

**SAN JOSÉ STATE UNIVERSITY
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**S21-2, University Policy, Appointment, Evaluation, And
Range Elevation for Lecturer Faculty**

Rescinds University Policy S10-7

Legislative History:

At its meeting of April 19, 2021, the Academic Senate approved University Policy S21-2 presented by Senator Cargill for the Professional Standards Committee.

ACTION BY THE UNIVERSITY PRESIDENT:

**Signed and approved by
President Mary A. Papazian,
San José State University on
May 10, 2021.**

Resolved: That S10-7 be rescinded and replaced by the following policy effective as soon as administratively practicable.

Rationale: In 2018 Professional Standards received two referrals noting several provisions in this policy that were obsolete, and in response began an in-depth review. The committee discussed the policy directly with the Senior Associate Vice President for University Personnel, the CFA Lecturer faculty Representative, and a representative of concerned Department Chairs. The questions principally concerned the “range elevation” section of the policy, which is a method under the Collective Bargaining Agreement (CBA) whereby lecturer faculty with substantial experience may apply to move up to a higher pay scale. The CBA generally leaves the criteria to local campuses to determine, although recent arbitration rulings have set some precedents that local policies must respect.

For example, the old policy contained one particularly notable confusion that has led to numerous grievances. The discussion of terminal degree requirements for lecturer faculty is handled under the “Range Elevation”

section of the old policy, although case law indicates that terminal degrees should not be the principal qualification for a lecturer faculty to receive a range elevation, particularly if not a required element of the lecturer's assignment. However, terminal degree requirements are not discussed under the "Appointment" section of the policy, even though terminal degrees are relevant to the initial appointment of Lecturer faculty. We moved the discussion of terminal degrees out of the Range Elevation section and into the Appointment section where it belonged.

Another major confusion has to do with the criteria on which lecturer faculty are to be evaluated. We have emphasized that lecturer faculty must be judged on their actual assignment and not on areas of achievement that they are not appointed to do. For example, there are some lecturer faculty assigned to do service and research, but these are rare, and most lecturer faculty are appointed strictly to teach. For lecturer faculty assigned strictly to teach, materials on research or service would be provided on a voluntary basis to the extent that the faculty member desires to make the case that the activities enhance their teaching.

As the committee reviewed S10-7, it found numerous passages which were obsolete, abstruse, unnecessary, and in some cases, insulting to lecturer faculty. For example, the preferred term is "lecturer faculty" since this is parallel with the commonly used "tenure/tenure track faculty," and it calls attention to their status as *faculty*. This is the term we use. We also have established a procedure for the Provost, in consultation with the Professional Standards Committee, to create and revise honorific titles for lecturer faculty that our university may use within the nomenclature already established by the CBA. For example, we propose an honorific title of "Senior Lecturer" for lecturer faculty with multi-year contracts and six years of seniority.

The policy seemed to us to need a wholesale rewrite. We have attempted to craft a policy that is less likely to become obsolete with each revision of the Collective Bargaining Agreement, and which we hope will be more intelligible for the average reader. We also modernized the numbering system for ease of reference.

Approved: April 12, 2021
Vote: 10-0-0
Present: Peter, Wang, Raman, Monday, Cargill, Saldamli, Riley, Quock,
Mahendra, Barrera
Absent: Smith
Financial Impact: No direct impact
Workload Impact: No direct impact

