



CONDITIONS OF APPOINTMENT AND TIPS FOR GETTING STARTED

Welcome to California State University, Stanislaus! As a new part-time instructor, the information below should help provide you with an understanding of some of the policies and procedures associated with your position and a brief overview of the hiring process. Current or returning faculty should find this document as a useful guide to many resources. As always, feel free to contact the Office of Faculty Affairs at any time for assistance.

The provisions contained in your offer of employment, the California Education Code, the Collective Bargaining Agreement (CBA) between the California State University (CSU) and the California Faculty Association (CFA), and the policies and procedures of California State University and California State University, Stanislaus (CSUS) (all of which are incorporated herein by this reference) shall constitute the entire terms of your appointment, should you accept it.

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Acceptance of Appointment - New Hire Paperwork

Return your signed acceptance of the appointment offer to the Office of Faculty Affairs in the Mary Stuart Rogers Building, MSR340 or via mail to the Office of Faculty Affairs, One University Circle Turlock, CA 95382.

If you are new to the university or have had a break in service of eighteen (18) months or longer, you'll need to complete hiring documents. **Your pay cannot be processed and you will be unable to sign up for benefits, if you are eligible, until this process has been completed.** You are required to sign new employee paperwork in the Office of Faculty Affairs if one of the following applies:

- You are new to California State University, Stanislaus
- Your previous employment at this campus ended more than eighteen (18) months ago
- You previously held a Student Assistant position

All offers of employment to new employees are contingent upon presentation, **within three (3) working days of the initial date of appointment**, documents demonstrating the appointee's identity and work authorization consistent with the provisions of the Immigration Reform and Control Act. Contact the Office of Faculty Affairs office for a list of acceptable documents. You must present an **original** Social Security Card verifying legal name for tax reporting. (This is a Payroll/IRS requirement). **You are required to sign the I-9, Authorization of Right to Work, no later than your first day of employment so it is imperative you contact the Office of Faculty Affairs immediately so schedule an appointment.**

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Understanding Your Appointment Offer

The terms of your appointment are identified in the boxes on the front of your offer letter. Your specific teaching assignment is included on the reverse of the appointment letter you have received. Appointments are identified by semester but can be offered based on a single semester or for the full academic year.

- Contract Type = semester or academic year
- Salary Grade = salary rate commensurate with highest degree, teaching experience and available funding within the individual department (see salary information below)
- Annual Entitlement = information pertaining to entitlement refers to similar assignment as identified in Article 12 of the CBA.
- Start Date = first academic workday of the semester
- Semester End Date = last academic workday of the semester (may vary from actual last date worked)
- Appointment End Date = based on contract type (semester, academic year or 3-year appointment)
- Semester = Semester or term of the contract
- WTU's = weighted teaching units assigned for the semester
- Per WTU Rate = salary rate per weighted teaching unit (FT Base Rate x 12 / 30 = per WTU rate)
- Actual Monthly Salary = total semester salary spread over six (6) equal payments
- Semester Salary = total salary earned for the semester
- Full-time Base Rate = pay rate based on full-time equivalent load of 15 weighted teaching units (wtu's)

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Accessing Your E-mail & MY CSUSTAN

Once you are appointed, the Office of Faculty Affairs will create a CMS ID on your behalf. This will be used to establish your role as an instructor and create your access to the MyCSUSTAN account, giving you access to your class roster, Blackboard and allows OIT to initiate an email account for you. You will need to contact the OIT Help Desk @ 3687 to obtain a password to access your email and for questions related to Blackboard (<http://www.csustan.edu/blackboard/>). MYCSUSTAN provides access to Blackboard and your class roster. If you have problems logging in, please contact Faculty Affairs @ 667-3392.

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Benefits

Eligibility standards for health benefits are determined by the Public Employees Retirement System (PERS). As per Article 32.2 of the current CBA, part-time lecturers in an academic year (AY) classification, appointed for and maintaining at least **six (6)** weighted teaching units (WTU's) for a minimum of one semester are eligible for benefits. Eligible part-time faculty must enroll within the first 60 days of their appointment for health and dental coverage. ***Appointments reduced to less than six (6) WTU's will have benefits canceled.*** You will be notified of any resulting overpayments. Arrangements for reimbursement should be made by contacting the Benefits Coordinator. For more information please review your Benefits Confirmation of Elections form.

In relation to benefit eligibility, if your appointment remains constant between the fall and spring semester, your payroll and related benefits will continue without disruption. Changes in your appointment from one semester to the next may impact your payroll and related benefits.

