

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 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. Temporary faculty may not hold a concurrent appointment in a non-exempt staff position (one that requires payment for overtime) if the total timebase for the two appointments is greater than 1.0. Please contact Academic Personnel Services for more information about the CSU additional employment policy.

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 transcript showing highest degree earned to your College Dean **within 30 days** of your appointment for placement in your official personnel file. Failure to do so may affect your eligibility for future appointments.

EMPLOYEE SIGN-UP: All new employees and employees returning after an absence of more than a year are required to complete new employee paperwork in the [Human Resources Department](#) (Siemens Hall 211). The required sign-up forms are available at <http://www.humboldt.edu/~hsuhr/forms>. These completed forms, your Social Security Card and a valid driver's license (or other identifying documentation) must be presented at the Human Resources Department prior to the start of your appointment. 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**. Employees who have worked for the university within the last year do not need to complete employee sign-up documents, unless there is a change in personal information (e.g., address, marital status, income tax withholding).

If you have questions or anticipate any difficulty in providing the required documents, contact Human Resources at (707) 826-3626. International faculty requiring information about visa procedures should contact the Office for Academic Affairs at (707) 826-3722 as soon as possible due to the length of time associated with the visa process.

Your pay cannot be processed, and you cannot sign up for benefits (if eligible) until you have completed the necessary paperwork.

All faculty are also required to complete the confidentiality statement regarding access to student records at: http://www.humboldt.edu/~its/techguides/security/faculty_confidentiality_statement_form.shtml. A signed and approved form must be on file before accessing class lists, student advising records and on-line grades.

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 any semester be revised below this threshold, you will lose your eligibility for health benefits.)** Please contact the Benefits Administrator 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 on-line, in your department or from the Human Resources Department. 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 receive 6 pay warrants. Please see the explanation of pay distribution at: <http://www.humboldt.edu/~aps/docs/SalaryAdjustmentStatement.pdf>. Faculty with a change in time base from fall to spring semesters are strongly encouraged to carefully review this information since the July and August pay installments will be impacted.

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 expectations for and evaluation of these assignments. The academic calendar that details the instructional schedule is available at: <http://www.humboldt.edu/~humboldt/0910AcademicCalendar.pdf>. Effective Fall 2008, faculty must provide a course syllabus **during the first class meeting** to all students enrolled in their classes. See Section 336 of the *HSU Faculty Handbook*: <http://www.humboldt.edu/~aavp/FacultyHandbook/Section300.pdf> for a complete list of required syllabus information.

- **Part-time temporary appointments and those that are increased to full time through the assignment of additional work** 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. cannot be reduced or cancelled for reasons of budget or enrollment (except through the lay-off process). However, course assignments are 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. Consult your Department Chair for information on 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 THREE-YEAR 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. 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 is determined by the time base 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 three-year appointment, the lecturer shall be placed on a departmental re-employment list for a period of three years.