**UNIVERSITY POLICY S21-2
APPOINTMENT, EVALUATION, AND RANGE ELEVATION
FOR LECTURER FACULTY**

1. Introduction

1.1. Purpose

- 1.1.1. This policy covers the procedures for appointment, reappointment, and evaluation (including range elevation) of Unit 3 faculty members serving a full-time or part-time Lecturer appointment. This policy also establishes a procedure for creating honorific titles that may be applied to lecturer faculty.
- 1.1.2. There are two valued professional career pathways for faculty at SJSU. The appointment, evaluation, and promotion of tenure/tenure track faculty are dealt with in other policies. This policy concerns the appointment, evaluation, and range elevation of lecturer faculty.
- 1.1.3. Lecturer appointments meet a variety of needs within the University. Lecturer faculty are most typically appointed to teaching roles. More rarely, lecturer faculty are appointed to service and research roles.
- 1.1.4. All types of lecturer faculty appointments are distinct from probationary (tenure-track) faculty appointments. Lecturer faculty appointments do not guarantee or imply the right to tenure or the eventuality of a tenure-track appointment, but qualified lecturer faculty who apply for a tenure track appointment shall be given fair consideration.
- 1.1.5. Evaluations for Unit 3 coaching faculty shall meet all standards of the CBA and shall include an opportunity for peer input and evaluation by appropriate administrators but are not otherwise covered under this policy.

1.2. Relationship to the Collective Bargaining Agreement (CBA)

The procedures provided in this policy are consistent with the terms of the current Collective Bargaining Agreement (CBA) between the California State University (CSU) and the California Faculty Association (CFA). To apply this policy requires frequent reference to the CBA, which covers pay, length of appointment, and numerous other matters that are closely related to the provisions of this policy.

1.3. Guidance

The University provides web-based resources of interest to lecturer faculty, and lecturer faculty are also strongly encouraged to seek guidance from their Department Chair for clarification of items covered by this policy, as well as other University policies and department practices.

1.4. Confidentiality

All deliberations in the appointment and evaluation process are to be confidential. Confidentiality shall be maintained pursuant to applicable policies (e.g. CBA Article 15.11) and law.

2. Titles

2.1 While the CBA distinguishes between temporary faculty and probationary/tenured faculty, SJSU typically refers to all part-time and full-time temporary instructional faculty as "Lecturer Faculty" (in all its variants) and refers to all tenured or tenure-track faculty as "Professors" (in all its variants,) with allowances for various specialized titles such as Librarian and Counselor faculty.

2.2 SJSU maintains a list of honorific titles and variations of titles that are appropriate for defined categories of lecturer faculty who meet certain specified qualifications. These honorific titles are for informal and descriptive use and do not replace any titles designated by the CBA, nor do they expand privileges or subtract limitations associated with categories of faculty defined by the CBA.

2.3 Personnel documents must use standard titles designated by the CBA. Business cards, university websites, etc. may use titles from the approved list.

- 2.4 Within the tradition described in 2.1, the list of honorific titles may be expanded or revised by the Provost, in consultation with the Professional Standards Committee. Creating honorific titles outside the tradition described in 2.1 requires a policy recommendation of the Academic Senate, signed by the President.
- 2.5 The initial list of approved honorific titles is included in Appendix B, but may be revised and updated as per 2.4.

3. Initial and Subsequent Appointments

3.1. Appointment Letters and Timing

- 3.1.1. Offers of appointment are to be made in writing by the Dean or the Provost on behalf of the President. Oral offers or offers made by persons other than those listed in the previous sentence are neither valid nor binding upon the University. Official notification of appointment shall follow the requirements as outlined by the CBA (12.2). The notification shall also state that the appointment automatically expires as outlined by the CBA (12.4).
- 3.1.2. Generally, lecturer faculty appointments (both full- and part-time) should be made sufficiently in advance of the beginning of instruction to allow adequate time for course preparation and the acquisition of appropriate texts and instructional materials.

3.2. Nature of Work Assignments

The nature of the work performed by lecturer faculty—the proportions of teaching, service, or research—is stated in the work assignment. Historically, most lecturer faculty have been assigned primarily to teach, but other configurations are possible. Lecturer faculty are not expected to do work that is outside of their assignments. For example, lecturer faculty whose work assignment does not include service cannot be required to do service activities except those directly related to their teaching assignment. They may, if willing, take on additional service assignments and be compensated appropriately. Lecturer faculty may attend most university, college, and department functions as a matter of professional

responsibility associated with their assignment, or otherwise on a volunteer basis. Lecturer faculty may not be excluded from meetings except when necessary for confidential or personnel matters.

3.3. Establishing the Appropriate Range at Appointment.

The following explanations of each range (LA, LB, LC, and LD) are meant to be general. The official listing of minimum requirements, including minimum degrees and/or minimum relevant experience, shall be established by the President after recommendation by the departments, college deans, and the Provost; and the listing may be amended after similar consultation. Lecturer faculty shall be appointed at a level commensurate with their qualifications.

