

Staffing in Summer, Intersession, and Special Session Terms

Accepted as Department policy effective February 25, 2011

Vote: Yes (13), No (0), Abstain (3)

Policy revised on March 22, 2013

Votes in attendance: Yes (19), No (0), Abstain (1)

With the goal of a fair and equitable distribution of teaching opportunities in accordance with the CFA-CSU Agreement (Article 21.24, Staffing in Summer Term; Article 40.16, Extension For-Credit Employment), the following policy establishes criteria for the assignment of teaching responsibilities during summer, intersession, or special sessions (hereafter referred to as “term”).

Order of Assignment

When making class assignments to Faculty during summer, intersession, or special session terms, the Psychology Department shall assign work in the following order to qualified faculty:

- a. All probationary and tenured faculty must be offered work first.
- b. Except as required by (a) above, whether the term is State-funded or Self-Support, the Psychology Department shall assign work based on the criteria established in the CFA-CSU Agreement, Article 21.24, Staffing in Summer Term.

Appended for reference: *Article 21.24, Staffing in Summer Term*

- a. After exhausting the offer process for probationary and tenured faculty, the campuses may utilize/hire qualified volunteers, administrators, TAs or other students to teach classes.
- b. Next, the campuses must offer teaching assignments to qualified lecturers with 3 year appointment rights or 1 year appointment rights if their time base entitlement pursuant to Article 12 was not fully satisfied during the immediately preceding academic year. Assignments offered shall be up to the maximum time base entitlement pursuant to Article 12.5.
- c. Next, the campuses must offer teaching assignments to qualified lecturers who taught in the immediately preceding academic year who are not included in paragraph b above.
- d. Finally, campuses may offer teaching assignments to any other qualified candidates.

Note: See the Department policy, “*Resolving Conflicting Teaching Requests*” for situations in which two or more faculty request to teach the same course in the same term.