Date: February 27, 2018

To: Veena Prabhu
Chair, Academic Senate

From: Sharon H. Ulanoff, Chair
Faculty Policy Committee

Copies: M. Caldwell, J. Lazo-Uy, R. Roquemore, V. Salcido, H. Riggio

Subject: Proposed Editorial Changes for Chapter VI of the Faculty Handbook
FPC 17-16: Temporary Full-time and Part-time Faculty (Lecturers)

At its meeting on February 12, 2018, Faculty Policy Committee approved the following editorial changes related to semester conversion as part of its consent agenda.

FPC 17-16: Temporary Full-time and Part-time Faculty (Lecturers)

Lines 31-32: This language replaces 110 [quarter] with 160 [semester] hours and replaces quarter with semester.
Temporary Full-time and Part-time Faculty (Lecturers)

(Senate: 3/30/77, 1/13/81, 8/27/85, 10/17/89, 2/4/92, 11/19/02, 2/3/09, 5/28/13; President: 4/14/77, 1/22/81, 10/29/85, 11/10/89, 3/11/92, 11/26/02, 3/26/09, 7/9/13; Editorial Amendment: 9/00, 8/01)

Governing documents: Articles 12, 15, and 35 of the Collective Bargaining Agreement between the California State University and the California Faculty Association.

Temporary full-time and part-time faculty shall be provided with written statements from the department/division chair or school director, or college dean specifying, as far as can be determined in advance, courses to be taught, class size and schedule. Temporary full-time faculty also shall be informed of their expected extra-instructional support duties (e.g., advisement, committee assignments).

Working Conditions. Since the teaching responsibilities of temporary full-time and part-time faculty are the same as those of the regular faculty insofar as their courses are concerned, they should be provided with facilities and services consistent with the performance of their duties. Temporary full-time and part-time faculty shall have participatory rights in department/division/school meetings, except that voting rights shall be subject to department/division/school, college, and university regulations and the Agreement between CSU and CFA. Part-time faculty may not, however, be required to attend such meetings.

Official personnel files for all temporary full-time and part-time faculty members shall be maintained in the office of the college dean.

Employment as a temporary faculty member at California State University, Los Angeles includes the teaching of assigned classes, being available to students during scheduled office hours, and fulfilling other duties as agreed to by the temporary faculty member with the respective department/division/school.

Temporary faculty members may not engage in any outside activities that adversely affect the performance of their duties at Cal State L.A. Such activities include, but are not limited to, excessive employment and those activities that are unprofessional and therefore incompatible with the aims and objectives of the institution.

All temporary faculty members appointed full-time at the University shall be required to provide a written statement to the appropriate administrator of all outside employment, where such outside employment is expected to amount to more than 110 160 hours per quarter SEMESTER for faculty holding academic year or ten month appointments.