Lecturer entitlement - Assignment of work

Information on building your schedule and following the contract. See Preference for Available Work, Article 12.29.

At all times:

First assign work to tenured and probationary faculty members, including participants in FERP and PRTB. Also assign work as appropriate to administrators, teaching associates, other student employees, and/or volunteer faculty. Then assign work to temporary faculty using the following priorities.

Beginning of the academic year

1. Three-year full-time appointees
2. Continuing multi-year full-time appointees**
3. Three-year part-time appointees; up to the time base of their entitlement
4. Individuals who were eligible to be re-appointed for three years, but did not receive an appointment because of lack of available work, who were then placed on a “Recall” list (see article 38.48)
5. Continuing multi-year part-time appointees (not three year appointees) up to the time base entitlement**
6. Visiting Faculty
7. Give “careful consideration” to all part-time and full-time temporary faculty employed in the prior academic year. Temporary faculty in this group may be appointed in any order. (a) Those with rights under article 12.3 (2 consecutive semesters of employment in the prior year), if appointed shall receive a one-year contract, for same time base as prior year if work is available that they are qualified to teach; (b) Those with no provision rights under 12.3 can be appointed to any time base or term
8. Any remaining work is “new or additional work” and is offered as follows: (a) Offer to 3-year part-time appointees up to and including 1.0 time base. In the event the department has a need to assign work for which a temporary part-time faculty with a one year appointment is objectively determined to be demonstrably better qualified, the one year appointee may be assigned the work; (b) Next offer work to all other part-time temporary faculty holding a one year appointment up to full-time; (c) Last, offer work to any other qualified candidate
During the Academic Year

1. Three-year full-time appointees
2. Continuing multi-year full-time appointees**
3. Three-year part-time appointees; up to the time base of their entitlement
4. Individuals who were eligible to be re-appointed for three years, but did not receive an appointment because of lack of available work who were then placed on a “Recall” list (see article 38.48)
5. One-year full-time appointees. Where, as a consequence of following the order of assignment in 12.29.b 1-4, there is insufficient work for which the individual is qualified to support a full-time assignment, the partial or complete reduction in time base of a continuing one-year full-time appointee does not require the layoff of the employee pursuant to Article 38
6. Next, offer work to continuing one-year and multi-year (not three-year under provisions 12.12 and 12.13) part-time appointees up to their time base entitlement.
7. Visiting Faculty
8. Give “careful consideration” to all part-time and full-time temporary faculty with no one-year or multi-year appointment, who were employed in the current or prior academic year. Can appoint anyone in this group, in any order, to any time base or term.
9. Any remaining work is “new or additional work” and is offered as follows:(a) Offer to 3-year part-time appointees up to and including 1.0 time base. In the event the department has a need to assign work for which a temporary part-time faculty with a one-year appointment is objectively determined to be demonstrably better qualified, the one year appointee may be assigned the work; (b) Next offer work to all other part-time temporary faculty holding a one-year appointment up to full-time; (c) Last, offer work to any other qualified candidate

**To qualify as a full or part-time multi-year appointee, a lecturer must have been appointed for more than one year at the time of the initial appointment. This is generally done as a result of a recruitment that specifies this option and is not a usual practice. Note: a recruitment that specifies the “possibility of reappointment” does not fall into this category.