



# Department Chair Training

Academic Personnel Services

# Important Topics for Chairs



- Lecturer Entitlements
- Order of Work Assignment
- Workload and Overloads
- Outside and Additional Employment
- ADA Accommodations Process for Faculty
- Absences and Leaves
- Faculty Recruitment
- Chair's Role in RTP
- Personnel Matters

# Lecturer Entitlement & Order of Work Assignment



## Lecturer Entitlements (12.3 and 12.12)

- Entitlement is governed by article 12 in the CBA
- Entitlement is *within* a department, not across departments/colleges
- Lecturers may hold entitlements in different departments



# 12.3 Entitlement (12.3 in CBA)

- A lecturer who worked two consecutive semesters in the previous academic year who is appointed the following **Fall** semester shall receive a one-year appointment at a time base equal to the time base of the previous year
- Only the first 2 consecutive terms count in establishing entitlement.
- Per 12.5, appointment may be conditional based on budget and enrollment

See appendix F of the CBA for examples of how entitlement is set:

Academic Year #1 Work Assignment				Academic Year #2 1-year entitlement if appointed in Fall?	
	Fall	Spring	Summer		
1	9	6		1	1 year for 15 WTUs
2	9	6	3	2	1 year for 15 WTUs
3		6	3	3	1 year for 9 WTUs
4	9			4	no 1-year entitlement
5		6		5	no 1-year entitlement
6			3	6	no 1-year entitlement



## 12.3 Entitlement (con't)

- CBA 15.23 and 15.24 require periodic evaluation for lecturers appointed to a full year (part-time and full-time)
- CBA 15.25: lecturer appointed for one semester shall be evaluated at the discretion of the department chair or appropriate administrator

# 12.12 Entitlement (3-year contracts)



## **CBA 12.12:**

*12.12 Temporary faculty unit employees (excluding coaches) employed during the prior academic year and possessing six (6) or more years of prior consecutive service on that campus shall be offered a three-year temporary appointment following an evaluation conducted pursuant to provisions 15.20(d) and 15.28, where there is a determination by the appropriate administrator that a temporary faculty unit employee has performed the duties of their position.*

- Evaluation outcome must be “satisfactory”—not “excellent” or even “good”
- Demonstrates importance of periodic evaluations
- Time base for 12.12 contract is number of WTUs worked in year 6

# 12.12 Entitlement (con't)



- CBA 12.13: Lecturers with 3-year contracts undergo evaluation in year 3
  - Lecturers are granted a subsequent 3-year contract at time base of year 3 IF:
    - There are deemed “satisfactory” in the cumulative evaluation (year 3)
    - There are no documented serious conduct problems
    - Adequate work exists to support the contract



# Faculty Work Assignments

## Order of Work Assignment (12.29)

- APS sends chairs “appointment eligibility” spreadsheets to assist you with determining order of work in Spring for the following academic year

## **General Assignment of Work Order (Article 12 of CBA) for Faculty**

1. Tenure Line
2. FERP
3. Teaching Associates, Administrators, Volunteers
4. Temporary Faculty (lecturers are considered “temporary faculty” regardless of how long they have been at Humboldt)





# Order of Work

- Article 12.29 of CBA governs
- **If you have questions, it's better to reach out to APS ahead of making assignments**
- Work assignment grievances are one of the most commonly received grievances in the CSU

Beginning of the academic year	During the year
1. 3-year full-time appointees	1. 3-year full-time appointees
2. Continuing multi-year full-time	2. Continuing multi-year full-time
3. 3-year part-time appointees, up to "entitlement"	3. 3-year part-time appointees
4. Eligible for 3-year, on "recall" list	4. Eligible for 3-year, on "recall" list
5. Continuing multi-year part-time	5. Continuing 1-year full-time
6. Visiting faculty	6. Continuing 1-year, multi-year part-time
	7. Visiting faculty
7. "Careful consideration" (note requirement for prior year faculty)	8. "Careful consideration"
8.i. 3-year part-time appointees, up to FT (or 1-year PT appointees who are demonstrably better qualified)	9.i. 3-year part-time appointees, up to FT (or 1-year PT appointees who are demonstrably better qualified)
8.ii One-year PT appointees, up to FT	9.ii One-year PT appointees, up to FT
8.iii All other qualified candidates	9.iii All other qualified candidates



