



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Student Life & Support Programs
(SLSP)

Effective Date: 08/17/2023

Procedure Number: SLSP-p.001.01

Student Affairs Working Procedure on Temporary Counselor Faculty Reclassification Request and Review

Intent: The intent of this procedure is to articulate a process for Temporary Counselor Faculty unit employees who work within the Division of Student Affairs (DSA) to request reclassification consideration within the Student Service Professional-Academic Related (SSP-AR) classification series.

Background: The California Faculty Association (CFA) Collective Bargaining Agreement (CBA) provision 12.30 requires a documented procedure for reclassification consideration by Temporary Counselor Faculty unit employees.

Accountability: There are three designated administrators for the DSA Temporary Counselor Faculty Reclassification review process:

1. The Senior Director (SD) of Counseling & Psychological Services (CAPS) supervises Temporary Counselor Faculty unit employees.
2. CAPS is a part of the Student Life & Support Programs (SLSP) unit of the Division of Student Affairs (DSA). The SD-CAPS reports to Associate Vice President for Student Life & Support Programs and Dean of Students (AVP-SLSP) who oversees programs, services, operations, and personnel matters within SLSP.
3. The Associate Vice President (AVP) for Faculty Affairs, Success, and Equity (FASE) within the Division of Academic Affairs (AA) is responsible for faculty-related personnel matters at CSUCI.

Applicability: Temporary Counselor Faculty unit employees within the Student Services Professional-Academic Related classification series.

Definition(s): Reclassification: A formal, documented, and approved increase in SSP-AR classification level for a Temporary Counselor Faculty unit employee.

Attachment(s): [SSP-AR Classification and Qualification Standards](#)

Procedure:

1. Temporary Counselor Faculty unit employee (Requestor) seeking reclassification consideration prepares a written request for reclassification signifying how their current job duties as assigned by their supervisor are more in line with a higher classification level relative to their current classification level.

Specific details are required as to justify why a reclassification is warranted, based on the Classification and Qualification Standards for SSP-AR classification series.

2. A request for reclassification should include the following:
 - a. A memorandum summarizing how the assigned duties and responsibilities of the Requestor have changed and are new and/or different from those previously assigned to this position when compared to the previously submitted and approved position description. Requestor should include sufficient information, such as the frequency and percentage of time for each function, to demonstrate why a reclassification is warranted.
 - b. Any applicable additional education, experience, skills, knowledge, and/or abilities required to perform essential functions of the approved position description noted above that the Requestor believes are applicable to reclassification consideration.
 - c. Requestor's current updated resume/CV.
3. A request for classification must be submitted to the Senior Director of Counseling & Psychological Services, with a copy to the Associate Vice President for Student Life & Support Programs and Dean of Students (AVP-SLSP/DOS), and the AVP for Faculty Affairs, Success, and Equity (FASE).
4. The SD-CAPS will review the materials and will consult the Personnel Action File (PAF) of the Requestor including their current position description and prior evaluations. Based on this review, the SD will submit a memo summarizing their analysis of the request and whether or not they believe that an increase in SSP-AR level is warranted, along with the materials provided by the Requestor, to the AVP-SLSP for further review and consideration.
5. Upon completion of review by the AVP-SLSP, a summary of their analysis and recommendation for response to the request for reclassification will be sent to the AVP-FASE for final determination within 75 days of submission by Requestor.
6. The AVP-FASE is responsible for issuing a final written decision to the Requestor, SD-CAPS, and AVP-SLSP no more 90 days following the submission of the request for reclassification.
 - a. The AVP-FASE may request meetings with Requestor, SD-CAPS, and/or the AVP-SLSP to seek additional insight into the reclassification request, subsequent analyses, and recommendations.
 - b. If the Requestor is reclassified to a higher SSP-AR level, they shall receive compensation at the higher rate retroactive to the first day of the pay period immediately following the submission of the reclassification request.
7. Per Provision 12.30 of the Collective Bargaining Agreement, "Decisions shall not be subject to the grievance procedure, but CFA may submit appeals of decisions for final and binding adjudication to a third-party neutral selected by the parties within 60 days of ratification of this Agreement. Costs shall be borne equally by the parties pursuant to the side letter to be developed by the parties."
8. If for any reason there is or arises a conflict between this procedure and the provisions outlined in the CFA CBA, the CFA CBA shall prevail.

William DeGraffenreid, Ph.D.
AVP for Faculty Affairs, Success, and
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William DeGraffenreid (Aug 17, 2023 18:58 PDT)

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Date

Approved:


Cindy Derrico, Ph.D.
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DSA Area Head's signature

Date

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Vice President for Student Affairs


Eboni Ford Turnbow (Aug 18, 2023 08:38 PDT)

VP's signature

Date