

CALIFORNIA STATE UNIVERSITY, HAYWARD

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.
15. Lecturers should be invited to participate in Commencement exercises and to attend the Fall Honors Convocation and other campus-wide events.

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Approved by the Senate as amended on 5-30-00

Approved by the President as amended on 6-7-00