



University Policy Statement

UPS 210.050

**RECRUITMENT AND APPOINTMENT OF
TEMPORARY FACULTY**

I. INTRODUCTION

The goal for recruitment of faculty, including temporary faculty, is to appoint a high quality and diverse faculty utilizing an effective nondiscriminatory recruitment process.

If new or additional work exists after applying the assignment order for available work set forth in Article 12.29 of the Collective Bargaining Agreement (CBA), procedures in sections III and/or IV shall be followed.

II. DEFINITIONS

A. In this document, the term temporary faculty refers to all temporary faculty unit employees (i.e., a faculty unit employee serving in a temporary appointment for a specified period of time) and shall include lecturers, temporary library faculty, temporary counselor faculty, and temporary coach faculty. The provisions of this document shall apply to temporary faculty appointments only. Temporary faculty appointments are distinct from substitute appointments, as outlined in Article 20 of the Unit 3 faculty CBA.

B. A full-time temporary faculty unit employee holds a temporary academic appointment with a time base of 1.0 FTE/30 WTU per year.

C. A part-time temporary faculty unit employee holds a temporary academic appointment with a time base of less than 1.0 FTE/30WTU per year.

D. The term Dean shall apply to College Deans, the Dean of the Library, and the Associate Vice President for Student Affairs, as appropriate, or their designees. The term Chair shall refer to Department Chairs, Division Chairs, or Directors.

III. RECRUITMENT PROCEDURES FOR FULL-TIME TEMPORARY FACULTY

A. When a need exists for a full-time assignment and no current faculty are qualified and available, departments may request to recruit a full-time temporary position. Procedures for recruitment of full-time temporary faculty shall be the same as those for the recruitment of probationary faculty, as delineated in UPS 210.001 and the CBA, including the request for authorization of full-time faculty positions. Recruitment of full-time temporary faculty shall be conducted in accordance with equal employment opportunity policy and procedures currently in place.

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. Such exceptions must be authorized by the Provost/Vice President for Academic Affairs and be consistent with the CBA and applicable equal employment opportunity policy and procedures currently in place. Tenured/ tenure-track faculty shall still have an opportunity to provide input on hiring. This input shall be taken into consideration. All final decisions shall be shared with the tenured/tenure-track faculty.

IV. RECRUITMENT PROCEDURES FOR PART-TIME TEMPORARY FACULTY

A. New part-time temporary faculty are typically recruited without a national search to address needs created due to events such as sabbaticals and other types of leaves, release time, and the opening of new sections to accommodate student demand, or to meet demand not met by current faculty. Recruitment of part-time temporary faculty should be consistent with applicable equal employment opportunity policies and procedures.

B. Job postings for part-time temporary faculty employment shall be available on the California State University, Fullerton (CSUF) website. CSUF employees and the California Faculty Association (CFA) shall be notified of the location where such job postings may be examined.

C. Job postings for part-time temporary faculty employment shall indicate what materials are to be submitted with the online application to be considered.

D. Part-time temporary faculty must be qualified for their assigned duties, as evidenced in a set of materials predetermined by the Department and approved by the College. These materials may include, but are not limited to the following: curriculum vitae and letters of recommendation, and any other appropriate materials a Department wishes to use, such as a diversity statement, teaching materials, or other documented relevant experience. Individuals who apply with the requested materials and possess appropriate qualifications may be considered members of a pool of potential part-time temporary faculty to be contacted should appropriate work become available. The curriculum vitae and other materials submitted by such individuals are retained in accordance with the records retention policy.

E. The exact roles of the Chair and tenured or tenure-track faculty in recruiting new part-time temporary faculty may vary based on the particular needs of a Department and the time available for the recruitment. The Chair or a committee selected from the Department's tenured and tenure-track faculty may write job posting content and evaluate the qualifications of prospective part-time temporary faculty members by reviewing submitted materials, conducting interviews or teaching demonstrations, or conducting reference checks. If possible, the Chair shall offer tenured/tenure-track faculty the opportunity to provide input into the hiring of temporary faculty. This input shall be taken into consideration. All final decisions should be announced to the tenured/tenure-track faculty.

V. APPOINTMENT

A. Temporary instructional faculty are appointed at a range and base salary consistent with their professional qualifications. These qualifications include such factors as highest academic degree earned; teaching, field, or professional experience; status in the discipline; and scholarly and creative activities. Likewise, temporary librarians and counselors are appointed to a range and base salary consistent with their professional qualifications.

- B. A temporary faculty member may be appointed for a term of one semester, one year, or three years. The temporary nature of the appointment and the term of the appointment shall be in compliance with the CBA and specified in writing at the time of the appointment.
- C. All temporary faculty appointments must be approved by the appropriate administrator.
- D. The appointment of temporary faculty must comply with the CBA currently in place between the California State University (CSU) and the CFA. In particular, assignments given to temporary faculty must follow the “Assignment Order” for available temporary work specified in the CBA, which differs at the beginning of the academic year and during the academic year.
- E. Part-time temporary faculty may be appointed at any time and with any time base less than 1.0 (30 WTUs). In any given semester, the actual workload of a part-time temporary faculty member may exceed their contractual time base, but may not exceed 1.25.
- F. Continuation in a multi-year appointment or reappointment to a subsequent temporary appointment is contingent on available work and satisfactory evaluations as described in UPS 210.070 Evaluation of Temporary Faculty.
- G. Except as specified in the CBA and in provisions of other relevant UPS documents, temporary faculty have the same rights and responsibilities as do tenured and tenure-track faculty.
- H. All faculty subject to this policy shall be informed of applicable evaluative policies.

Source: Faculty Affairs Committee

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