3.3.1. LA: Initial appointment at this range is for an entry-level lecturer showing promise as an educator. A candidate for this range would typically possess at least a Master's degree and/or equivalent specialized professional expertise or experience. Persons without a qualifying degree may be appointed in this range with approval from faculty services.

3.3.2. LB: Initial appointment at this range is for a person showing promise as an educator and/or scholar or practitioner. They will have the appropriate terminal degree, or a lower degree and additional specialized professional expertise and experience in the field that is deemed equivalent to the terminal degree.

3.3.3. LC: Initial appointment at this advanced range is for a person demonstrating notable achievements or contributions in the field as an educator and/or scholar or practitioner. They will have the appropriate terminal degree and substantial expertise and experience, or lower degree and advanced specialized professional expertise and experience that is deemed equivalent to the terminal degree. Appointment at this level implies the ability to teach advanced upper division and/or graduate courses, although such an assignment is not required of the appointment.

3.3.4. LD: Initial appointment at this highest range is for an established senior educator and/or scholar or practitioner. The candidate will

have the appropriate terminal degree and advanced expertise and experience or a lower degree and recognition as a leader in the field with extensive specialized professional expertise and experience that is deemed equivalent to the terminal degree.

3.4. Careful Consideration for Reappointment

Lecturer faculty shall receive careful consideration in the appropriate situations, as per the CBA (12.7). Chairs and Administrators should consult UP Faculty Services/Employee Relations regarding the meaning of “careful consideration” prior to making reappointment decisions for lecturer faculty. At a minimum, careful consideration means that a department must carefully review the relevant information within at least the most recent period of review available in a candidate’s Personnel Action File (PAF). This will, in most cases, include the SOTES, direct observations of teaching, and other periodic evaluations.

4. Evaluation

4.1. General Process

- 4.1.1. Notification. Lecturer faculty should be notified of evaluation criteria and procedures as per the CBA (15.3). Decision makers should be aware that the current CBA requires notification “no later than 14 days after the first day of instruction in the academic term.”
- 4.1.2. Purpose: The performance of lecturer faculty should be carefully evaluated in order to provide students with the best instruction possible and to assist in the careful consideration of lecturer faculty for any future Lecturer or probationary positions for which they may be candidates.
- 4.1.3. Multiple Assignments: lecturer faculty are to be evaluated separately within each department for which they have an assignment.
- 4.1.4. The Working Personnel Action File (WPAF) shall be defined by and include all material as outlined in the CBA (15.8).

4.1.5. Periodic Evaluation: The CBA (15.23) calls for periodic evaluation of lecturer faculty which results in written statements to be placed in the lecturer's Personnel Action File. The specifics of the periodic evaluation are explained below.

4.1.6. Optional Response: lecturer faculty shall be issued recommendations at each level of review and have an opportunity for rebuttal or response as per CBA (15.5).

4.2. Review Process

4.2.1. Frequency of Evaluations

4.2.1.1. Lecturer faculty holding three (3) year appointments pursuant to Article 12 of the CBA, shall be evaluated at least once during the term of their appointment (CBA 15.26).

4.2.1.2. Lecturer faculty appointed for two or more semesters, regardless of a break in service, shall be evaluated in accordance with the periodic evaluation procedure (CBA 15.23, 15.24).

4.2.1.3. Lecturer faculty appointed for one semester or less shall be evaluated at the discretion of the Department Chair, appropriate administrator, or the department. In addition, the lecturer may request that an evaluation be performed (CBA 15.25).

4.2.1.4. Volunteer and visiting lecturer faculty: volunteer and visiting lecturer faculty with an appointment of one academic year or less need only be evaluated if the appropriate administrator or Department Chair requests such evaluation. Visiting faculty cannot be appointed for more than one year.

4.2.2. Role of Chairs and Committees

4.2.2.1. Full-time lecturer faculty and lecturer faculty undergoing a three year cumulative review shall be evaluated by a department committee of tenured faculty.

