

FACULTY APPOINTMENT REFERENCE GUIDE



**Office of Faculty Affairs
August 2013**

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I. Introduction and Purpose

We have revised the Faculty Appointment Reference Guide this year as some parts of faculty appointment processing have changed. Some changes this year include:

1. In the Spring of 2015, the campus will move to a Common Human Resources System (CHRS) and we are hopeful that we will be able to utilize many of the new features of this common system. Our hope in the end is that there is an opportunity to reduce paperwork necessary for appointment processing in upcoming academic years; and
2. No profiles required for pre-approved probationary & tenured faculty status changes (*i.e., Sabbaticals, DIPs, Promotion, Personal & Professionals Leaves, etc.;*)
 - a) New checklists for appointment requirements; and
 - b) Revised Volunteer, Employment Questionnaire and FERP/PRTB forms
<http://www.sjsu.edu/facultyaffairs/forms/allforms/index.html>

In most all other cases this guide remains unchanged. As always if you should encounter a situation not addressed in the guide or require additional clarification please contact the Office of Faculty Affairs directly at 408-924-2450 and one of our staff members will be more than happy to assist you in the resolution of your problem.

Important points to remember at the beginning of each academic year are:

- The guidelines for assigning or offering work to temporary faculty;
- Fulfilling Entitlements & one year appointments prior to use of new faculty in the applicant pool;
- Recent SSI and GSI awards, if any;
- Appointment of recently retired faculty into Retired Annuitant positions (*effective January 1, 2013 there is a 180 days waiting period before a retiree can be re-hired*); and

- New Fall hires do not receive their first check until October 1st. For Spring hires the first paycheck is March 1st.

Article 12.2 of the CFA-CSU Agreement requires that all faculty members receive information on the criteria by which they will be evaluated within fourteen (14) days of the beginning of the semester and that they also be informed of the location of benefits information within fourteen days. The benefits information can be found on the Terms and Conditions for part-time temporary faculty, but it should be included in the Appointment Letter for new Tenure-Track hires. For notification of the criteria for evaluation you may choose to attach S98-8 (located at <http://www.sjsu.edu/senate/docs/S98-8.pdf>) for Tenured and Tenure-Track faculty and S10-7 (located at <http://www.sjsu.edu/senate/docs/S10-7.pdf>) for Temporary faculty.

Other information important to faculty rights and obligations which supplements the CFA-CSU Agreement can be found on the Academic Senate website http://www.sjsu.edu/senate/policies/pol_chron/index.html or in either the Lecturer's Reference Guide or the Faculty Reference Guide. Benefits summary sheets for Unit 3 Faculty and Unit 11 students can be located on the HR website at <http://www.sjsu.edu/hr/benefits>.

In addition to including the elements required by contract, it is helpful to make some references to the new faculty member's obligations to become familiar with University policies and expectations. An updated copy of the Faculty Reference Guide is available on the Office of Faculty Affairs website at <http://www.sjsu.edu/facultyaffairs>.

Should the attached guidelines leave a process, procedure or question unanswered, please do not hesitate to call our office at 408-924-2450 and one of our staff members will be more than happy to assist you with your questions.

II. Important Points for Appointments

- ❖ All documentation requested on the Checklists must come forward with the appointment packet to ensure compliance. It is important to use the most recent version of our forms. A list of forms can be found on the Office of Faculty Affairs website at <http://www.sjsu.edu/facultyaffairs/forms/allforms/index.html>.
- ❖ It is essential that appointment documents be received by the announced deadline. All deadlines for the Office of Faculty Affairs can be found at <http://www.sjsu.edu/facultyaffairs/calendar/facultyaffairsdeadline/index.html>.
- ❖ There are individual calendars as well as a central one. Failure to meet these deadlines not only affects the faculty member, but also places the University at risk. We cannot have unauthorized individuals in the classroom or expose the University to unnecessary liability.
- ❖ All recruitment materials for probationary and full-time temporary searches (the recruitment report with supporting documentation, the contract letter of appointment) are still sent to the AVP/FA for final approval ***before*** an offer of employment can be made.
- ❖ Utilize BOTH the Terminal Degree document as well as the current salary schedule when processing **NEW** appointments to assign salary.
- ❖ It is important to use the most recent version of the SC-1 form and Volunteer Form.
- ❖ Contracts should be generated at the Department or College level for temporary faculty and sent to the individual faculty members for signature. When original signed copies are returned to the Department or College, they are to be forwarded to the Office of Faculty Affairs for placement in the Personnel Action File. Please be sure to send the **ORIGINAL** documents to Faculty Affairs as soon as possible (**no later than 6 weeks** after the semester begins. If there is a revision of time base or salary, please remember to submit a corrected contract and New Temp Fac/GA/TA Contract Revision Form.)

