

CALIFORNIA STATE UNIVERSITY, HAYWARD

DESIGNATION CODE: 99-00 FAC 9

DATE SUBMITTED: May 11, 2000

TO: The Academic Senate

FROM: Faculty Affairs Committee

SUBJECT: Recommendations from the FAC Subcommittee on Lecturer Policy and Procedures

PURPOSE: Action by the Academic Senate

ACTION

REQUESTED: Approval of the following recommendations

BACKGROUND INFORMATION:

In the Fall of 1998, the Executive Committee of the Academic Senate created the subcommittee on the Use and Treatment of Lecturers with the charge to "investigate the use and treatment of lecturers in various schools and departments, focusing on policies and practices specific to CSUH and not on issues and concerns governed by the memorandum of Understanding between the CSU and the CFA." The subcommittee, which includes both tenured/tenure track and lecturer faculty, met frequently during the 1998-99 and 1999-2000 academic years to carry out this charge. In Spring of 1999, the subcommittee produced a three page fact-finding report. As Chair of the Academic Senate for 1999-2000, Emily Stoper directed the subcommittee to continue working to produce a set of policy recommendations. The subcommittee held three focus groups, two for lecturers and one for department chairs, during the Fall of 1999. Based on this research, the subcommittee created survey questions and distributed surveys to lecturers in the Winter of 2000. Over 100 lecturers responded.

In the meeting of May 10, 2000, FAC unanimously approved the following recommendations submitted in the May 2000 report of the Subcommittee on Lecturer Policy and Procedures (formerly called the Subcommittee on the Use and Treatment of Lecturers):

GUIDELINES TO DEPARTMENTS FOR THE TREATMENT OF LECTURERS

1. Where warranted and whenever possible, departments and deans should consider forwarding requests for more 1.0 lecturers.
2. Where possible OYO lecturers should be offered their appointments as soon as possible before the end of Spring Quarter.
3. After being hired, lecturers should be informed of their rights, responsibilities and benefits in a timely manner.

4. Whenever possible, the same collegiality important to tenure-track faculty should be extended to lecturers.
5. Whenever appropriate, lecturers should be invited to department faculty meetings.
6. No more than a reasonable number of lecturers (e.g. four or five) should share one office. Additional office space should be found to accommodate additional lecturers.
7. Lecturers with an annual contract of half-time or more should be included in the CSUH Faculty/Staff Telephone Directory and should be provided with a copy of the directory.
8. Supplies and equipment common to tenure-track faculty in each department should be provided for lecturers.
9. A campus-wide document of criteria should be created and implemented for the evaluation of lecturers.
10. The Faculty Development Center should hold an annual orientation for lecturers.
11. When possible, lecturers' names should be included in the quarterly schedule of classes.
12. Lecturers teaching in the Spring Quarter who are expected to teach in the Fall Quarter should not be required to close out their appointment by turning in their keys and paperwork in June.
13. Regular orientations should be held for department chairs regarding lecturers and lecturer issues, including copies of relevant handbooks and information about lecturers.
14. The FAC subcommittee on Lecturer Policy and Procedure should continue for another year.