The actual date benefits terminate may differ based on the length of the appointment. COBRA notifications will be sent to affected individuals notifying them of the date of benefit termination. COBRA provides individuals an opportunity to continue coverage.

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Retirement Plans

Temporary faculty hired at half-time (7.5 WTU's) or more for at least 3 consecutive semesters qualify for the CalPERS Retirement Plan. CalPERS Defined Benefit Retirement formulas vary depending on initial employment date. Temporary faculty who do not meet the criteria for CalPERS will be required to participate in the Part-time, Seasonal and Temporary (PST) Retirement Program. Refer to the website below for more specific information.

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Rehired Annuitants

Current law allows an employer covered by California Public Employee's Retirement System (CalPERS) to employ a retired CalPERS member without reinstatement from retirement, loss or interruption of benefits, provided employment with all CalPERS agencies does not exceed, in any fiscal year, 50% of the time base worked the fiscal year prior to retirement. Rehired Annuitants should monitor time worked to avoid loss or interruption of CalPERS retirement benefits.

Post-retirement employment- requires a 180-day "sit-out" period before a retiree can return to work. Please contact the Benefits Coordinator to confirm your eligibility for reappointment.

Benefits Enrollment, Retirement and Benefit Summary information is available on the Human Resources Website: http://www.csustan.edu/hr/Employee_Benefits/EmployeeAssistanceProgram.html or contact Rose Jones, Benefits Coordinator at (209) 664-6730 to determine if you need to enroll or for additional information.

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Pay Distribution

Payment for either the Fall or Spring semesters will be distributed over 6 monthly payments for each semester. Faculty who are appointed for a full academic year are paid in 12 payments. Fall semester is paid in 5 consecutive payments (September through January), with the 6th payment for Fall issued in August. Spring Semester is paid in 6 consecutive payments (February through July). Please refer to the academic pay calendar for specific pay dates.

If you work only one semester, are a Rehired Annuitant, OR your appointment changes between the Fall and Spring semester, payroll and/or benefits may be effected. After review of the pay calendar you have any

questions, please contact the Payroll Office directly at (209) 664-6754. Requests for early pay out may adversely affect benefit eligibility and will not be granted unless there is proof of extreme hardship.

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Conditions of Appointment for Part-Time Faculty

Your employment each semester is contingent upon both available funding and available work based on enrollment expectations. A determination of adequate enrollment will be made between registration and the third class meeting. Should enrollments in the University, the Department or the course(s) assigned to you not meet campus expectations, you will be notified in accordance with the provisions of Article 12.5 of the Memorandum of Understanding for Unit 3 - Faculty. If it becomes necessary to cancel your class(es) because of low enrollment, you will be paid on a pro-rata basis for those class sessions taught before the cancellation of your appointment.

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Semester vs Academic Year Appointments

Temporary appointments may be for periods of a semester or one (1) or more years. Following two (2) semesters of consecutive employment within an academic year, a part-time temporary employee shall be considered for a similar assignment for the subsequent academic year as referenced in Article 12.3, of the current Collective Bargaining Agreement.

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Three-Year Appointments

As stated in Article 12.12, of the current CBA, temporary faculty holding a three-year appointment shall have the expectation of appointment to subsequent three-year appointments except in instances of documented unsatisfactory performance or serious conduct problems. The temporary faculty member will be re-appointed after a three-year period unless there is insufficient work for which the faculty member is qualified. In the event there is insufficient work to support the re-appointment at the previous time base, the time base may be reduced. The entitlement time base will be determined by the time base actually worked during your third year of the three-year appointment. Please contact the Office of Faculty Affairs for additional information on entitlements.

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Teaching Supervision Courses

If your assignment includes the supervision of students in student teaching, practicum, or similar assignments, you are appointed to a fraction of a unit, normally 1/3 unit for each undergraduate student supervised or ½ unit for each graduate or credential student. Please take a moment to verify that the number of units of assigned supervision matches the number of students you are supervising (e.g. 2 student teachers equal 1 unit). If you have any questions regarding these units, please contact your department chair. Should the number of students supervised change during the semester, the number of units in this appointment will also change, and your salary will increase or decrease accordingly.

