

GENERAL CONDITIONS OF APPOINTMENT: TEMPORARY FACULTY

TERMS: This appointment letter, the California Education code, and the Collective Bargaining Agreement (CBA) between the Board of Trustees of the California State University and the California Faculty Association govern the terms of your appointment and service. You may access the faculty CBA via the web at: http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAtoc.shtml. During periods of declared state or campus emergencies, state employees can be designated as "disaster workers" and may be required to report to the campus to deal with the emergency. Emergency assignments will be made at the time of your call to campus.

SUBMISSION OF OFFICIAL TRANSCRIPTS: This offer is contingent upon verification of your academic preparation. If you have not already done so as part of the recruitment process, you must forward official transcripts to the University within 30 days of the acceptance of this offer. Failure to do so may affect your eligibility for future appointments. Official transcripts should be forwarded to your College Dean. These documents will be placed in your official personnel file.

EMPLOYEE SIGN-UP: All new employees (and those returning after an absence of more than a year) are required to complete new employee paperwork in the [Human Resources Department](#) (Siemens Hall 211). You will also be required to sign the Oath of Allegiance to the United States and California. Federal law and CSU policies require that your Employment Eligibility Verification (I-9) form be completed **no later than your first day of work**. If you have been previously employed, and have not had a break in service of more than a year, you do not need to complete employee sign-up documents, unless you have had a change in your personal information (e.g., address, marital status, withholding.) To expedite the process, you may complete the sign-up forms in advance. They are available at the following web site: <http://www.humboldt.edu/~hsuhr/forms>. These documents, your original Social Security Card and a valid driver's license (or other identifying documentation) must be presented at the Human Resources Department prior to the beginning of your appointment.

If you have questions or anticipate any difficulty in providing these documents, please contact our Human Resources office at (707) 826-3626. If you require information about visa procedures, please contact the Office for Academic Affairs at (707) 826-3722. Because of the length of time associated with the visa process, it is important that you do so as soon as possible upon acceptance of this offer. **Your pay cannot be processed, and you cannot sign up for benefits if you are eligible, until you have completed the necessary paperwork.**

All faculty are also required to complete the confidentiality statement regarding access to student records found at the web site listed below. This form must be processed before accessing class lists, student advising records and on-line grades through the Web Information System. http://www.humboldt.edu/~its/techguides/security/faculty_confidentiality_statement_form.shtml.

HEALTH BENEFITS: Eligibility requirements for health benefits are determined by the Public Employees Retirement System (PERS). Lecturers with at least a .40 time base (6 WTUs) for one semester are eligible for health benefits. (NOTE: Should your appointment in either semester be revised below this threshold, you lose your eligibility for benefits.) Please contact the Benefits Coordinator in the Human Resources Department (707) 826-5171 for further details regarding benefits. If eligible, you must enroll within the first 60 days of your appointment for health and dental benefit coverage.

SALARY PAYMENTS: Pay periods and pay dates are listed on the [HSU "Green and Gold" Calendar](#), available in your department, from the Human Resources Department or at the [Graphics Department](#) "forms" web site. Faculty working a full academic year are paid in 12 monthly installments, beginning with the September pay period (check issued on or about October 1). Faculty with an appointment for a single semester only will receive 6 pay warrants.

ASSIGNMENT: Course assignments are determined by the college dean, in consultation with the department chair. Any questions regarding your assignment should be directed to your department chair. Faculty with non-instructional assignments should consult with their department chair regarding the nature, expectations and evaluation of these assignments. The academic calendar that details the instructional schedule is available at the following web site: http://www.humboldt.edu/~aavp/060707%20final_07_08_Acad_Cal.pdf. All faculty are required to maintain a reasonable number of office hours. Please discuss your department's expectations regarding office hours with your department chair.

- **Part-time temporary appointments** are conditional, contingent upon university funding and enrollments. The salary listed in your appointment letter may not be realized if the University finds it necessary to reduce or cancel your appointment. In accordance with the CBA, Article 12.5, classes may be cancelled any time prior to the third class meeting. Revisions to your course assignment are also possible, based on programmatic need.
- **Full-time temporary appointments** are not conditional, i.e. can not be reduced or cancelled for reasons of budget or enrollment (except through the lay-off process). However, your course assignment is subject to revision, based on programmatic need.

EVALUATION: All temporary faculty must undergo periodic evaluation, in accordance with the CBA, Articles 15.23-15.27. This evaluation must be completed prior to consideration for future appointments. Please consult your department chair for information regarding the procedures used in your department.

APPOINTMENT EXPIRATION: This appointment expires at the end of the period stated in your appointment letter. No other notice of expiration of the appointment shall be provided.

SUBSEQUENT APPOINTMENTS: The CBA provides that temporary faculty holding a three-year appointment shall have the expectation of appointment to subsequent three-year appointments, except in instances of documented unsatisfactory performance or serious conduct problems. These temporary faculty will be re-appointed after a three-year period unless there is insufficient work for which the faculty member is qualified. In the event there is insufficient work to support the re-appointment at the previous time base, the time base may be reduced. Otherwise, the entitlement time base will be determined by the time base actually worked during the third year of the three-year appointment. In accordance with the CBA, Articles 12.12 and 38.48, if the lecturer's time base is zero in the third year of the appointment, or if there is no work available in the first year of a subsequent 3 year appointment, the lecturer shall be placed on a departmental re-employment list for a period of 3 years.