4.2.2.2. All other lecturer faculty shall be evaluated by the Department Chair, who may choose to consult with a department committee of tenured faculty. If the Department Chair suspects that a rating of “needs improvement” or “unsatisfactory” may be indicated, the Chair is advised to consult with a department personnel committee before concluding the evaluation.

4.2.2.3. The Department Chair, if not serving on the department committee, may make a separate recommendation as part of the evaluation process.

4.2.3 Documentation for Evaluation

4.2.3.1 In accordance with the CBA (15.23, 15.24), documentation for evaluation shall include:

4.2.3.1.1 All available data from student opinions of teaching effectiveness (SOTEs) in accordance with university policy on teaching evaluation

4.2.3.1.2 All available direct observation(s) of teaching by peers

4.2.3.1.3 Information provided by the lecturer on an “Annual Summary of Achievements” form

4.2.3.1.4 Evidence of performance in academic assignment including course materials such as syllabi and evidence of performance in other assignments if applicable.

4.2.3.1.5 Evidence of required qualifications (e.g. credential, continuing education).

4.2.3.1.6 All department and administrative level evaluation recommendations from the current cycle, and all rebuttal statements and responses submitted.

4.2.3.1.7 Unsolicited materials. In addition to materials required by policy and/or provided by the candidate, the CBA (11.4,

15.2, 15.8) permits the inclusion of additional information provided by faculty unit employees, students, external reviewers, and academic administrators. For such materials to be inserted into the working personnel action file without the consent of the candidate, they must be submitted to the Department Chair or Dean before the closing date, and they must subsequently be inspected by an administrator with relevant academic credentials designated by the President to determine a) if the insertion is allowed under the Collective Bargaining Agreement, and b) that the insertion is both germane to the criteria of this policy and neither prejudicial nor defamatory. If the insertion is allowed, it will be withheld from the working personnel action file until the candidate has been given at least seven days to include a response to the material.

4.2.3.1.8 If the lecturer under review does not submit any material, evaluation will be based on information available within the electronic evaluation portal.

4.2.4 The Lecturer's WPAF including the evaluations of the department committee and Chair, if applicable, shall be forwarded to the Dean. Following the review, the Dean shall forward copies of the completed evaluation and Summary of Achievements to UP Faculty Affairs for placement in the official Personnel Action File and to the faculty member and the department.

4.2.6 The evaluation process must be completed by the date indicated in the annual calendar established by UP-FS. Evaluations must be included in the careful consideration process where applicable (addenda or revisions may be submitted later if necessary).

4.3. Criteria for Evaluation

4.3.1. The most fundamental principle of the evaluation of lecturer faculty is that they be evaluated in terms of their particular assignment and the criteria appropriate to that assignment. For example, if a Lecturer Faculty is appointed to teach .8 and do service at .2, then 80% of the evaluation should focus on criteria appropriate to teaching and 20% on criteria appropriate to service. Such a Lecturer Faculty may not be evaluated directly on scholarship.

- 4.3.2. Many lecturer faculty have substantial accomplishments in areas that are not directly covered by their assignment—i.e., scholarship in the case of instructional lecturers. Such lecturer faculty should be encouraged to explain how these achievements have a bearing on teaching and thus could be considered as an enhancing factor in the evaluation of the actual assignment. Similarly, lecturers who contribute service should be encouraged to show how this activity enhances student success, campus climate, and/or their assigned activities. Asking for consideration of activities that may indirectly enhance the actual assignment will be at the option of lecturer faculty.
- 4.3.3. The evaluation of teaching must be holistic and in accordance with the University policy on the evaluation of teaching (F12-6.) “When evaluating effectiveness in teaching, chairs, committees, and administrators are required to conduct a holistic evaluation. This means that teaching must be considered in context and must be evaluated using multiple sources of information.” (F12-6). Such sources of information include the candidate’s own statements via the annual summary of achievements, course materials such as syllabi, direct observations, and student opinion surveys.
- 4.3.4. Certain assignments may require continued currency in a field and/or the maintenance of professional credentials, e.g., licensure in a professional field for accreditation requirements. Such requirements should be delineated in an appointment letter, and then may be evaluated as part of the assignment.
- 4.3.5. If colleges or departments develop any supplementary criteria (e.g. licensure, clinical practice experience, training required by accreditation) for evaluating lecturer faculty, these criteria shall not be changed until after the conclusion of the current evaluation process (CBA 15.3).
- 4.3.6. Lecturer faculty annual evaluations will be characterized using the following scale:
- 4.3.6.1. Unsatisfactory. The documentation does not establish that the performance in the assignment has been fully met and completed.