When an appointment requires special approval, provide a written rationale prior to the time of appointment via the Department Chair and Dean to the AVP of Faculty Affairs. Please keep in mind that these special approvals are *requests only*, the final decision is made by the AVP/FA on behalf of the President. Some examples of this need for special approval:

1. Change in Base Salary within the 1st year of hire
2. Appointment outside guidelines of approved Terminal Degree Requirements

- ❖ Departments should continue to track WTU accumulation for each temporary faculty member; the accumulation will be credited toward SSI eligibility. Please remember that our practice at San José State University is to bank WTUs.

- ❖ When processing three year entitlements please remember to include the entitlement of these temporary faculty in the comments section of the PeopleSoft generated contract of employment (*Terms and Conditions*). Without this important information on the contract we are in violation of the CFA-CSU Agreement. For further details on three year entitlements please refer to the CFA-CSU Agreement at http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2012-2014/ and refer to Article 12.12 for first time three year entitlements and 12.13 for successor three year entitlements.

- ❖ When processing a NEW appointment remember that if the appointment is above the rank of LB and or base rate of \$4900 a letter of justification needs to be included with the appointment packet.

III. Appointment and Evaluation Policy for Temporary Faculty

Evaluations and annual summary of achievements for temporary faculty who have taught two or more semesters should be completed by the dates indicated on the Faculty Affairs Deadline Calendar

<http://www.sjsu.edu/facultyaffairs/calendar/facultyaffairsdeadline/index.html>:

Please see Academic Senate Policy S10-7 for complete details on temporary faculty evaluations at <http://www.sjsu.edu/senate/docs/S10-7.pdf> (Appendix B)

IV. Part Time Temporary Applicant Pool Report / Process

Temporary Faculty Applicant Pool Report will no longer be submitted with the temporary faculty appointment documents. We now require that the document be submitted no later than **September 15 each year**. One report per pool, per department is required. The report is designed to monitor consecutive appointments and to ensure contract compliance as well as Affirmative Action search compliance for full-time appointments extended beyond three years and for part-time appointments extended beyond two years. Regardless of when your pools are refreshed or whether or not you had applicants in the pool the form must be completed as a record of your Applicant pool procedures. Should you encounter problems completing the form please contact our office and someone will be able to assist you.

Keep in mind that a different applicant pool report is required for those appointments that are the result of a National Search or Recruitment. For those appointments the form required is the Recruitment Report for Probationary Searches, which can be found on the Office of Faculty Affairs website along with all other forms at http://www.sjsu.edu/facultyaffairs/docs/Applicant_Pool_Mar_2007.pdf

V. Teaching Associate, Graduate Assistants and Instructional Student Assistants

To be eligible, graduate students shall be enrolled in classified status in a graduate program of study, for a minimum of three units of coursework per semester. For one semester only, students who have already served as a TA or GA who are currently enrolled in fewer than three units are also eligible for employment. If fewer than three units a student should be enrolled in at least one unit or be in the process of completing a Satisfactory Progress (SP) grade. Exceptions to the eligibility requirements will only be granted in rare and unusual circumstances. Exceptions can be obtained via departmental petition approved by both the Office of Faculty Affairs and the Office of Graduate Studies and Research.

Per the UAW-CSU Agreement, Article 2.6, “[t]he CSU may make appointments at any time and for any duration. Appointments of Teaching Associates and Graduate Assistants may be made at any time-base. Appointments of Instructional Student Assistants may be made for range of hours over a term(s).”

In addition, per Article 2.7, “[i]f a hiring decision is made in the Spring term, as soon as practicable thereafter but no later than 90 days prior to the start of the appointment, the University shall provide a written notice of the appointment or reappointment in paper or electronic format (e.g. email or website) to the affected individual. If a hiring decision is made at some other time, the employee will receive a written notice of appointment or reappointment in paper or electronic format (e.g. email or website) no less than thirty (30) days before the start of the appointment. In cases in which a position becomes available less than thirty (30) days before the commencement of the appointment, the aforementioned notice shall be provided as soon as practicable after the decision is made.”

