

Lecturer Entitlements

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Note: This information is based on the 2014-17 Faculty Collective Bargaining Agreement, Extended until June 30, 2018 [Tentative Agreement Contract Extension](#) to June 30, 2020

1. **Q.** I hired a Part-time Lecturer for Fall 2019. Am I obligated to rehire her for Spring 2020?

A. If the Part-time Lecturer worked both Fall 2018 and Spring 2019 of the 2018-19 Academic Year, and is offered units for the Fall 2019 semester, then the Lecturer is entitled to a one-year appointment for the 2019-20 Academic Year with an intended assignment of units similar to that taught during the 2018-19 Academic Year. However, if the Lecturer is a new hire for Fall 2019, or only worked one semester in the previous Academic Year, then the Lecturer has no entitlement to Spring 2020 work.

2. **Q.** I have a Part-time Lecturer who did not teach Fall 2018, but was appointed to a one-semester appointment for Spring 2019 and was also appointed to teach during the 2019 Summer Term. Has the lecturer earned any entitlement for the 2016-17 Academic Year?

A. **State-support** summer work counts towards a Part-time Lecturer's entitlement if he or she was assigned to work during the previous Spring semester only. By working any two consecutive terms (Fall/Spring or Spring/state-support Summer), a lecturer earns a one-year appointment upon reappointment during the next Academic Year. For example, if a lecturer is entitled to a one-year appointment for the 2018-19 Academic Year and offered work for Fall 2019, then the one-year appointment would consist of both Fall and Spring of the 2019-20 Academic Year. If offered work for Spring 2019, and not Fall 2018, then the one-year appointment will consist of a Spring 2020 appointment and assignment of state-supported courses during the 2020 Summer Term.
 Note: Most Summer 2020 appointments will be in self-support, not state-support Summer.

3. Q. How do I find out about the entitlements of Lecturers in my program? And, who tracks this information?
- A. Faculty Affairs tracks entitlement information and distributes a list to Program areas for verification. Program areas are responsible for providing support for work declined and why entitlements have not been met. Faculty Affairs tracks and distributes the entitlement information to the program for each upcoming semester. Programs compare this to their records and let Faculty Affairs know if there are any discrepancies.

Faculty who have earned an entitlement to a three-year appointment are determined centrally by the Office of Faculty Affairs each year through an audit process of those Part-time Lecturers who taught at least one semester in each Academic Year during the previous six Academic Years. These lists also include the unit entitlement for each Lecturer for each of the three years of their three-year appointment (which is based upon the Total Paid Units of the academic year immediately preceding the new/renewed three-year appointment). Programs should retain these lists for future reference.

Faculty Affairs tracks the faculty who have earned three year appointments. This is done in conjunction with the lecturer evaluation process since reviews are required for new and renewal of 3 year appointments. Information is distributed directly to the program chairs and Dean's offices are copied in the emails.

4. Q. If a Part-time Lecturer is entitled to 12 units for the 2019-20 Academic Year, but I can only offer her 9 units, can I use the 2020 Summer Term to make up the 3 units?
- A. It depends on whether it is state-support Summer classes or self support. Units offered during the state-support Summer Term could be used to make up a Lecturer's entitlement that could not be met during the previous Fall and Spring semesters.
5. Q. What happens if a Lecturer needs to take a personal leave without pay? How does this affect the Lecturer's entitlement?
- A. If the Program and Dean approve a Personal Leave Without Pay (requested by the Lecturer) for the semester or year in question, the Lecturer's entitlement is preserved for the duration of the leave. However, the granting of the leave does *not* extend the appointment period.
6. Q. I have offered units for Fall 2019 to a Lecturer with a three-year appointment, and she has declined all or part of the offer. Does this affect her entitlement?
- A. No. Declining units does not affect the current entitlement. Declining part of the units offered reduces the lecturer's entitlement **ONLY** if the units are declined during the year preceding the start of a new three-year appointment or during the last year of a current three-year appointment. If the units are declined during the

first and/or second year of a three-year appointment, the lecturer's entitlement will not be affected in the remaining year(s) of the three-year appointment.

If the Lecturer **DECLINES ALL UNITS** offered, the lecturer maintains rights to the current three-year appointment. However, the program should verify with the faculty member whether or not the faculty member's decision to decline all units constitutes a resignation. If the lecturer intends to resign, this must be documented by a resignation letter from the faculty member.

7. **Q.** During Spring 2019 I assigned 12 units to a Lecturer entering the last year of her three-year appointment. Three of those 12 units were considered temporary additional work because the Lecturer was taking over a course for a Tenure-Track Faculty member on a sabbatical leave. Do these three units count towards the lecturer's entitlement during her next three-year appointment?
- A.** Entitlements are based on Total Paid Units taught during the year preceding the start of a new three-year appointment or during the last year preceding the renewal of a three-year appointment. Temporary new or additional work should be tracked and documented by the program for recordkeeping purposes, but the units are to be **INCLUDED** when determining Lecturer entitlements.
8. **Q.** I have a Lecturer with a three-year appointment who has been teaching in our program for 10 years and another Lecturer who will be entering a three-year appointment starting with the 2019-20 Academic Year. Does the Lecturer with 10 years of service receive preference in the assignment of units?
- A.** No. Once a Lecturer earns a three-year appointment, the Lecturer is considered equal among all three-year entitled faculty according to the Order of Assignment. There is no seniority among faculty with similar assignments/appointment durations (i.e. one-semester appointments, one-year appointments, or three-year appointments). In fact, seniority only applies to tenured faculty.