- 4.3.6.2. Needs improvement. The documentation does not establish that the performance in the assignment has been fully met and completed, but modest improvements as indicated in the review—if promptly implemented—would result in a satisfactory performance.
- 4.3.6.3. Satisfactory. The documentation establishes that the performance in the assignment has been fully met and completed.
- 4.3.6.4. Good. The documentation establishes that the performance in the assignment has been fully met and completed, and with a level of experience and quality that goes beyond the minimum.
- 4.3.6.5. Excellent. The documentation establishes that the performance in the assignment has been fully met and completed, and with a level of experience and quality that goes significantly beyond the minimum.

4.3.7 Lecturer faculty cumulative evaluations will be characterized using a dichotomous scale of Satisfactory or Unsatisfactory.

5. Range Elevation

5.1. Definition and Principles

- 5.1.1. Definition: Range elevation refers to movement on the salary schedule for lecturer faculty to the next range (e.g. LA to LB, LB to LC, or LC to LD). Range elevation represents a form of advancement in salary and classification based on evaluation of performance in assignment.
- 5.1.2. Eligibility: lecturer faculty become eligible to apply for a range elevation when they meet the requirements stipulated in the CBA and any pertinent ancillary documents. They shall be informed of their eligibility by UP-FS. Counselor faculty classification review follows a different process (CBA 12.30); hence counselor faculty are not covered under the range elevation portion of this policy.

5.1.3. Range elevation does not imply any guarantee of future employment nor does it affect the conditional nature of the temporary appointment

5.2. Process

5.2.1. At the beginning of each academic year, UP-FS will establish a timeline for applications for range elevation and provide this information to Chairs and Deans and eligible lecturer faculty.

5.2.2. Lecturer faculty who are eligible for range elevation in more than one department or unit must apply separately in each department or unit in which they are eligible.

5.2.3. Application Process: lecturer faculty seeking range elevation must submit their application with the appropriate documentation via the current electronic process.

5.2.4. Documentation. Material supporting a lecturer's request for range elevation should include:

5.2.4.1 Curriculum Vitae

5.2.4.2 Narrative statement. This section should summarize the candidate's professional growth and development that warrants range elevation. The narrative should be limited to 2000 words and should explain how the evidence supports the evaluation of the particular assignment of the lecturer as outlined in the letter(s) of appointment. For example, if the assignment is to teach, then the evidence should be related to teaching—even indirectly, such as if research or service activities can be shown to promote currency in the discipline needed for effective teaching.

5.2.4.3 Evidence of Professional Growth and Development. Appendix A provides examples that may be appropriate evidence, depending on the specific assignment of the candidate, and depending upon the arc of the candidate's professional development.

5.2.4.4 Copies of all periodic evaluations, SOTEs received during all years of the assignment in accordance with university policies on teaching evaluation, periodic direct observation(s) of teaching, and copies of all past department

and administrative level evaluation recommendations including rebuttal or response statements submitted, if available. If the assignment was for greater than six years, then only materials from the most recent six years are required.

5.2.4.5 A comprehensive index of all materials shall be prepared by the faculty member and submitted with the range elevation materials.

5.2.4. Criteria

To be recommended for range elevation, a lecturer must demonstrate professional growth and development appropriate to the lecturer's work assignment and the mission of the university during the period between the date of initial appointment or, where applicable, the date of the last range elevation and the time of the current request. Accumulated teaching experience alone is not a criterion for range elevation. This is the only review period in which candidates' professional achievements shall be evaluated. Appendix A lists examples of activities that may be used to demonstrate appropriate professional growth and development.

