

## UPS 210.060

# PERSONNEL POLICY FOR PART-TIME LECTURERS

### 1. DEFINITIONS

A part-time lecturer holds a temporary academic appointment with a time base of less than 1.0 per semester.

### 2. APPOINTMENTS

Part-time appointments normally are made by the Dean upon recommendation of the Department Chair.

All appointments shall be made in accordance with applicable affirmative action policy and the Unit 3 faculty Collective Bargaining Agreement.

### 3. REVIEW OF PART-TIME LECTURERS

Departments shall develop guidelines for evaluation of part-time faculty. At the end of his/her first semester's appointment each part-time lecturer shall prepare a file in accordance with departmental guidelines. This file shall be reviewed by the Department Chair and the Department Personnel Committee. Thereafter, the file shall be reviewed at least annually during years in which a part-time faculty member holds an appointment. A positive review may result in reappointment.

### 4. SERVICE SALARY INCREASES (SSI)

After teaching 24 units at the same salary level in the same department or equivalent unit at CSUF, and following a positive annual review by the DPC and the Department Chair, a part-time lecturer may be awarded an SSI by the Dean in those years in which SSIs are funded.

## **5. RANGE ELEVATION**

A lecturer 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. Lecturers applying for range elevation shall be assessed in accordance with these criteria. Recommendations concerning range elevation shall be made by the Department/ Division Personnel Committee, the Department Chair and School 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 Unit 3 Faculty Collective Bargaining Agreement except that the peer panel's decision shall be final.

**EFFECTIVE DATE: January 10, 2000 (Revised)**

Supersedes: UPS 210.060 dated  
September 20, 1999 and ASD 99-125