Teaching Associate

Appointment & Re-appointment

As a condition of employment, all student employees must remain academically eligible, with a minimum GRP of 3.0. (Article 2.14) Teaching Associate appointments are limited to students in classified graduate status for **no more than six WTUs for lecture sections and no more than eight WTUs laboratory sections**. A Teaching Associate may only work a maximum of four (4) semesters.

A Teaching Associate with a 50% time-base appointment shall normally be assigned a workload of no more than 320 hours per semester/120 hours per 6 week summer session. A Teaching Associate with an appointment of 50% time-base or less shall normally be assigned a workload of no more than 8 hours in any one day and 40

hours in any one week. The number of hours worked in excess of 20 hours per week may not normally total more than 73 hours per semester/27 hours per 6 week summer session. Normally, the maximum Teaching Associate assignment is considered to be six weighted teaching units (WTUs) of lecture or discussion sections or eight WTUs of laboratory sections. A description of duties form is required to be completed each semester for each Teaching Associate. That form is in Appendix F of the UAW-CSU Agreement and can be found here:

http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/uaw_apx_f.pdf.

Any assignment that combines lab and lecture sections, that includes other types of class configurations, or that exceeds these recommended maximums must be clearly defined in the departmental Teaching Associate guidelines and approved in advance by the AVP for Faculty Affairs in consultation with the AVP for Graduate Studies and Research. Detailed justification is required to establish that such assignments do not commit the Teaching Associate to an instructional assignment that exceeds the twenty hour per week guideline.

Graduate Assistant

Appointment & Re-appointment

As a condition of employment, all student employees must remain academically eligible, with a minimum GRP of 3.0. (Article 2.14) A Graduate Assistant who is less than full-time (20 hours per week) may be appointed to another CSU classification only if the two appointments together do not exceed 20 hours per week. In any one semester, a student shall be employed as a Graduate Assistant for **no more than twenty hours per week**. The effective date of appointment must be the beginning of the semester unless the appointment is to replace a Graduate Assistant who fails to complete the term of service.

A Graduate Assistant with a 50% time-base appointment shall normally be assigned a workload of no more than 320 hours per semester/120 hours per 6 week summer session. An Graduate Assistant with an appointment of 50% time-base or less shall normally be assigned a workload of no more than 8 hours in any one day and 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not normally total more than 73 hours per semester/27 hours per 6 week summer session. Normally, the maximum Teaching Associate assignment is considered to be six weighted teaching units (WTUs) of lecture or discussion sections or eight WTUs of laboratory sections. A description of duties form is required to be completed each semester for each Graduate Assistant. That form is in Appendix F of the UAW-CSU Agreement and can be found here:

http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/uaw_apx_f.pdf

Instructional Student Assistant

Appointment & Re-appointment

As a condition of employment, all student employees must remain academically eligible. (Article 2.14) An Instructional Student Assistant who is less than full-time (20 hours per week) may be appointed to another CSU classification only if the two appointments together do not exceed 20 hours per week. Appointments of Instructional Student Assistants may be made for a range of hours over a semester. (Article 2.6) In any one semester, a student shall be employed as an Instructional Student Assistant for **no more than twenty hours per week**. Please remember to use the actual hire date for the required effective date.

For additional details for both TA, GA, and ISA appointments refer to either the Academic Senate Policy for employment of Teaching Associates and Graduate Assistants see Academic Senate Policy S00-7 at <http://www.sjsu.edu/senate/docs/S10-7.pdf>, the Classification standards on the Chancellor's Office website at <http://www.calstate.edu/HRAdm/Classification/index.shtml> or refer to the UAW-CSU Agreement at http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml.

VI. Volunteer & Adjunct Faculty Policy

In the process of hiring faculty quite often we use the services of Adjuncts and Volunteers. An adjunct professor—Under CSU guidelines, is designated as a "volunteer employee" who has demonstrated scholarly, creative, or professional achievement and who has a continuing relationship with at least one department at SJSU through lecturing, supervision of students, directing of research, or advising on academic matters.

Normally, the level of achievement demonstrated shall be comparable to standards required for appointment to the rank of associate or full professor, and the responsibilities assumed shall represent some or all of those normally performed by faculty. Exceptions may be made if an individual possesses specific skills or expertise of value to a given department that may not be reflected in a typical appointment process.

When a department wishes to request the status of "adjunct professor" for an individual, the chair (or equivalent person for the unit) shall forward the request, with a description of the person's qualifications and contributions, to the dean for review. The dean's recommendation and that of the department shall then be submitted to the Provost via the AVP of Faculty Affairs, whom, upon determining that the appropriate level of professional distinction has been demonstrated, and that actual and potential contributions to the University warrant special recognition, shall formally issue appointment to the status of "adjunct professor" for a maximum of three years.

