

# ORDER OF APPOINTMENT & LECTURER EVALUATIONS

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# APPOINTMENT TYPES

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- “Permanent” or Tenure-track
  - Probationary
  - Tenured
  - FERP / PRTB
- Temporary – “Lecturers”
  - Semester Appointment
  - Academic Year
  - 3-Year Appointment
  - Multiyear Appointment
- Visiting Faculty
- Adjunct Faculty
  - Not clearly defined, these could be unpaid, voluntary positions or lecturers

# 3-YEAR APPOINTMENTS

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- Eligible for 3-year appointment after:
  - 6 years of consecutive service in a department
  - Evaluated as “Satisfactory” by Dean
- Subsequent 3-year appointment:
  - After completion of 3-year appointment
  - Evaluated as “Satisfactory” by Dean
- Full-time 3-year appointments are “unconditional”

# QUIZ:

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- What is a multiyear appointment and how do we get one?
  - A multiyear appointment is, not surprisingly, an appointment made for more than one year. Usually full-time and generally follow recruitment process of probationary faculty

# ENTITLEMENTS:

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- CBA 12.3 (partial quote): “Following two (2) semesters...of consecutive employment within an academic year, a part-time temporary employee offered appointment to a similar assignment in the same department or equivalent unit at the same campus shall receive a one (1) year appointment with a timebase equal to or greater than the timebase in the prior academic year. Such appointment shall be subject to the limitations stated in provision 12.5.”
- 3-Year Appointment Entitlements:
  - Based on 6<sup>th</sup> year workload for initial 3-year appointment
  - Based on 3<sup>rd</sup> year workload for subsequent 3-year appointments

# ENTITLEMENTS:

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- FYI: 1.0 timebase means “full-time” (15 WTU/sem)
- Entitlement for entire academic year, not per semester
- For less than full-time entitlements, work must be available – not a guarantee
- Entitlements are at Department level

# QUIZ:

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- What is a similar assignment?
  - Classes which they are qualified to teach

# QUIZ:

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What is the entitlement for next AY?

- Lecturer who taught 6 WTU in the spring?

➤ No entitlement

- Lecturer who taught 3 WTU in the fall and 6 in the spring?

➤ 9 WTU



# QUIZ:

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What is the entitlement for next AY?

- Lecturer who taught 6 WTU in agronomy in fall and 6 WTU for biology in the spring?
  - No entitlement
- Lecturer who taught 6 WTU each in agronomy and biology in fall and 6 WTU for biology in the spring?
  - 12 WTU biology, No entitlement agronomy

# QUIZ:

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What is the entitlement for next AY?

- Lecturer has been teaching for six consecutive years and taught 6 WTU in each semester in viniculture?
  - 3 year PT with entitlement of 12 WTU
- Lecturer with 3-year appointment who teaches nothing in their third year?
  - No entitlement for a subsequent appointment
  - But has 38.48 rights

# QUIZ:

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What is the entitlement for next AY?


- Lecturer has been teaching for six consecutive years and taught 6 WTU for department in fall (but nothing in spring)?
  - 3 year PT with entitlement of 6 WTU
- FERP faculty who in their 5<sup>th</sup> year of FERP who wants to teach in the next year?
  - No entitlement 

# ORDER OF ASSIGNMENT

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# ORDER OF ASSIGNMENT – TT AND OTHERS

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1. Probationary and Tenured Faculty
2. FERP faculty
3. Administrators
4. Graduate Teaching Assistants
5. Volunteers 
6. Then temporary lecturers per 12.29 of the CBA: "...work shall first be offered to qualified temporary faculty in the department who have performed satisfactorily, in the following order:"

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# ORDER OF ASSIGNMENT – TEMPORARY FACULTY

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## Fall Semester

1. 3-year Full-Time
2. Continuing Multi-year Full-Time (fairly rare)
3. 3-year Part-Time up to entitlement
4. CBA 38.48 List\*\*
5. Continuing Multi-year Part-Time (even more rare)
6. Visiting Faculty (very rare CBA 12.32)
7. Those employed in previous academic year
  - a) Returning AY up to entitlement
  - b) Those that taught in last year that do not have entitlements (to any timebase)

Any remaining classes is considered “new or additional work”

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# ORDER OF ASSIGNMENT – TEMPORARY FACULTY

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## Spring Semester

1. 3-year Full-Time
  2. Continuing Multi-year Full-Time (fairly rare)
  3. 3-year Part-Time up to entitlement
  4. CBA 38.48 List\*\*
  5. Continuing One-year Full-Time Appointees (this is different from start)
  6. Continuing One-year and Multi-year Part-Time (up to AY entitlement)
  7. Visiting Faculty (very rare CBA 12.32)
  8. Those employed in this or previous academic year w/o appointment
- Any remaining classes is considered “new or additional work”

# ORDER OF ASSIGNMENT – TEMPORARY FACULTY

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## Spring Semester

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# NEW/ADDITIONAL WORK ORDER...

