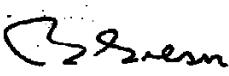


Date: August 13, 2007 Code: TECHNICAL LETTER
HR/Appointment 2007-01

To: Human Resources Directors
Payroll Managers Reference: HR 2007-12

From: Bruce J. Gibson 
Interim Senior Director
Human Resources Administration

Subject: Faculty (Unit 3) Visiting Faculty Classification

This technical letter provides instructions for the new Faculty (Unit 3) classification of Visiting Faculty. The classification is effective May 31, 2007. Visiting Faculty are full-time temporary appointments, for up to one academic year, for individuals from outside the appointing campus who are recognized in their field and whose employment at the CSU would benefit the mission of the University.

Approval and Allocation of Appointments:

Visiting faculty appointments are temporary and non-renewable. Visiting Faculty appointments may either be Academic Year (class code 2393) or 12 Month (class code 2391), depending on the needs of the hiring campus; however, either type of appointment may not exceed one (1) academic year in duration, and an appointee will not be eligible for a subsequent appointment in the Visiting Faculty classification.

Effective with Academic Year 2007/08, the number of employees in the Visiting Faculty classification shall not exceed 125 full time equivalent faculty (FTEF) systemwide. The number of allocated appointments per campus will be determined by the Chancellor's Office on a pro-rata basis by the number of campus full-time equivalent faculty (FTEF). The Senior Director of Academic Personnel will determine and communicate this allocation as well as resolve allocation issues on an ad hoc basis.

Detailed Program Information:

❖ **Classification and Salary Ranges:**

Visiting Faculty appointments may either be Academic Year (class code 2393) or 12 Month (class code 2391) assignments depending upon the needs of the hiring campus.

The corresponding salary ranges are as follows:

- Academic Year (2393): Minimum = \$2,734/mo, Maximum = \$8,392/mo
- 12 Month (2391): Minimum = \$3,101/mo, Maximum = \$9,660/mo

Distribution:

CSU Presidents
Chancellor
Executive Vice Chancellor and CFO
Executive Vice Chancellor and CAO
Interim Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs

Vice Presidents, Administration
Vice Presidents, Student Affairs
Vice Presidents, University Advancement
AVPs/Deans of Faculty Affairs
Budget Officers
Benefits Managers

❖ **Appointments:**

Typically, 12 month appointments are made for a 12 consecutive month duration, however, Visiting Faculty 12 month assignments may not exceed one academic year in length, include summer assignments, or cross over academic years. For example, a 12 month visiting faculty member may receive a November through February appointment, or a fall through spring appointment, but may not receive a spring through fall appointment.

The following processing instructions are provided in Attachment A:

⇒ Employment History Processing I – Appointments

❖ **Applicable Collective Bargaining Agreement Provisions:**

Collective bargaining agreement provisions that apply to the appointees in the Visiting Faculty classifications are identified in Attachment B. Note however, that certain provisions of the CBA are excluded. For example, incumbents are not eligible to serve a probationary period, gain tenure, or earn an ongoing entitlement.

Please direct questions regarding this technical letter as follows:

- | | |
|--|--|
| ➤ PIMS processing instructions | CSU Audits representative at the SCO |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HR at (562) 951-4418 |
| ➤ Collective bargaining aspects | Labor Relations at (562) 951-4400 |
| ➤ All other questions | Human Resources Administration at (562) 951-4411 |

This document is available on Human Resources Administration's Web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>.

GB/cc

PROCESSING INSTRUCTIONS

EMPLOYMENT HISTORY PROCESSING

I – Appointments

PAY SCALES IMPACT:	
Change Summary:	New Visiting Professor Classes
Class Code(s):	2393, 2391
CBID:	R03
Pay Scales Effective Date:	05/31/2007
Date in Production:	08/14/2007
Pay Letter:	2007-09

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 08/14/2007
Effective Date:	05/31/07
PIMS Transaction:	A52
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	Within class range
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<ul style="list-style-type: none"> • Item 405, Time Base – FT (full time). • Item 416, Appt Expiration Date and Item 415, Duration of Appt: <ul style="list-style-type: none"> ○ For AY class 2393 the appointment must be up to one (1) full AY. ○ For 12 month class 2391 the appointment cannot extend beyond the end of the respective AY campus calendar. • Item 505, Retirement Account Code: Dependent upon the appointment • Item 330, Anniversary Date - NONE • Item 430, Probationary Code – N • Separations are posted via an S31
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Salary Schedule Load to be provided by HR-ISA to SOSS on 08/14/07. • Action Reason: HIR/APT (A52) • Effective Date: Beginning 08/01/07 • Expected Job End Date v8.9 (Item 416): For 12 month class 2391 the appointment cannot extend beyond the end of the respective AY campus calendar. • Job Code(s): 2393, 2391 • Empl Class: Temp • FTE (Item 405): 1.0 • Union Code: R03 • Pay Group: 2393 – ACD; 2391 – MST • Employee Type: S

	<ul style="list-style-type: none"> • Workgroup: SAL R03 • Anniversary Code (Item 330): None • Probation Code (Item 430): None • AY Dur of Appt (Item 415): For AY class 2393 the appointment must be up to one (1) full AY • Retirement Code (Item 505): Dependent upon the appointment
Temporary Faculty:	Same as above
Benefits:	<ul style="list-style-type: none"> • Benefit Program: 2393 – AY; 2391 – STN
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	<ul style="list-style-type: none"> • AM Pay Group: R03 SALXAY
Labor Cost Distribution:	<ul style="list-style-type: none"> • Job Function: ACD
Additional Instructions:	<ul style="list-style-type: none"> • For separations use the Action Reason: TER/END (S31) • Additional information to be provided in a future CMS bulletin.

Applicable Collective Bargaining Agreement Provisions

The following articles of the Collective Bargaining Agreement are the only articles that are applicable in their entirety to employees during their employment in the Visiting Faculty classification:

- Article 1, Recognition
- Article 2, Definitions
- Article 3, Effect of Agreement
- Article 4, Savings Clause
- Article 5, Management Rights
- Article 7, CFA Security
- Article 8, Faculty Participation
- Article 9, Concerted Activities
- Article 10, Grievance Procedures
- Article 12, Appointment
 - Articles 12.1, 12.2, 12.29 & 12.34 only
- Article 15, Evaluation
- Article 16, Non-Discrimination
- Article 17, Temporary Suspension
- Article 18, Reprimands
- Article 19, Disciplinary Action Procedure
- Article 20, Workload
- Article 22, Leaves of Absence without Pay
- Article 23, Leaves of Absence with Pay
- Article 31, Salary
- Article 32, Benefits
- Article 33, Holidays
- Article 34, Vacation
- Article 35, Outside Employment
- Article 36, Additional Employment
- Article 37, Safety
- Article 38, Layoff
- Article 39, Intellectual Property Rights
- Article 40, Extension For-Credit Employment
- Article 41, Duration and Implementation