

## Lecturers - Order of Work

(Provided by Faculty Affairs, Spring 2015)

### Bottom line:

1. All lecturers have to be “qualified” for an appointment/assignment
2. Lecturer must have demonstrated “satisfactory performance” for a three-year appointment (full or part-time)

### Definition of “Qualified” -- meet ALL of the following criteria:

- Appropriate terminal degree (need approval from Faculty Affairs for Master degree equivalence)
- Relevant experience and specialization (relevant to particular course)
- Satisfactory performance in prior assignment
  - For 3-year contracts and entitlements – review periodic evaluations/course evaluations
  - For 1-year appointments – review course evaluations

### Definition of “Satisfactory/Unsatisfactory” - refer to departmental expectations

## I. Order of Work

### A. Existing work:

1. 3-yr appointments, full-time
2. 3-yr appointments, part-time, up to their entitlement
3. Faculty whose entitlements weren't met the prior year (Notification of interest by July1)
4. Visiting Professor (appointed in this classification – these are not individuals with courtesy titles of adjunct, clinical or visiting)

**!!! Careful consideration kicks in here!!!! – You have to document**

***To document that you have conducted careful consideration, review PAFs of all your lecturers for their qualifications to teach specific course or teaching assignments .***

***(Contact Steve Blecha in HR for appointment with HR to review PAFs.)***

***This is the only acceptable documentation for meeting your obligation to follow “careful consideration”.***

5. 1-yr appointments, up to entitlement (Faculty who taught fall and/or spring during prior year)
6. All other faculty who are qualified for particular assignment (Faculty who taught fall or spring during prior year)

### B. New or additional work -- If you still have work to be assigned, it is considered new or additional work;

Offer in the following order:

7. 3-yr appointment, part-time, up to full-time base, **BUT**  
1-yr appointments who are better qualified for a particular course may receive priority for that assignment
8. 1-yr appointment, part-time, up to full-time base
9. All other qualified faculty

## II. Appointing Work

- Appointments/entitlements are earned within a particular Department or College
- For multiple appointments, lecturers may have different salaries in each department depending on how long they have taught in that department

### Concepts to consider

- Part-time vs. full-time
- Entitlement vs. 1-yr and 3-yr appointments
- Careful consideration
- Conditional vs. unconditional
- Satisfactory performance
- Qualified for a particular course assignment
- One-semester vs. two-semester assignments
- Periodic evaluation v. student evaluation

### Conditional vs. unconditional

- Part-time appointments (.2, .4, .6, .8) are conditional upon budgetary constraints
- Full-time appointments are unconditional at the beginning of the year, but become conditional for Spring semester. However it is good practice is to honor the full-time time base as much as possible.
- You may change assignment levels between one-year appointments
- You may change assignment levels between three-year appointments
- If a full-time lecturer has a three-year appointment, no conditional changes throughout those three years. However at the end of the three years, before offering another three-year appointment, you may change the assignment level.

### Effects of assignments

- A full-time assignment for 2 semesters within the academic year creates eligibility for a full-time 1-yr appointment for the following year (unconditional for fall/conditional for spring)
- A part-time assignment for 2 semesters within the academic year creates a part-time entitlement for the following year (conditional)
- 6 years of consecutive full-time service creates eligibility for a full-time 3-yr appointment
- 6 years of consecutive part-time service (as little as .2 per year) creates eligibility for a part-time 3-yr appointment at the level of assignment during the year prior to the 3-yr appointment

### When a lecturer's class is cancelled

- If class is cancelled before the 3<sup>rd</sup> class meeting, lecturer is paid for the work performed up to that point.
- If class is cancelled after the 3<sup>rd</sup> class meeting, lecturer is paid for the remainder of the semester. Lecturer may be provided with alternate work, but if nothing is available, lecturer is still paid
- For full-time lecturer in Fall --If a class is cancelled for a full-time lecturer at the beginning of the fall semester, you still need to honor the full-time base (unconditional for fall) – lecturer is paid for the remainder of the semester. Lecturer may be provided with alternate work, but if nothing is available, lecturer is still paid

### Lecturer pool

Department keeps a record of lecturers who have been previously evaluated.

Record must include

- info about the courses lecturer has taught
- all reports of all previous evaluations

### To expand your lecturer pool

- You may advertise/recruit for a “lecturer position up to full-time”;
- You may not advertise for a “full-time lecturer position”.
- We hire lecturers 3 WTUs at a time, up to full time.
- Advertisements have to be reviewed by the Dean of Faculty Affairs

## **III. Full-Time Lecturer Commitments**

### For one-year 1.0 appointments:

- *You may change assignment levels between one-year appointments – from one year to the next*
- *You may change assignment levels within one-year appointments – from Fall to Spring*
- *However, it is best practice to try to honor the 1.0 assignment level within the one-year appointments – from Fall to Spring*

### For three-year 1.0 appointments:

- *You may change assignment levels between three-year appointments only*

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### **Notes on commitment regarding full time (1.0) lecturer appointments:**

#### **CBA article 12.6 -- Full time temporary employees ..... shall not be appointed on a conditional basis.**

- When 1.0 lecturers are offered one-year appointments (no 3-year appointments yet),
- those one-year 1.0 appointments are *unconditional at the beginning of the Academic Year (i.e., for Fall semester). Once on the fall schedule, these assignments must be honored.*
- *When offering work during the Academic Year, full-time appointees may have their assignment reduced when there is insufficient work for which the individual is qualified to teach.*
- *The partial or complete reduction in time base of a continuing full-time appointee does not require the layoff of the employee pursuant to Article 38. (Article 12.29(b)(5))*

After 6 years of consecutive employment, 1.0 lecturers are offered a 3-year appointment (contract), contingent upon satisfactory performance as determined through the cumulative review process. Their 3-year appointment (contract) is NOT conditional, and you have to offer them work at a 1.0 basis for those three years, regardless of budget and enrollment. If at the end of the 3-year appointment there is not enough work available, you may reduce their assignment/appointment at that point in time (but not during the 3-year contract)

If a 1.0 lecturer has a three-year appointment, no conditional changes throughout those three years. However at the end of the three years, before offering another three-year appointment, you may change the assignment level.