A volunteer instructional employee who is not designated as an adjunct professor, shall be designated as a lecturer, visiting lecturer, or visiting professor, within the guidelines stated above. For full details governing these types of appointments see the Academic Senate policy at <http://www.sjsu.edu/senate/docs/S10-7.pdf>

VII. FAQs for Faculty Appointment Processing

Do I really need all the paperwork listed on the appointment checklist?

Yes, the required paperwork is for both re-appointments and new hires. If you are having trouble obtaining all of the required documents please utilize the Waiver for missing documents (*original transcripts & letters of recommendation*). In all cases the remaining documents must be on file **no later than 6 weeks** after the semester begins. If the documents are not submitted by the 6th week deadline NO FUTURE APPOINTMENTS will be approved until the items are received.

When do I need to do an employee profile and when do I use the temporary faculty appointment form?

You use employee profiles for Tenured faculty, Probationary faculty, ISAs, and Volunteers (*remember most probationary & tenured faculty status changes are pre-approved and the profiles are completed by the Office of Faculty Affairs*). You use the Temp Fac/GA/TA Appointment Form for all lecturers with job codes 2920, 3071, 2358 or 2359 as well as TAs and GAs.

Can someone who is a GA as well as a TA work more than 20 hours per week?

No, student employees are not allowed to work more than 20 hours per week during times of instruction. During SPRING, summer and winter breaks they are allowed to work up to 40 hours per week. In both positions the total FTE cannot exceed 0.53. For more detailed information visit the policy at <http://www.sjsu.edu/senate/docs/S10-7.pdf>

What are the deadlines for appointments and what are the hire and end dates for the current academic year?

Please refer to the academic calendar at http://www.sjsu.edu/provost/services/academic_calendars/. The beginning date will be the same date as Pre-Instruction Activities and the end date will be the same date that grades are due.

If a faculty member used to work for SJSU but I cannot find them in Peoplesoft what do I do?

Note in the comments section of the temporary faculty appointment form that the faculty member taught at SJSU prior to PeopleSoft implementation <7/1/2001>. Please include the date of their last appointment if known. If you do not have an exact date, a rough estimate will do. If it has been less than 2 years, documents we have on file for a previous appointment can be used. For more than a 2 year break in service we require an updated SC-1 as well as one recent letter of recommendation.

Do I need to include an evaluation in my packet if the employee has not had one yet?

Evaluations are not part of the appointment packet. According to Academic Senate policy,S10-7

"...Part-Time Temporary faculty appointed for two or more semesters, regardless of a break in service, shall be evaluated in terms of their particular assignment and the criteria appropriate to that assignment. At a minimum, the department chair, alone or with the assistance of other tenured faculty in the department, shall in conformity with university policy review student evaluations of teaching performance and course materials for those with teaching duties and, if provided by the part-time faculty member, a Summary of Achievements form. The employee shall also be given an opportunity for peer

input from the department or equivalent unit. Each department may decide whether evaluation of part-time temporary faculty will be completed by the chair alone, the personnel committee, or another committee of full-time tenured faculty.”

For further details refer to the policy directly at <http://www.sjsu.edu/senate/docs/S10-7.pdf> in conjunction with Article 15 of the Current CFA-CSU Agreement [http://www.calstate.edu/LaborRel/Contracts HTML/CFA CONTRACT/2012-2014/article15.pdf](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2012-2014/article15.pdf).

If a faculty member has a (3) three year entitlement and we are changing the time base for the SPRING what do we do?

Complete a contract revision form to change the time base for the semester the time base is changing. Be sure to use the correct fraction. When changing the actual contract you should only be altering the contract for the semester that is changing. DO NOT change the entitlement amount. The entitlement should remain the same for all (3) three years of the appointment.

Do we need to have a contract for TAs?

Yes, Terms & Conditions must be populated via PeopleSoft. For directions please visit the CMS website for the Quick Reference Guide at http://my.sjsu.edu/employees/employee_tutorials/hr_tutorials/index.html.

If I have a 1.0 (3) three year entitlement faculty member, may I reduce their time base (FTE)?

No, please contact the Office of Faculty Affairs and speak with our Assistant Associate Vice President for a consultation.

Can a part-time lecturer work at 1.00?

Yes, **but** not without prior approval from the AVP of Faculty Affairs. Any appointment over .90 prior requires approval from the AVP of Faculty Affairs.