



**University Policy Statement**

**UPS 210.050**

**RECRUITMENT AND APPOINTMENT OF  
TEMPORARY FACULTY**

**I. INTRODUCTION**

The goal for recruitment of faculty, including temporary faculty, is to appoint a high quality and diverse faculty utilizing an effective nondiscriminatory recruitment process.

**II. DEFINITIONS**

- A. In this document, the term temporary faculty refers to all temporary faculty and shall include lecturers, temporary library faculty, and temporary counselor faculty. The provisions of this document shall apply to temporary faculty appointments only. Temporary faculty appointments are distinct from substitute appointments, as outlined in Article 20 of the Unit 3 faculty Collective Bargaining Agreement (CBA).
- B. A full-time temporary faculty member holds a temporary academic appointment with a contractual time base of 1.0 per semester.
- C. A part-time temporary faculty member holds a temporary academic appointment with a contractual time base of less than 1.0 per semester.
- D. The term Dean shall apply to College Deans, the University Librarian, and the Associate Vice President for Student Affairs, as appropriate, or their designees.

**III. RECRUITMENT PROCEDURES FOR FULL-TIME TEMPORARY FACULTY**

- A. Procedures for recruitment of full-time temporary faculty shall be the same as those for the recruitment of probationary faculty, as delineated in UPS 210.001, including the request for authorization of full-time faculty positions. Recruitment of full-time temporary faculty shall be conducted in accordance with equal employment opportunity policy and procedures currently in place.
- B. A nationwide search is normally required.
- C. Exceptions to procedures in points A and B above shall be made only when the need is urgent. Such exceptions must be authorized by the Provost/Vice President for Academic Affairs and be consistent with the CBA and applicable equal employment opportunity policy and procedures currently in place.

#### **IV. RECRUITMENT PROCEDURES FOR PART-TIME TEMPORARY FACULTY**

- A. New part-time temporary faculty are typically recruited, without a national search, to address needs created due to events such as sabbaticals and other types of leaves, release time, and the opening of new sections to accommodate student demand, or to meet specific, short-term, specialized need or demand not met by current full-time faculty. Recruitment of part-time temporary faculty should be consistent with applicable equal employment opportunity policies and procedures.
- B. If the need for new or additional part-time temporary faculty is known or anticipated at least a semester in advance, the Department or equivalent unit should develop a vacancy announcement, subject to approval by the Dean. Such vacancy announcements for part-time temporary faculty positions shall be available on the California State University, Fullerton (CSUF) campus. CSUF employees and the California Faculty Association (CFA) shall be notified of the location where such vacancy announcements may be examined.
- C. Because part-time temporary faculty vacancies may become available unexpectedly and at any time, a general announcement about the possible availability of part-time temporary faculty positions may be placed on a Department's website.
- D. Vacancy announcements and general announcements of part-time temporary faculty positions shall indicate what materials are to be submitted to be considered for such vacancies, and to whom in the Department or College the materials are to be sent.
- E. Part-time temporary faculty must be qualified for their assigned duties, as evidenced in curriculum vitae and letters of recommendation, and any other appropriate materials a Department wishes to use, such as reference checks, personal contact/discussions with the Department Chair or other faculty, teaching demonstrations, or other documented relevant experience. Individuals who send the requested materials and possess appropriate qualifications may be considered members of a pool of potential part-time temporary faculty who may be contacted should appropriate work become available. The curriculum vitae and other materials submitted by such individuals should be maintained in the Department or College for at least one year from the time the materials are received.
- F. The exact roles of the Department Chair and tenured or tenure-track faculty in recruiting new part-time temporary faculty may vary based on the particular needs of a Department and the time available for the recruitment. The Department Chair or a committee selected from the Department's tenured and tenure-track faculty may write vacancy announcements and evaluate the qualifications of prospective part-time temporary faculty members by reviewing submitted materials, conducting interviews or teaching demonstrations, or conducting reference checks.

#### **V. APPOINTMENT**

- A. Temporary instructional faculty are appointed at a rank and step consistent with their professional qualifications. These qualifications include such factors as highest academic degree earned; teaching, field, or professional experience; status in the discipline; and scholarly and creative activities. Likewise, temporary librarians and counselors are appointed to a rank and step consistent with their professional qualifications.

- B. A temporary faculty member may be appointed for a term of one semester, one year, two years, or three years. The temporary nature of the appointment and the term of the appointment shall be specified in writing at the time of the appointment.
- C. All full-time temporary faculty appointments must be approved by the President or designee. Part-time temporary faculty appointments are normally made by the Dean.
- D. The appointment of temporary faculty must comply with the CBA currently in place between the California State University (CSU) and the CFA. In particular, assignments given to temporary faculty must follow the "Assignment Order for Available Temporary Work" specified in the CBA, which differs at the beginning of the academic year and during the academic year.
- E. At the time of appointment or reappointment, temporary faculty shall receive from the Dean a clear written statement of the work assignment upon which the temporary faculty member will be evaluated. A copy shall be placed in the Personnel Action File of the temporary faculty member.
- F. Part-time temporary faculty may be appointed at any time and with any contractual time base less than 1.0 (15 WTUs). In any given semester, the actual workload of a part-time temporary faculty member may exceed his or her contractual time base, but may not exceed 1.25.
- G. Continuation in a multi-year appointment or reappointment through a subsequent temporary contract is contingent on available work and satisfactory evaluations as described in UPS 210.070 Evaluation of Temporary Faculty.
- H. Except as specified in the CBA and in provisions of other relevant UPS documents, temporary faculty have the same rights and responsibilities as do tenured and tenure-track faculty.
- I. Upon appointment, all faculty subject to this policy shall be provided a copy of UPS 210.050 and UPS 210.070.

Source: Faculty Affairs Committee

**EFFECTIVE DATE: July 9, 2014**  
Supersedes: UPS 210.050 dated 6-16-04  
Formerly titled *Personnel Policy for Full-Time Temporary Faculty dated 6-16-04*  
and ASD 14-83