5.2.5. Levels of achievement

Higher level of advancement (such as from C to D) require higher levels of professional growth and development than do lower levels (such as from A to B.) While sustained satisfactory performance in the work assignment may be sufficient for elevation to LB, performance evaluated as good or excellent is required for range elevation to LC and LD, respectively. Applicants should document their professional growth and development as appropriate for the nature of their assignment as outlined in the letter(s) of appointment, their academic discipline, and the particular range for which they are applying.

5.2.6. Review Process—Department or Equivalent Unit: Range elevation requests shall be evaluated by the personnel committee composed of tenured faculty that are elected by probationary and tenured faculty (may be the RTP committee) within the department or equivalent unit. The Department Chair may provide a separate

review if he or she did not serve on the personnel committee. The committee shall write an evaluation and make a written recommendation to the Dean. The Department Chair, if performing a separate review, shall do the same. The recommendations will be forwarded to the candidate who will have a ten-day period to submit a written rebuttal or response, if desired. The recommendation(s) and rebuttal will then be forwarded to the Dean.

- 5.2.7. Review Process—Dean: The Dean will review the recommendations of the department and make a recommendation. A copy of the recommendation will be sent to the candidate who will have ten days to respond in writing. The recommendations and candidate responses (if any) will then be forwarded to UP-FS and the Provost for final review and action.
- 5.2.8. Decision by the President. The result of the reviews by the department and Dean is to deliver a recommendation to the Provost for the President's final decision with respect to the request for range elevation. The President may choose to delegate authority to decide in whole or in part to the Provost.
- 5.2.9. Effective date of range elevation: Range elevation salary increases shall be effective as indicated in the CBA (12.16).
- 5.2.10. Peer Review Process: Denial of a range elevation is subject to appeal to a Peer Review Panel. UP-FS shall establish a single Peer Review Panel consisting of three full-time tenured faculty (not including faculty in the FERP program) who have served on committees in the preceding academic year that made recommendations on matters of retention, tenure, and promotion and who have attained the rank of full professor or equivalent. Faculty services shall select at random from the eligible full-time tenured faculty three (3) members and one (1) alternate for service on the Peer Review Panel. A member of the Peer Review Panel may not hear an appeal of a range elevation denial if he/she is in the same department as the appealing lecturer. Relevant dates and steps in the peer review process are explained below.

5.2.11.1. A lecturer who wishes to request peer review for denial of range elevation shall request peer review no later than 21 days after the receipt of the denial.

5.2.11.2. The Peer Review Panel shall follow the timeline outlined by the CBA (12.20). The Peer Review Panel shall notify the candidate and Provost of its findings and decision. The Peer Review Panel shall forward to the Provost all written materials it considered. The decision of the Peer Review Panel shall be final and binding.

5.3. Range Elevation Amount

5.3.1. Range elevation for lecturer faculty shall be accompanied by an advancement in salary of a minimum of 5% (or to the minimum of the next range) (Article 31.6).

5.3.2. Deans may recommend an increase greater than the minimum called for in the CBA and shall provide reasoning for such to the Provost. The decision to award a range elevation greater than the minimum is at the final discretion of the Provost.

Appendix A

This section lists examples of activities that may be used to demonstrate and document appropriate professional growth and development. It is neither exhaustive nor minimal, but simply a listing of the typical professional activities engaged in by lecturer faculty in a wide range of disciplines. In all cases, quality of performance and appropriateness of the activity shall be the primary consideration when evaluating the merit of a specific activity.

Note regarding synergies between the categories: Please see section 4.3.2, “It may be that a Lecturer has substantial accomplishments in areas that are not directly covered by their assignment—i.e., scholarship in the case of an instructional Lecturer. Such a Lecturer should be encouraged to make the case that these achievements have a bearing on teaching and thus could be considered as an enhancing factor in the evaluation of the actual assignment. This would be at the option of the Lecturer.”

