

Building Your Schedule (and Following the Contract): Assignment of Work under Article 12

At all times: First assign work to tenured and probationary faculty members, including participants in FERP and PRTB. Also assign work as appropriate to administrators, teaching associates, other student employees, and/or volunteer faculty. *Then* assign work to temporary faculty using the following priorities.

Beginning of the Academic Year	During the Academic Year
1. Three-year full-time appointees	Three year full-time appointees
2. Continuing multi-year full-time appointees**	Continuing multi-year full-time appointees**
3. Three-year part-time appointees; up to the time base of the entitlement	Three-year part-time appointees; up to the time base of their entitlement
4. Individuals who were eligible to be re-appointed for three years but did not receive an appointment because of lack of available work, who were then placed on a “recall” list (see article 38.48) NEW	Individuals who were eligible to be re-appointed for three years but did not receive an appointment because of lack of available work, who were then placed on a “recall” list (see article 38.48) NEW
5. Continuing multi-year part-time appointees (not three year appointees) up to the time base entitlement **	Continuing one-year and multi-year part-time appointees (not three year appointees) up to the time base entitlement**
6. Visiting Faculty NEW – contact APS	Visiting Faculty NEW – contact APS
7. Give “careful consideration” to all part-time and full-time temporary faculty employed in the prior academic year. Can appoint anyone in this group, in any order (those under (a) are not higher priority than those under (b)). (a) Those with rights under article 12.3 (2 consecutive semesters employment in the prior year), if appointed should receive a 1-year contract, for same time base as prior year <u>if work is available that they are qualified to teach</u> . (b) Those without rights under 12.3 can be appointed to any time base or term	Give “careful consideration” to all part-time and full-time temporary faculty with no one-year or multi-year appointment, who were employed in the current or prior academic year. Can appoint anyone in this group, in any order, to any time base or term.
8. Any remaining work is “new or additional work”. Offer the work as follows: (a) Offer to 3-year part-time appointees up to and including 1.0 time base (b) Then offer work to all other part-time temporary faculty in 4 and 5 above, up to and including a 1.0 time base (c) Then offer work to any other qualified candidate.	Any remaining work is “new or additional work”. Offer the work as follows: (a) Offer to 3-year part-time appointees up to and including 1.0 time base (b) Then offer work to all other part-time temporary faculty in 4 and 5 above, up to and including a 1.0 time base (c) Then offer work to any other qualified candidate.

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****To qualify, a lecturer must have been appointed for more than one year at the time of the initial appointment. This is generally done as a result of a recruitment that specifies this option and is not a usual practice at HSU. Note: a recruitment that specifies the “possibility of reappointment” does not fall into this category.**