

UPS 210.050

PERSONNEL POLICY FOR FULL-TIME TEMPORARY FACULTY

1. DEFINITIONS

- A. In this document, the term temporary faculty refers to all full-time temporary faculty and shall include appointments of Lecturers, Temporary Library Faculty, and Temporary Counselor Faculty.
- B. The provisions of this document shall apply to temporary faculty appointments only.
- C. The period of review shall be the immediate past three years of appointment for a temporary faculty member or the period since initial appointment, whichever is less, including summer instruction, if any.
- D. The term dean shall apply to College Deans, the University Librarian, and the Associate Vice President for Student Affairs, as appropriate.

2. DUTIES

Except as specified in the Unit 3 faculty Collective Bargaining Agreement (CBA) and in provisions of other relevant UPS documents, temporary faculty have the same rights and responsibilities as do tenure track faculty.

At the time of appointment or reappointment temporary faculty shall receive from the dean, or his or her designee, a clear written statement of the work assignment upon which the temporary faculty member will be evaluated under sections five, six and seven of this document. A copy shall also be provided to the Office of Faculty Affairs and Records for placement in the Personnel Action File of the temporary faculty member.

3. PROCEDURES

- A. Procedures for appointment of temporary faculty shall be the same as those for the hiring of probationary tenure track faculty.
- B. A nationwide search is normally required.
- C. Exceptions to procedures in points A and B above shall be made only when the need is urgent and the time for a normal search is not available. Such exceptions must be authorized by the Vice President for Academic Affairs and be consistent with applicable affirmative action policy.

- D. Appointments shall be made in accordance with affirmative action policy.
- E. The temporary nature of the appointment and the term of the appointment shall be specified in writing at the time of the appointment.
- F. Upon appointment all faculty subject to this policy shall be provided a copy of this document.

4. TERM

- A. A temporary faculty member may be appointed for a term of one semester, one year, two years or three years.
- B. All temporary faculty appointments must be approved by the President or designee, and must be consistent with applicable affirmative action policy.
- C. Continuation in a multi-year appointment or reappointment is contingent on available work and satisfactory annual retention evaluations and recommendations, as described below.

5. RETENTION

- A. If a temporary faculty member is appointed for two or more semesters, regardless of any breaks in service and regardless of whether the need for the services of the temporary faculty is initially defined to be longer than one year, that temporary faculty member shall, by March 15*, prepare and submit to the department chair a Portfolio. The Portfolio shall include whichever of the three areas below that is/are appropriate to the temporary faculty member's work assignment and that cover the period under review. Material may be added to the Portfolio, as specified in section III. A. 4. of UPS 210.000.

For appointments of less than two semesters, evaluation of temporary faculty is at the discretion of the department chair, dean, or the department or equivalent unit. A temporary faculty member may also request that an evaluation be performed. Such evaluations shall use the applicable procedures, criteria, and standards contained within this document.

TEACHING OR PERFORMANCE AS LIBRARIAN OR PROFESSIONAL COUNSELING PERFORMANCE, as appropriate:

Note: With the exception of the vita, all documentation below is for the period of review.

1. Vita covering the entire academic and professional employment history;
2. Narrative Summary: Self-assessment of accomplishments in teaching performance or performance as librarian or professional counseling performance;
3. List of teaching assignments for each class, each semester;

* For faculty appointed at a time other than the beginning of the academic year, see Section 5.G.

4. Student evaluation materials, including a sample of student opinion forms and statistical summaries for all of the courses taught, including summer instruction, if any;
5. Statistical summaries of grade distributions for all courses taught, including summer instruction, if any;
6. All evaluations, recommendations, responses and rebuttals, if any, and decisions for all previous reviews;
7. An appendix containing supporting materials that are directly relevant to teaching performance (or performance as librarian or professional counseling performance). For teaching, this shall include copies of all course syllabi; as well as representative sample assignments and examinations; and all student opinion forms for all of the courses that the faculty member taught at California State University, Fullerton, for which students received credit.

SCHOLARLY/CREATIVE ACTIVITY:

1. Narrative Summary: Self-assessment of accomplishments in Scholarly and Creative Activities;
2. Supporting materials, including documentation of relevant accomplishments, that cover the period since the last review.

PROFESSIONAL, UNIVERSITY AND COMMUNITY SERVICE:

1. Narrative Summary: Self-assessment of accomplishments in Professional, University and Community Service;
 2. Supporting materials that cover the period since the last review.
- B. The department personnel committee (DPC), the department chair, and the dean shall evaluate the Portfolio according to the provisions of the CBA as well as those applicable procedures, criteria and standards in UPS 210.000 and departmental standards, when they exist. Evaluations shall indicate whether or not performance satisfies the assignments specified in the letter of appointment, position description, any additional assignments made by the dean, and appropriate sections of UPS 210.000 for retention and reappointment. (Appropriate sections are IV.C.1 for teaching faculty, IV.D.1 for library faculty, and IV.E.1 for counselor faculty.) A copy of each evaluation shall be given to the faculty member. At the conclusion of the evaluation process, the dean shall forward copies of the evaluations from each level of review, along with the statistical summaries of student rating of instruction for the two preceding semesters and summer instruction, if any, to Faculty Affairs and Records for placement in the Personnel Action File of the faculty member being reviewed.
- C. Evaluation deadlines shall be as follows:
1. DPC: April 1
 2. department chair: April 15
 3. dean: May 1

- D. The evaluation outcomes are that the temporary faculty member is either reappointed or not reappointed.
- E. If the dean disagrees with the evaluation of the DPC and/or department chair, he/she shall convene a meeting of all evaluating parties to review the evaluations and reach a consensus.
- F. By terms of the CBA, appointments of temporary faculty members automatically expire without any notice being provided, except that each temporary faculty member who has a multi-year appointment shall be notified of the outcome, in writing, by the dean no later than May 10.
- G. A temporary faculty member whose initial appointment begins at a time other than the beginning of the academic year shall be evaluated in accordance with this review cycle during the following year.

6. SERVICE SALARY INCREASES (SSIs)

- A. A temporary faculty member who is eligible for an SSI and whose performance is found to be adequate during annual retention review, or whose contract is extended, may be recommended for an SSI by the DPC and the department chair to the dean, who may award an SSI provided that SSIs are funded.
- B. A temporary faculty member may be denied an SSI by the dean. This action shall only be taken following consultation with the DPC and the department chair and shall be considered unusual. The dean 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.

7. RANGE ELEVATION

A temporary faculty member who has no more SSI eligibility in his/her current range and has served a minimum of five years in that range may request range elevation. Criteria for range elevation for temporary faculty (excluding coaches) shall be developed by each department, subject to approval by the appropriate vice president, and shall be appropriate to lecturer work assignments. Temporary faculty applying for range elevation shall be assessed in accordance with these criteria. Recommendations concerning range elevation shall be made by the DPC, the department chair, and dean. The appropriate vice president shall decide whether to grant a temporary faculty member's request for a range elevation.

Range elevation shall be accompanied by advancement of at least two steps (five percent) on the salary schedule. Denial of a range elevation shall be subject to the peer review process pursuant to provision 10.11 of the CBA except that the peer panel's decision shall be final.

EFFECTIVE DATE: June 16, 2004

Supersedes: UPS 210.050 dated
June 14, 2000 and ASD 04-78

Source: Faculty Affairs Committee 5-20-04