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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## MEMO

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**Date:** February 3, 2019

**To:** Veena Prabhu  
Chair, Academic Senate

**From:** Sharon H. Ulanoff, Chair  
Faculty Policy Committee

**Copies:** M. Caldwell, J. Lazo-Uy, R. Roquemore, V. Salcido, H. Riggio

**Subject:** **Proposed Policy Modification for Chapter VI of the *Faculty Handbook*  
FPC 18-4.1 Temporary Full-time and Part-time Faculty (Lecturers)**

Faculty Policy Committee discussed FPC 18-4.1: Temporary Full-time and Part-time Faculty (Lecturers) at its meeting on November 5, 2019 in order to align this policy with the policy on Voting Rights for Faculty. FPC also modified language related to lecturer attendance at faculty meetings. On November 5, 2018, FPC voted to approve policy modification FPC 18-4.1: Temporary Full-time and Part-time Faculty (Lecturers). The changes are described below.

Line 16: This language clarifies that lecturers are not required to attend department/division/school meetings.

Lines 17-18: This language is deleted because it is addressed in lines 19-20.

Lines 18-19: This language is deleted because it is addressed in line 16.

Lines 19-20: This language refers to the policy on Voting Rights for Faculty, which specifies voting rights for full and part time lecturers.

1 **Temporary Full-time and Part-time Faculty (Lecturers)**

2 (Senate: 3/30/77, 1/13/81, 8/27/85, 10/17/89, 2/4/92, 11/19/02, 2/3/09, 5/28/13; President:  
3 4/14/77, 1/22/81, 10/29/85, 11/10/89, 3/11/92, 11/26/02, 3/26/09, 7/9/13; Editorial  
4 Amendment: 9/00, 8/01, 3/1/18 [EA])

5 Governing documents: Articles 12, 15, and 35 of the Collective Bargaining Agreement between  
6 the California State University and the California Faculty Association.

7 Temporary full-time and part-time faculty shall be provided with written statements from the  
8 department/division chair or school director, or college dean specifying, as far as can be  
9 determined in advance, courses to be taught, class size and schedule. Temporary full-time  
10 faculty also shall be informed of their expected extra-instructional support duties (e.g.,  
11 advisement, committee assignments).

12 **Working Conditions.** Since the teaching responsibilities of temporary full-time and part-time  
13 faculty are the same as those of the regular faculty insofar as their courses are concerned, they  
14 should be provided with facilities and services consistent with the performance of their duties.  
15 Temporary full-time and part-time faculty shall have participatory rights in  
16 department/division/school meetings, BUT THEY ARE NOT REQUIRED TO ATTEND SUCH  
17 MEETINGS. , except that voting rights shall be subject to department/division/school, college,  
18 and university regulations and the Agreement between CSU and CFA. Part-time faculty may  
19 not, however, be required to attend such meetings. VOTING RIGHTS FOR TEMPORARY FACULTY  
20 ARE OUTLINED IN THE POLICY ON VOTING RIGHTS.

21 Official personnel files for all temporary full-time and part-time faculty members shall be  
22 maintained in the office of the college dean.

23 Employment as a temporary faculty member at California State University, Los Angeles includes  
24 the teaching of assigned classes, being available to students during scheduled office hours, and  
25 fulfilling other duties as agreed to by the temporary faculty member with the respective  
26 department/division/school.

27 Temporary faculty members may not engage in any outside activities that adversely affect the  
28 performance of their duties at Cal State L.A. Such activities include, but are not limited to,  
29 excessive employment and those activities that are unprofessional and therefore incompatible  
30 with the aims and objectives of the institution.

31 All temporary faculty members appointed full-time at the University shall be required to  
32 provide a written statement to the appropriate administrator of all outside employment, where  
33 such outside employment is expected to amount to more than 160 hours per semester for  
34 faculty holding academic year or ten month appointments.