

TEMPORARY FACULTY (“LECTURER”) APPOINTMENT

Temporary faculty unit employee positions are governed by the Collective Bargaining Agreement (CBA) between the California Faculty Association (CFA) and California State University (CSU). The title “Lecturer” is synonymous with “temporary faculty unit employee” as defined by Article 2.13(e) of the CBA and commonly refers to a temporary academic assignment regardless of level assigned for salary purposes.

Appointment as a Lecturer is typically for a semester, one academic year, or three academic years. Appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments or any further appointment rights. No other notice shall be provided. Appointment as a Lecturer does not constitute service toward eligibility for tenure. Nor does this appointment confer security of employment.

The nature of your assignment shall be determined by the Dean of your college or other appropriate administrator. You shall be required to perform instructional activities, office hours, and other duties and responsibilities at times and locations specified by the appropriate administrator after consultation with the department chair. Changes due to enrollment requirements may necessitate alterations of class time schedules.

Should the enrollment for the University, the department, or the assigned course not meet current expectations, the University reserves the right to cancel this appointment or any portion thereof. If this occurs, part-time Lecturers will be paid pro-rata for those class sessions you teach up to the time the appointment is canceled. The inclusion of your name as faculty for the above classes in the University Schedule of Classes or in published schedules of your department does not supersede or abrogate the requirements of sufficient enrollment expressed in this paragraph.

In accord with the Immigration Reform and Control Act of 1986, you will be required to present documents that demonstrate your identity and eligibility for employment. A list of these documents is available in the Payroll Services Office, Room 353, Brotman Hall (562)-985-4164. Until proof of ability to work is provided, the University will be unable to permit you to perform services or to pay you for any services actually performed. If you are a U.S. citizen, the State Loyalty Oath will be administered at the time of entrance on duty. This documentation must be completed on or before the first day that you provide services to the University.

After signing in with Payroll Services, you will need to bring your Campus ID form from Payroll Services and visit ID Card Services located inside the University Bookstore to obtain your Campus ID Card.

A valid parking permit is required to park on-campus. Parking permits may be obtained at parking.csulb.edu

Faculty Payroll Cycle			
Appt for:	Fall	Spring	Academic Year
pymt at the end of:	Sept	Feb	Sept (1st Fall pymt)
	Oct	Mar	Oct
	Nov	Apr	Nov
	Dec	May	Dec
	Jan	June	Jan
	Feb	July	Feb (1st Spr pymt)
			Mar
		Apr	
		May	
		June	
		July (6th Spr pymt)	
		Aug (6th Fall pymt)	

It is your responsibility to review the benefits provisions contained in the CBA and to enroll in health, dental or vision insurance coverage if you are eligible during your employment period. Continuing employees who are currently enrolled in benefits and have had a change in time base assignment may not be eligible for continued coverage. New employees who qualify for insurance benefits, as well as employees who re-establish benefits eligibility following a lapse in coverage, must complete insurance enrollment forms available at Payroll Services within 60 days of the effective date of their appointment.

Lecturer positions are subject to a background check including a criminal records check, required for all new employees or employees who have returned after a break in service of more than 12 months with no background check by this campus in the last 12 months. Failure to satisfactorily complete the background check may result in a revocation of this notification of appointment. You will receive and must respond to an e-mail from Accurate Background to initiate the process.

All faculty are bound by University regulations as set forth in the Faculty Handbook available online at <http://www.csulb.edu/divisions/aa/personnel/handbook/>; the Collective Bargaining Agreement between the Board of Trustees of the California State University and the California Faculty Association, exclusive representative of the faculty; the system-wide regulations contained in the resolutions of the Trustees; Title 5, California Administrative Code; Executive Orders and policy directives issued by the Chancellor or designees; and the laws governing the California State University in the California Education Code and other pertinent statutes and regulations.

Lecturers may be subject to periodic or cumulative evaluation, per the CBA. In addition, there is a mandatory evaluation of faculty by students each semester. Please refer to Article 15.15 of the CBA and your department policy for additional information pertaining to student evaluations of teaching.

The California Faculty Association has provided the following information: You are represented by the California Faculty Association, a union of more than 27,000 professors, lecturers, librarians, counselors, and coaches who teach in the California State University system. In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join, as an active member with rights to vote and engage fully on behalf of yourself and others, go to <http://www.calfac.org/join-cfa>.