

## CONDITIONS OF APPOINTMENT TEMPORARY LECTURER FACULTY

Appointments of Temporary faculty may be for a semester or one or more academic years. Appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointment.

All faculty are bound by regulations set forth in the Collective Bargaining Agreement for Unit 3-Faculty and University policy; the system-wide regulations contained in resolutions of the Trustees; Executive Orders and policy directives issued by the Chancellor or designee; and the laws governing the CSU in the California Education Code and other pertinent statutes and regulations.

Per CSU-wide policy (HR2021-04), all faculty who will begin initial employment (or return from a 12-month break in service) on or after January 1, 2022 are required to perform their work from within the State of California. Faculty hired prior to January 1, 2022 must be available to perform work in the State of California if their assignment is in-person.

This appointment is also contingent upon our meeting current enrollment expectations; the possibility of the reassignment of some or all of your classes to a full-time faculty member; and/or sufficient funding. Should any of these contingencies occur for the Department or the University, the University reserves the right to cancel this appointment or to change the number of units to be taught. If it is necessary to cancel a class after you have met it, you will be paid pro-rata for those class sessions which you have taught up to the time the course(s) was/were cancelled. Temporary faculty appointed for one or more years are subject to full or partial cancellation of classes at the beginning of each semester.

The inclusion of your name as faculty for any class in the University Schedule of Classes or in published schedules of your department does not supersede or abrogate the requirements of sufficient enrollment expressed above. Changes due to registration requirements may necessitate alterations of the class time schedules.

### IMPORTANT INFORMATION PRIOR TO OR ON YOUR FIRST DAY OF EMPLOYMENT

New faculty or those who have had a break in service of two semesters or more need to complete an oath of allegiance, I-9 Employment Eligibility Verification form, and updated employment paperwork in the Payroll Office. Therefore, as a condition of appointment, you must present valid, original documentation of your identity and work authorization documents to the Payroll Office, Del Norte Hall 3006A, no later than one (1) day after the effective date of your appointment. The completion of these forms and the return of the acceptance of appointment are necessary before payment may be made. Photocopies are unacceptable. For more information and to view a list of acceptable documents, please visit <https://www.uscis.gov/i-9>.

### BENEFITS

**Retirement:** Federal law requires that all employees be covered by a retirement program. The appropriate retirement program and social security eligibility are based on timebase and length of appointment. Enrollment is automatically determined by Payroll Services upon appointment. **Please notify the HR Payroll Office if you retired from CalPERS since your last appointment.** **Healthcare:** Pursuant to the Unit 3-Faculty Collective Bargaining Agreement (CBA), part-time faculty appointed for at least one semester with a timebase of 40% (6 units) or more, are eligible to enroll in benefits within 60 days of a qualifying appointment. Upon enrollment, and within the established enrollment deadlines/timeframes, benefits are effective on a prospective basis. Call the Benefits Office at 916-278-6213 to schedule a benefits orientation. Additional information can be found at <https://www.csus.edu/administration-business-affairs/internal/your-hr/benefits/>

### ESTABLISHMENT OF FUTURE ENTITLEMENT

**One-semester appointment:** Not eligible for entitlement

**One-year appointment:** Units worked in previous year

**Initial 3-year appt:** Units worked in qualifying year

**Subsequent 3-year appointment:** Units worked in Year 3, or units worked in first year if insufficient work available to meet original entitlement.

### ASSIGNMENT

In addition to teaching responsibilities, duties will include those professional responsibilities normally assumed by temporary teaching faculty, including but not limited to, time for student conferences related to the class(es) being taught. Such conferences are to be scheduled outside of class hours.

### STUDENT FACULTY EVALUATIONS

Written or electronic student evaluations of teaching shall be required for all faculty unit employees who teach. Normally, all classes taught by each faculty unit employee shall have such student evaluations. Where there is an approved exception to the "all classes taught" rule, however, classes chosen for evaluation by students shall be representative of the faculty unit employee's teaching assignment.

### SALARY PAYMENTS

Remuneration for the duties of the appointment will be paid in six (one-semester appointment) or twelve (full-year appointment) installments. Faculty are paid according to the number of academic workdays in each semester. Therefore, temporary faculty whose appointments begin late or who have a late change in their assigned number of units will have their first and last monthly checks prorated accordingly.

The payments for temporary faculty appointed for the Fall semester and re-appointed for the Spring semester are dispersed as follows: Fall Appointment--September through January with final settlement the following August. The August check is payment for the WTU's from the previous Fall semester. Spring Appointment--February through June with final settlement in July. Faculty appointed only for the Fall semester receive their final settlement payment in February.

The summer term pay will be paid in one lump sum payment after the Session has been completed.

### REHIRED ANNUITANTS

CalPERS now requires a 180-day wait period (for new retirees) prior to returning to work as a retired annuitant (this excludes faculty who will be participating in the FERP program. This post retirement requirement is part of the Public Employee Pension Reform Act. Appointment not to exceed 50% of timebase in year preceding retirement (or 960 hours).