# Appointment Eligibility Spreadsheets

- Sent to department chairs in Spring (typically March)
- Has tabs for Instructions, Order of Work, Lecturer Data (work performed in the previous year), and Assignments (may be used to keep track of assignments)
- Order of work tab example:

<b>Group 1 - Three year full-time appointees</b>
Lect 1: 3rd 30.0
<b>Group 3 - Three -year part-time appointees</b>
Lect 2: 3rd 24.0
Lect 3: 3rd 20.0
Lect 4: 1st 19.0
Lect 5: 3rd 29.0
Lect 6: 1st 20.0
Lect 7: 3rd 14.0
<b>Group 7 - Careful Consideration (No provision 12.3 appointment rights)</b>
Lect 8: none

# Determining Department Needs



- Lecturer A has an entitlement of 23 WTU and is formally offered work for fall semester
- The department needs 15 WTU in Fall and 8 in Spring and you make an offer of work to Lecturer A accordingly
- Lecturer A indicates they cannot teach 15 WTU in Fall because they are teaching in another department
  - They request moving 4 WTU to Spring
- What are your obligations under article 12?



# Takeaways

- Follow the appointment eligibility spreadsheet
  - Consult with APS if you are not sure how to assign work
- Always make formal offers of work to temporary faculty in writing
  - Request written response including acceptance/denial of work
  - Summarize any in person conversations regarding offers of work in email

# Faculty Workload



From EP&R 76-36:

## Definition of Faculty Workload \*

The normal workload of a full-time faculty member consists of two components:

- A. 12 weighted teaching units (WTU) of direct instructional assignments, including classroom and laboratory instruction and instructional supervision (such as student thesis, project or intern supervision) equivalent to 36 hours per week, and
- B. 3 WTU equivalences of indirect instructional activity such as student advisement, curriculum development and improvements, and committee assignments (4 to 9 hours per week).

Thus Weighted Teaching Units are a measure of the weekly rate of faculty effort



# Tenure Line Assignments

Chairs may request faculty to work and uneven workload for the academic year (e.g 16 WTU Fall, 14 WTU Spring; total 30 WTU for the year)

- A faculty member is not obligated to work more than 15 WTU in any given semester
- Faculty are not compensated for work over 15 WTU per semester
  - In extenuating circumstances, requests to bank the WTU to a subsequent academic year may be entertained
- A tenure line faculty member should never be scheduled for more than 18.75 WTU in one semester



# Temporary Faculty Assignments

- Temporary faculty with 3-year, full time contracts (group 1) may work a slightly unbalanced workload, as long as the work for the year equals 30 WTU total
  - APS **must** be involved in this process early so there are no contract or pay implications
- APS audits temp faculty overloads **every** semester!!!
- Remember to consider excess enrollment
- Temporary faculty may be assigned up to 18.75 WTU in a semester **only** if the work meets the additional employment restrictions of provision 36.5 that follow...

# Outside Employment (Article 35)



- Outside Employment refers to employment separate from the CSU.
- Article 35 of the CBA governs it.
- “Outside employment shall not conflict with normal work assignments or satisfactory performance of all duties of the faculty unit employee.”
- Full-time faculty who hold outside employment must disclose their employment if it is expected to amount to more than 110 hours/quarter for AY faculty or 120 hours/three months for 12-month faculty.





# Additional Employment

Additional employment refers to employment within the CSU, including auxiliaries.

- All CSU employees are subject to additional employment policies.
- Article 36 in the CBA governs it for faculty.
- Sometimes referred to as the “125% rule.”
- What counts as “additional employment”?
  - Work performed on grants
  - Classes taught through Extended Education, including some International Programs
  - Special Consultant appointments
  - Qualifying work overloads (over 15 WTUs)



# Additional Compensation

## The 125% Rule:

Per the Faculty Collective Bargaining Agreement (CBA) and the CSU System-Wide Additional Employment Policy (HR 2002-05) the limit of total workload any individual may have is 125% within the CSU system (25% overage on the full-time time base).