1. Teaching related.
 - activities enhancing the effective teaching of the discipline
 - collaborative teaching
 - creative activities in support of effective teaching
 - development of instructional materials
 - increased mastery of knowledge in fields relevant to the teaching assignment
 - enhanced mastery of knowledge in relevant fields via scholarly activity
 - involvement of students in the research and creative processes
 - completion of a higher academic degree

2. Service related
 - advising and mentoring student associations
 - development of standards and/or outcomes assessment
 - curriculum and program development
 - contributions to improving the campus climate: the promotion of mutual respect and acceptance of diversity in all its forms
 - grant proposals to conduct research in the discipline, to support pedagogy, or to further the mission of the University
 - leadership and participation in service activities of professional associations
 - external fundraising and resource development related to the mission of the university

- leadership and special contributions to the basic instructional mission of the university
- leadership in faculty governance, including the Academic Senate and its committees, campus life at the department, college, university, CSU system level, and CFA leadership.
- maintenance and technical support of university labs, equipment, materials, supplies, safety standards and any other support of environments that require advanced professional attention
- mentoring of colleagues
- organizing events and activities for the sharing of ideas and knowledge
- recruitment and retention of students
- research and/or creative activity in the discipline thesis research and supervision

3. Research related

- collaborative research and creative activity involving the campus and the community
- editing of publications
- participation at professional meetings and presentations at conferences
- contributions to the community, including professional efforts which bring the community and the campus together
- publications, exhibitions, and/or performances that advance knowledge
- research and/or creative activity in discipline related pedagogy
- patents and innovations credited to the lecturer

Appendix B

This appendix describes titles and categories of faculty.

B.1. Categories of non-tenure/tenure track faculty established by the CBA.

The CBA defines certain categories of faculty, and these categories may change as the CBA is revised. UP-FS provides a list of these titles and their specific definitions. This appendix lists these categories as they presently are defined. These categories of faculty include:

- Lecturers—Describes all part-time and full-time temporary instructional faculty.
- Unit 3 temporary faculty with assignments in Athletics, Library and Student Services Professional Academic-Related (SSP-AR) (Counseling)—Employees in these areas will have designations appropriate to their field, while differentiated from their tenure/tenure track faculty colleagues.
- Visiting Faculty—A full-time instructional faculty member for up to one academic year, and is a category defined by the CBA (12.32). Visiting faculty are a separate classification, independent from tenure track faculty and from lecturer faculty. It should be noted that the hiring of Visiting Faculty shall not result in the displacement or time base reduction of an incumbent Temporary Faculty Unit Employee as reflected in the order of work in provision 12.29.
- Visiting Scholars—J-1 visa holders and non-J-1 visa holders coming to the university through an exchange visitor program. Visiting Scholars are a separate classification, independent from tenure track faculty and from lecturer faculty.
- Volunteer faculty—are defined in the CBA as “faculty who are not receiving direct compensation from the CSU for the assigned Unit 3 work.” As such, this is not a separate category of faculty but a separate category of compensation.
- Adjunct faculty—is a term no longer used by the CBA.

B.2 Honorific Titles Established by SJSU.

SJSU uses the following honorific titles to honor and distinguish various sub-categories of faculty from within the official designations of the CBA.

- Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, Visiting Lecturer. These are all honorific titles that may be used as subsets of the Visiting Faculty designation of the CBA. These honorific titles may be used when a Visiting Faculty has earned such a title at a prior institution.
- Distinguished Visiting Lecturer or Distinguished Visiting Professor. These are honorific titles that may be used as subsets of the Visiting Faculty designation of the CBA. These designations are reserved for visitors with particularly distinguished careers, and must be approved by the Provost after a request from the appropriate college Dean which documents the qualifications and contributions that warrant this title.
- Distinguished Visiting Scholar. This is an honorific title that may be used as a subset of the Visiting Scholar designation of the CBA. This designation is reserved for visiting scholars with particularly distinguished careers, and must be approved by the Provost after a request from the appropriate college Dean which documents the qualifications and contributions that warrant this title.
- Senior Lecturer—This is an honorific title that may be used as a subset of the Lecturer designation of the CBA. SJSU bestows this honorific title to a lecturer faculty member with a three-year appointment and six consecutive years of experience in a single department at SJSU.