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Give additional work to:


1. Part-time faculty with 3-year appointment up to 1.0 timebase\*
2. Part-time faculty with AY appointment up to 1.0 timebase
3. Other qualified candidate (i.e. hire from off the street)

Remember, this is based on "careful consideration". Faculty member must be qualified to teach the course...

\* 12.29.a.8.i: "In the event the department has a need to assign work for which a temporary part-time faculty unit employee with a one-year appointment is objectively determined to be demonstrably better qualified, the one year appointee may be assigned the work."

# INTERESTING TIDBITS

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- Math doesn't always add up, **generally** better to “round up” to meet entitlements, but don't go over 15 WTU. If unsure, check with FASE
- If units are offered to a temporary faculty member with an entitlement and they decline the offer, those offered units count toward meeting the entitlement
- Hiring of tenure-track faculty does supersede entitlement for temporary faculty
- There is a way that temporary faculty might exceed 15 WTU in  order to meet entitlement during academic year. Check in with FASE
- Got a FT, 3-yr person? Recommend that you staff them like a TT faculty (unconditional appt)

# CAREFUL CONSIDERATION

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- For AY and semester appointments
- Evaluation of their ability to teach the class
  - Initial application
  - Evaluation of their teaching
    - Including previous periodic evaluations
  - Course-level evaluation
- In general, if they've taught the class in the past – they are qualified

Important to have a clear process in place....

# LECTURER EVALUATIONS

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- CBA 15.20: “A periodic evaluation of a faculty unit employee shall normally be required for the... evaluation of temporary faculty unit employees...”  
Details in 15.23-15.30
- CI Lecturer Evaluation Policy

# SCENARIO I: AGRONOMY

After assigning all the probationary and tenured faculty members, Chair Fields has 30 units left to assign to the remaining pool of faculty for the Fall semester, and expects to have around 36 units available in the Spring. Using the info in the table below, what is a reasonable assignment of classes?

Name	Status	AY Entitlement (if applicable)	Potential Assignment Fall (30)	Potential Assignment Spr (36)
Dr. Grape	FERP – Fall Only	NA		
Dr. Lettuce	FERP – AY	NA		
Dr. Carrot	3 YR	18 units		
Dr. Wheat	3 YR	15 units		
Dr. Squash	1 YR	9 units		

# SCENARIO I: AGRONOMY

Oops! I forgot to mention that one of your new probationary faculty members teaches the same specialty class that Dr. Carrot teaches. This is the only class that Carrot has taught in their many years in the department and the new assistant professor is likely to teach six units of this class each term. How does this potentially change your assignments?

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# SCENARIO 2: MARYLAND STUDIES

Chair Crabbe has scheduled their probationary, tenured, and FERP folks for the Spring semester. MDS has a total of 36 units available to schedule for the spring. Based on the information in the table below, what might the fall and spring schedules look like?

Name	Status	AY Entitlement (if applicable)	Assignment Fall	Potential Assignment Spr (36)
Dr. Columbia	3 YR	30 units	15	
Dr. Balmere	3 YR	12 units	6	
Dr. Ripken	1 YR	6 units	6	
Dr. Chessy	1 YR	6 units	3	
Dr. Anna-Polis	1 YR	12 units	9	
Dr. Joust	Semester	none	9	

# SCENARIO 3: AERONAUTICAL ENGINEERING

Chair Land-Safe has scheduled their probationary, tenured, and FERP folks for the Fall semester. Aero has two tenured faculty members out on sabbatical in the fall, but thankfully they will come back in the spring. For the fall, there are 48 units available, you expect to have 30 units available in the spring after faculty return from sabbatical. Based on the information in the table below, what might the fall and spring schedules look like?

Name	Status	AY Entitlement (if applicable)	Potential Assignment Fall (48)	Potential Assignment Spr (30)
Dr. Rocket	3 YR	30 units		
Dr. Finn	3 YR	12 units		
Dr. Wingo	3 YR	6 units		
Dr. Glide	3 YR	6 units		
Dr. Jett	1 YR	12 units		
Dr. Newfolk	In applicant pool	none		