

ACADEMIC SENATE

OF

CALIFORNIA STATE UNIVERSITY

SACRAMENTO

MINUTES

Issue #8

February 11, 1981

ROLL CALL

Present: Adams, Barkdull, Barrena, Bossert, Brackmann, Breese, Coyin, Elfenbaum, Esquerra, Fish, Frost, Furey, Garthe, Gates, Gillespie, Golub, Haq, Harley, Jamieson, Kerby, Kloss, McDaniel, Moore, Murai, Neal, Roth, Skube, Slaymaker, N. Smith, Stull, Tobey, Urone, Weininger, Whitesel, Whitney, Eisner

Absent: Campbell, Connor, Foreman, Gregory, O'Connor, Semas, Serrano

A regular meeting was convened by Jerry Tobey, Wednesday February 11, 1981 at 2:00 p.m. in SSC-107.

INFORMATION

1. President's responses to 1980-81 Academic Senate actions (Attachment A)
2. Academic Senate meeting schedule, Spring 1981:
February 25, March 11, April 8, May 6 (special meeting - Nomination of 1981-82 Officers), May 13, May 20 (special meeting - Election of 1981-82 Officers)
3. The French/German election unit elected Robert Eisner as its Senate representative (replacement for R. Tzakiri).
4. Philip Briggs (Acct. & MIS), Thomas Gustafson (Beh. Sciences), and Russell Smith (Social Work) are on leave. The units have not yet elected Senate representatives to replace them.
5. The University will sponsor its annual River City Days on April 22-24, 1981. Open House is on Friday April 24.

INFORMATION -- contd.

6. The Chair responded to questions regarding two future meetings:
 (1) He is attempting to arrange for a speaker(s), primarily to respond to questions, on the topic of senates and collective bargaining. If arrangements can be made, a special meeting of the Academic Senate will be scheduled, hopefully for the last Wednesday in March. The meeting will be publicized, and interested faculty members will be invited to attend. (2) The Senate Chair and the President scheduled a meeting for Friday February 13 on the meaning of doctoral equivalency. Persons invited include members of the UARTP Committee, members of secondary ARTP committees, the Senate Executive Committee, school deans, and division chairs. The meeting is open; however, a reasonably small group was invited to permit discussion, with the hope that participants would convey the information to members of primary level ARTP committees and other interested faculty members.

ACTION ITEMS

AS 81-1/Flr. MINUTES

The Minutes of the December 10, 1980 meeting are approved.

Carried unanimously.

AS 81-2/Ex. COMMITTEE APPOINTMENTS

*Financial Aid Advisory Committee: ROBERT METCALF, 1981 (replacement for H. Wiedman)

Graduate Policies/Programs Committee: MICHAEL WEININGER, Senator, 1982 (replacement for R. Smith)

Carried unanimously.

*AS 81-3/FA,Ex. PART TIME FACULTY (FACULTY MANUAL Amendment)

The policy on Part-time Faculty is approved. (Attachment B)

Carried.

The meeting was adjourned at 3:50 p.m.

LM/CD

*President's approval requested.

Lou Dell Moore
Lou Dell Moore, Secretary

*Disapproved
referred
back to
Senate*

approved

5.03.00 Policy on Part-time Faculty (AS 81-3)

The University recognizes that part-time faculty are essential to a sound curriculum. The University acknowledges the professional status of its part-time faculty, and provides part-time faculty with the best possible working conditions.

5.03.01 Appointment

- A. Part-time faculty shall be appointed, as required by the affirmative action guidelines, from the applicant pool which is established on an annual basis or on a semester basis in those cases where the pool does not have enough qualified candidates to cover the demands for the entire year. Incumbent employees are responsible for notifying the department chair, by the specified deadline, of their wish to become part of the applicant pool for the semester or year in which they wish to be employed. (A detailed statement of recruitment and selection procedures, utilizing the applicant pool, shall be available in the department offices.)
- B. There shall be no campus policies or practices that deny access to an applicant pool or prevent consideration of an applicant for a temporary appointment solely on the basis of the number of years of previous service as a temporary employee. This does not in any way imply that an incumbent has a presumptive right to continue a temporary appointment presently held. (FSA 77-45)
- C. Once the applicant pool for a position has been established, the best qualified person shall be appointed on the basis of merit and competence related to program need. Criteria used in selection shall include:
 - (1) degrees earned in a relevant discipline
 - (2) relevant teaching experience
 - (3) relevant professional experience
 - (4) recommendations or other documents including student and peer evaluations of teaching performance.

In case two candidates are equal in ability, affirmative action goals shall be a criterion used in selection.

