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 July 1)
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 3rd class meeting, lecturer is paid for the work performed up to that point.
- If class is cancelled after the 3rd 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

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.