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Salary

Part-time Temporary Faculty may be paid at any amount on the salary schedule within a particular range (L, A, B, C, or D) or salary grade (1, 2, 3, 4, or 5), commensurate with highest degree, teaching experience and available funding within the individual department. A quick summary is below, however, the current Salary Schedule can be found on the CSU website, <http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx> by selecting the Salary Schedule by Issue Date, R03 – Faculty Step Schedule and Class Code 2358. Detailed information can be accessed in the Collective Bargaining Agreement (CBA).

Increases in the base pay of temporary faculty unit employees can only occur during those fiscal years in which the CFA and the CSU specifically agree to provide increases in one or more of the following categories or through the Range Elevation Process:

- Across the board general salary increases (GSI) pursuant to Article 31.7.
- Service Salary Increases (SSI) pursuant to Article 31.17

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Range Elevation

Lecturers who have been in their range for five years and are at the SSI maximum for that range have the right to apply for a **Range Elevation**, that is, to move from Range L to A, A to B, B to C, or C to D. Additional information can be found in the CBA by referencing Article 12.16-12.20.

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Evaluation Process

Temporary faculty will be evaluated annually according to the current CBA. A copy of the current evaluation policy may be accessed at

<http://www.csustan.edu/facultyhandbook/Publications/Polices/Fac/TempLecturerEvaluationPolicy.pdf>.

Current evaluation timelines may be accessed at:

http://www.csustan.edu/FacultyAffairs/Web%20PDFs/TempFac%20timelines_1213Rev.pdf. For specific department evaluation criteria, please contact your department chair directly.

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Employee Identification Card

You can get a CSU Stanislaus I.D. card (Warrior Card) in the Office of Warrior Card Services located in MSR290. Cards are also available at the University Student Union information desk. Bring a photo I.D., your CMS ID number, and proof of employment (letter of appointment). There is a \$5 for issuing a Warrior ID card, but this fee is waived if the holder has a previous California State University, Stanislaus faculty or staff ID. The Warrior Card also serves as your library card; pass to the Fitness Center, and a declining balance debit card for purchases on-campus and with select local merchants. For full Warrior card information and declining balance activation visit the Warrior Card web site accessible via the CSU Stanislaus home page or at www.warriorcard.com.

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Parking

Anyone parking a vehicle on campus must pay a parking fee and display a parking permit. Parking permits are available through the Cashier's Office. Annual parking permits are available through payroll deduction and are valid July 1 through June 30. A new permit is required on or before each July 1st. Also available are semester and term parking permits. Daily permits are available from dispensers located at entrances to various parking lots. You may pay parking fees by cash or check. Lost or stolen decals are replaceable for a small fee. Contact the Cashier's Office at Ext. 3406. Handicapped parking is available and requires that a handicapped placard be displayed in addition to a valid CSU Stanislaus parking permit. A campus map and specific parking information can be accessed at: <http://www.csustan.edu/UPD/ParkingonCampus/index.html>

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Defensive Driving Training

To operate a State motor vehicle or privately owned vehicle on State business, you must possess a valid California Driver's License, and complete the online Defensive Driver course. You may access the Defensive Driver course at: <http://www.csustan.edu/ctpd/JobClassificationTrainings/DefensiveDriver.html>

To use a privately owned vehicle for university business, in addition to the above mentioned requirements you must complete Form 261: <http://www.csustan.edu/FinancialServices/Documents/Travel/std261.pdf>. Please note specific requirements listed on the Form 261. Contact University Police Services at Ext. 3114 for any further information as needed.

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Union Dues or Fair Share Fees

Faculty are provided union representation from the California Faculty Association (CFA), Bargaining Unit R03. Additional information regarding CFA can be accessed at: <http://www.calfac.org/>. Frequently Asked Questions regarding the Fair Share Fee can be found at: <http://calstate.edu/LaborRel/FAQAgencyFee.pdf>

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Policies and Procedures

You will find it useful to familiarize yourself with university policies and procedures. Your department will have a copy of the Faculty Handbook. In addition, the handbook is located on the university web site at www.csustan.edu. Click on “Academics” and then “Faculty Policies and Organizations,” or go to <http://www.csustan.edu/facultyhandbook/>

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Governing Documents

- [California Education Code and Title 5: Education](#)
- [Chancellor’s Executives Orders](#)
- [Unit 3 Faculty Collective Bargaining Agreement MOU](#) (Memorandum of Understanding between CFA and the CSU)
- [Constitution on the General Faculty, CSU Stanislaus](#)
- [CSU Stanislaus Faculty Handbook](#)
- [CSU Stanislaus University Catalog](#)
- [CSU Stanislaus Schedule of Classes](#)