(Tech Letter HR/Salary 2015-22)

# Additional Employment - Other Considerations



Additional employment must meet the following criteria from Article 36.5:

- Consist of employment of a substantially different nature from the primary appointment; **or**
- Is funded from non-general fund sources; **or**
- Is the result of the accrual of part-time employment on more than one campus; **or**
- Is necessary to meet a temporary faculty employee's entitlement to full-time work; **or**
- Is necessary to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a) (8) or (b) (9)

*\*FERP participants, rehired annuitants, faculty on any type of leave of absence, and 12-month faculty and department chairs are further restricted on additional work - consult with APS about these restrictions*

# Methods of Disbursing Additional Compensation



Subject to 125% rule

- Sub Assignments (Form 570)
- 2403 (Faculty Additional Employment) Appointment - Full-time faculty only
- Special Consultant

Exempt from 125% rule

- Faculty Awards (Tech Letter HR/Salary 2022-04)
- Professional Development Stipends (Tech Letter HR/Salary 2023-11)



# Additional Employment and Sabbaticals/DIPs

- Faculty on sabbatical/DIP are considered to be in full-time employment status for the purposes of additional employment, regardless of the length of leave and reduction in salary while in leave status.
- Any proposed employment must be disclosed in the application, must be related to the purpose of leave, and must receive approval of the Provost.

# ADA Accommodations Process



- If a faculty member discloses to you that they need an accommodation for a medical condition, please do not try to informally accommodate them, even though that may seem easy to do
- Direct them to Human Resources and reach out to APS



# Absences and Leaves

- AY faculty do not earn vacation time but do earn one personal holiday per calendar year
- Faculty are required to report absences in Peoplesoft
- Personal Leave of Absence vs Professional Leave Of Absence (article 22)
  - These leaves are discretionary and issued in one year increments
  - Faculty must notify the Dean by April 1 in the leave year if the intend to return
    - No response is considered a resignation
  - Professional leaves must benefit Cal Poly Humboldt
  - Requesting a personal leave of absence when accepting a position at another University is not acceptable

# Lecturer to Tenure-Track Conversion Option

- New provision in the most recent CBA

*12.22 c. A departmental peer review committee may review and recommend a probationary faculty unit appointment for a temporary unit employee who has received an offer of tenure track employment. Such a recommendation may only occur in a department where there is no current tenure-line recruitment for which the faculty member is qualified.*

- If you are approached by a lecturer in your department who has a tenure track offer of employment, please immediately reach out to your Dean and to APS .



# Chair's Role in RTP



- Chair is a separate level of review (unless the chair is on the IUPC)
- Chairs should mentor faculty undergoing retention or promotion processes
- Chairs should pay close attention to areas of performance, especially if someone is struggling
  - Documenting is helpful
- Provide **clear statements** about whether the candidate is meeting expectations or not



# Personnel Matters

- Dealing with conflict, discord, and underperformance is always challenging
- Document, document, document
  - **After you have a meeting, follow up in email with what was discussed/decided**
- Reach out to associate dean, dean, and/or APS for support
- Report **all** concerning behavior using the reporting tools
  - Better to report and have it not be a problem than not report a problem!
  - <https://reporting.humboldt.edu/common-report-forms>

**DHR Discrimination, Harassment, & Retaliation**



**Other Conduct of Concern**





# Questions?

Please reach out to APS if you have questions or need support

[aps@humboldt.edu](mailto:aps@humboldt.edu)

<https://www.humboldt.edu/academic-personnel-services>

707-826-5086

## Resources for Department Chairs



[Department Chair Handbook](#)

[Duties for Department Chair Outside of Academic Year](#)

[Responsibilities of Department Chairs](#)

Humboldt Guidelines

[Roles, Responsibilities, Resources, and Rewards for Department Chairs](#)

A report to the Academic Senate, California State University, from the Task Force on Roles and Responsibilities of Chairs

[Suggested Readings for Department Chairs](#)