



## Chairs Handout - Appointment

### Preference for Work/Assignment Order (Art. 12.29)

Entitlement, based on appointment type.

"(A)fter the assignment needs of tenured and probationary faculty (including FERP, and PRTB faculty) have been satisfied, and after any work to be taught by administrators, teaching associates and other student employees, or volunteer faculty\* have been assigned, the work shall first be offered to **qualified** temporary faculty in the department who have performed **satisfactorily**, in the following order.

#### a. Assignment Order At the Beginning of the Academic Year

- . First offer to 3-year full-time
2. Next, offer work to other continuing multi-year (not three-year under provisions 12.12 and 12.13) full-time appointees.
3. Next, offer work to three-year, part-time appointees pursuant to provisions 12.12 and 12.13 up to their time base entitlement.
4. Next, offer work to individuals whose names appear on the list for the department established pursuant to provision 38.48 up to the time base entitlement of their most recent three-year appointment.
5. Next, offer work to continuing multi-year (not three-year under provisions 12.12 and 12.13) part-time appointees up to their time base entitlement.
6. Next, offer work to Visiting Faculty subject to the limitations in provision 12.32.
7. Next, careful consideration to all part-time and full-time temporary faculty with no multi-year appointments who were employed in the academic year prior to the year for which they are being considered.
8. Next, assign any remaining temporary work to temporary employees as “**new or additional**” work in the following order:
  - i. First, to part-time temporary faculty unit employees holding a three-year appointment **up to and including a 1.0 time base**.
  - ii. Next offer work to part-time temporary faculty unit employees holding a one-year appointment **up to and including a 1.0 time base**.
  - iii. Last, offer work to any other qualified candidate.

### Non-Reappointment and Order of Lay-off

Appointment for a **part-time** temporary employee may be on a conditional basis established at the time of appointment and relate to enrollment and budget considerations. If a class is canceled **prior to the third class meeting**, the temporary employee shall be paid for class hours taught. If a class

is canceled **after the third class meeting**, the temporary employee shall either be paid for the remaining portion of the class assignment or provided an alternate work assignment.]” (Art. 12.5). Non-reappointment is not the same as lay-off. However, terminating a full time employee with a 1 or 3-year contract is considered a lay-off and requires 45 days notification.

"Non-reappointment of a temporary faculty unit employee or non-retention of a probationary faculty unit employee shall not constitute layoff." (Art. 38.12)**Dealing with Contingent Faculty with Compassion and Sensitivity**

- Consider personally contacting lecturers who will be losing work
- Avoid impersonal notifications of loss of work and benefits
- Acknowledge the lecturer’s contribution to the department
- Inform of right to be placed on recall list for 3 year full time lecturers (Required Art. 38.48)
- Connect lecturer to resources and support:
  - a. [www.calfac.org](http://www.calfac.org)
  - b. Local Lecturer Representatives:
    - a. Filing for unemployment <http://www.calfac.org/unemployment.html>
    - b. COBRA for loss of health benefits.

Lecturers who have lost health benefits because they have lost work, or have dropped below 6 units (0.4 timebase) qualify for COBRA for up to 18, 29, or 36 months (depending on circumstances). COBRA is a way to keep insurance, but individual pays the EMPLOYER portion as well as employee portion.

How to apply for COBRA: When a lecture loses benefits, the department notifies payroll services who then notify Human Resources. COBRA info is to be sent in the mail.

**All Lecturers Have the Right to Careful Consideration in Order of Assignment:**

“Each department or equivalent unit shall maintain a list of temporary employees who have been evaluated by the department or equivalent unit. If such an employee applies for a position in that department or equivalent unit or applicant pool for that department or equivalent unit, the faculty unit employee's previous periodic evaluations and his/her application shall receive careful consideration." (Art. 12.7)

Department must regularly evaluate lecturers (Art. 15.3.)

- a. Evaluation criteria made available to lecturer no later than 14 days after first day of instruction of the academic term.
- b. No change in evaluation criteria and procedure once evaluation process has begun.
- c. Evaluated at least once during each one-year or three-year appointment. (Art 15.23-15.26)
- d. Decision-makers for appointment for work must use only PAF and sign PAF log. (Art. 11.1, 11.9)
- e. PAF must contain all and only appropriate materials.
  - i. All prior evaluations.
  - ii. No unsigned student complaints. (Art. 11.3, 15.17)
  - iii. Right to be provided with copy of any material to be placed in PAF five (5) days prior to such placement; right to submit rebuttal and have it placed in PAF. (Art. 11.2-6)