a temporary faculty unit employee has performed the duties of his/her position in a satisfactory manner and absent documented serious conduct problems. 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 six-year period of employment, 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.

Temporary faculty unit employees (excluding coaches) holding three-year appointments shall be re-appointed to a subsequent three-year appointment following an evaluation where there is a determination by the appropriate administrator that a temporary faculty unit employee has performed the duties of the temporary faculty unit employee's position in a satisfactory manner and absent documented serious conduct problems. The time base for the subsequent three-year appointment will be the time base held in the third year of the previous three-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 a temporary faculty unit employee is subject to a periodic evaluation pursuant to provisions 15.28 and 15.29 of the Faculty Collective Bargaining Agreement, and the temporary faculty unit employee is on an authorized paid or unpaid leave during the period in which the evaluation is scheduled, the employee may request a postponement of the evaluation. If the request is granted, the temporary faculty unit employee's appointment shall automatically be extended through the academic term in which the rescheduled evaluation takes place. If the outcome of the evaluation is a determination by the appropriate administrator of satisfactory performance, the new three-year appointment shall be effective at the beginning of the academic year following the original expiration date of the prior appointment.

If the temporary faculty unit employee is eligible for a three-year part-time appointment (fewer than 30 units per academic year), the appointment may be made on a conditional basis, subject to enrollment and budget considerations. If the appointment is made on a full-time basis, the appointment shall be unconditional and not subject to enrollment and budget considerations.

F. Section 709.4.2 - Preference for Available Temporary Work

2. Assignment Order During The Academic Year
 - a. First offer work to three-year full-time appointees pursuant to provisions 12.12 and 12.13 of the Faculty Collective Bargaining Agreement;
 - b. Next, offer work to other continuing multi-year (not three-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 full-time appointees. Where, as a consequence of following the order of assignment in Section 709.4.2 a-d, there is insufficient work for which the individual is qualified to support a full-time assignment, the partial or complete reduction in time base of a continuing one-year full-time appointee does not require the layoff of the employee pursuant to Article 38.
 - f. 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;
 - g. Next, offer work to Visiting Faculty subject to the limitations in provision 12.3.1;
 - h. 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 i below.
 - i. Next, assign any remaining temporary work to temporary employees as "new or additional" work in the following order:
 - i. First, offer work to part-time temporary faculty unit employees holding a three-year appointment up to and including a 1.0 time base. In the event the department has a need to assign work for which a temporary part-time faculty unit employee with a one-year appointment is objectively determined to be demonstrably better qualified, the one-year appointee may be assigned the work;
 - ii. Next, offer work to part-time temporary faculty unit employees holding a one-year appointment up to and including a 1.0 time base;
 - iii. Last, offer work to any other qualified candidate.

G. Section 709.4.3 - Preference for Available Temporary Work

If it is necessary to assign a temporary faculty unit employee work in excess of 15 weighted teaching units (WTU) in any academic term in order to meet the requirements of Sections 709.4.1 or 709.4.2, the campus shall compensate the temporary faculty unit employee for the overload, or, by mutual agreement between the temporary faculty unit employee and the appropriate administrator (Dean or equivalent), the campus may provide a commensurate workload reduction (without loss of compensation) in a subsequent academic term to be determined by the appropriate administrator in consultation with the temporary faculty unit employee.