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Additional References

New Faculty Survival Guide: <http://www.csustan.edu/FacultyCenter/FacultySurvivalGuide/index.html>

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ACADEMIC YEAR APPOINTMENTS												
PAY PERIODS:	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
	Fall-1	Fall-2	Fall-3	Fall-4	Fall-5	Spr-1	Spr-2	Spr-3	Spr-4	Spr-5	Spr-6	**Fall-6
Check Issue date:	10/1/2013	10/31/2013	12/1/2013	1/1/2014	1/31/2014	3/1/2014	4/1/2014	5/1/2014	6/1/2014	7/1/2014	7/31/2014	9/1/2014
Direct Deposit date:	10/1/2013	10/31/2013	12/2/2013	1/2/2014	1/31/2014	3/3/2014	4/1/2014	5/1/2014	6/2/2014	7/1/2014	7/31/2014	9/2/2014
Benefits coverage:	If eligible for benefits (6 wtu's or more per semester), 12 months (Oct 1st - Sept 30th); contingent upon employee timely enrollment into Benefit Plans.											
Semester Begin/End dates:	Fall: 8/19/2013-12/23/2013					Spring: 1/23/14-6/02/14						
**Fall-6:	Pay for this month is adjusted to & represents final amount due for entire year of contract (i.e. timebase changes). All adjustments done in August.											
NOTE:	Part-time Faculty (Lecturers) receiving a Fall/Spring appointment are paid same payment schedule as AY appointments.											
FALL ONLY APPOINTMENTS												
PAY PERIODS:	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
	Fall-1	Fall-2	Fall-3	Fall-4	Fall-5	Fall-6						
Check Issue date:	10/1/2013	10/31/2013	12/1/2013	1/1/2014	1/31/2014	3/1/2014						
Direct Deposit date:	10/1/2013	10/31/2013	12/2/2013	1/2/2014	1/31/2014	3/3/2014						
Benefits coverage:	If eligible for benefits (6 wtu's or more per semester), 6 months (Oct 1st - Mar 31st); contingent upon employee timely enrollment into Benefit Plans.											
Semester Begin/End dates:	Fall: 8/19/2013-12/23/2013											
FALL APPOINTMENT; Faculty receives a subsequent SPRING appointment												
PAY PERIODS:	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
	Fall-1	Fall-2	Fall-3	Fall-4	Fall-5	Spr-1	Spr-2	Spr-3	Spr-4	Spr-5	Spr-6	*Fall-6
Check Issue date:	10/1/2013	10/31/2013	12/1/2013	1/1/2014	1/31/2014	3/1/2014	4/1/2014	5/1/2014	6/1/2014	7/1/2014	7/31/2014	9/1/2014
Direct Deposit date:	10/1/2013	10/31/2013	12/2/2013	1/2/2014	1/31/2014	3/3/2014	4/1/2014	5/1/2014	6/2/2014	7/1/2014	7/31/2014	9/2/2014
Benefits coverage:	If eligible for benefits (6 wtu's or more per semester) Fall appt w/non-benefits eligible Spring Appt, 5 mos (Oct 1st - Feb 29th); contingent upon employees' timely enrollment into Benefits Plans. Benefits end Feb 28th AND *6th Fall pay processed in August; issued at month's end.											
	OR: Fall appt w/benefits eligible Spring Appt, 12 months (Oct 1st - Sept 30th) ; contingent upon employee timely enrollment into Benefit Plans.											
	*6th Fall pay - Pay for this month is adjusted to & represents final amount due for entire year of contract (i.e. timebase/wtu changes).											
Semester Begin/End dates:	Fall: 8/19/2013-12/23/2013					Spring: 1/23/14-6/02/14						
SPRING ONLY APPOINTMENTS												
PAY PERIODS:	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
						Spr-1	Spr-2	Spr-3	Spr-4	Spr-5	Spr-6	
Check Issue date:						3/1/2014	4/1/2014	5/1/2014	6/1/2014	7/1/2014	7/31/2014	9/1/2014
Direct Deposit date:						3/3/2014	4/1/2014	5/1/2014	6/2/2014	7/1/2014	7/31/2014	9/2/2014
Benefits coverage:	If eligible for benefits (6 wtu's or more per semester) 6 months (Mar 1st - Aug 31st); contingent upon employee timely enrollment into Benefit Plans.											
Semester Begin/End dates:	Spring: 1/23/14-6/02/14											