- D. Except in unusual circumstances, part-time faculty shall be hired at a range and step equal to that which would apply if they were being hired for a regular full-time position. The normal guidelines for determining the range of new part-time faculty are:
 - (1) Assistant: Bachelor's degree in the discipline
 - (2) Range A: Master's degree in the discipline or equivalent educational experience OR Bachelor's degree plus the equivalent of at least five years teaching or relevant professional experience.
 - (3) Range B: Doctorate OR Master's degree or equivalent educational experience plus the equivalent of at least five years of teaching or relevant professional experience.
 - (4) Range C: Doctorate or equivalent in the discipline plus at least five years of teaching experience.
 - (5) Range D: Doctorate or equivalent in the discipline plus at least 10 years of teaching experience.

Exceptions to these guidelines must be approved by the appropriate dean and by the Office of Faculty and Staff Affairs. Additional criteria may be required by the department.

NOTE: Within each range, the particular step at which a person is hired will depend on the extent to which the person's qualifications exceed the minimum requirements for the particular range.

- E. In subsequent semesters, part-time faculty must be hired at a salary range and step equal to or greater than the previous salary range.
- F. A part-time faculty member shall be employed by the University for no more than twelve (12) teaching units per semester.
- G. Departments shall provide part-time faculty with a written statement, as far in advance as possible, which describes probable duties, recommended salary range and step, courses to be taught, workload, probable class size, and the possibility of class cancellation; the department's class schedule; and a copy of departmental policies on promotion, evaluations, etc. Whenever possible, part-time faculty shall be appointed for a full academic year.
- H. Part-time faculty shall be provided an opportunity to attend both a university level orientation and a department level orientation meeting to become informed of the responsibilities and benefits of employment. In addition, they will have access to university policies and procedures.

5.03.02 Working Conditions

- A. Since the teaching responsibilities of part-time faculty are the same as those of regular faculty, every effort must be made to provide part-time faculty with facilities adequate for the satisfactory performance of their duties, such as access to office space, desk, chair, bookshelf, file drawer, telephone, keys, university catalog, class schedule, university policies and procedures, listing in university directory, identification card, secretarial assistance, a share of departmental funds for duplication, student assistance (or work study), etc.
- B. Professional courtesy shall be extended to part-time faculty in arranging schedules. Whenever possible, part-time faculty shall be scheduled using criteria equivalent to those applied to full-time faculty.
- C. Part-time faculty shall have participatory rights in departmental meetings. Voting rights are subject to departmental regulations.
- D. Part-time faculty shall not be excluded automatically from supervisory work by virtue of their employment status. Part-time faculty are not expected to advise, participate in committees, or assume supervisory responsibilities without compensation; assignments to supervisory courses must be approved by the department chair, the dean, and the Academic Vice President.

5.03.03 Advancement

- A. Part-time faculty shall be evaluated on a regular basis by the department chair and a primary level committee designated by the Primary level ARTP committee. The department shall develop procedures to evaluate part-time faculty. The procedures shall be subject to the approval of the Vice President for Academic Affairs. This evaluation is a performance evaluation only and shall include no recommendation regarding subsequent employment. An individual primary unit may delete evaluation criteria,

other than evidence of teaching performance, that are required in the evaluation of regular tenure track faculty when such criteria are deemed inappropriate or irrelevant to part-time positions. The modified criteria shall be published in the unit's ARTP document or their Part-time Hiring Policy document.

- B. Part-time faculty are eligible to advance to the next higher step of the salary scale after they have taught 24 units at a particular step or after they have met additional specified departmental requirements for a higher classification. Advancement is not automatic but depends upon evaluation of performance and the budgetary constraints of the university. A salary increase requires the recommendation of the department chair and the concurrence of the dean.
- C. Part-time faculty are eligible to advance to the next higher salary range after they have taught 24 units at the top step of their current range or after they have met additional specified departmental requirements for a higher classification. Advancement is not automatic but depends upon evaluation of performance and the budgetary constraints of the university. Recommendations should be made by the department chair and the dean of the school and forwarded to the Office of the Vice President for Academic Affairs (through the Office of Faculty and Staff Affairs) at the time the appointment is being made. Recommendation for advancement in range for part-time faculty is a separate process from that followed for promotion recommendations for full-time tenure-track faculty.
- D. Part-time faculty shall have the same rights in regard to their personnel files as regular faculty.

5.03.04 Reappointment

- A. Part-time faculty members who wish to be considered for re-employment are responsible for providing written notification to the department chair, by the specified deadline, of their wish to become part of the applicant pool for the semester in which they wish to be re-employed. No part-time faculty may be re-employed without such notification.
- B. The employee shall be responsible for updating his/her resume and personnel file so that adequate records of experience and training are available for those evaluating the applicant pool candidates for subsequent employment and salary advance. Employees are to be informed of this responsibility and offered the appropriate assistance by the department chair.

5.03.05 Unemployment Compensation

State legislation, effective January 1972, provides for unemployment compensation. Detailed information is available in the Office of Faculty and Staff Affairs.

5.03.06 Grievances

All part-time faculty are entitled to grieve. (Executive Order 301)