

## Questions Temp Faculty Should Ask Before the Start of the Semester

*This checklist provides temporary faculty with sample questions they may wish to ask to become acquainted with the rules and policies of their campus. State APSCUF provides reference to the Faculty Collective Bargaining Agreement for certain questions but encourages temporary faculty to check with their local APSCUF chapter and administration for more detailed answers specific to their campus. This document should in no way be taken as legal advice from State APSCUF.*

### YOUR CLASSES

1. Is there a template I should use for my course syllabus/outline? 
  - a. Are there keys to open and lock the classroom?
  - b. Where do I get these keys?
2. Am I responsible for submitting my book request to the book store if I am a temporary faculty member?
3. Is there a dress code for teaching on campus?
4. What are the rules concerning guest speakers and honorariums for them?
5. What is the procedure/paperwork if I have to cancel a class for illness, emergency, or conference attendance?
6. How will my teaching be evaluated? ***Evaluations are covered by Article 12 of the CBA – Performance Evaluations. You will be evaluated each year on the categories listed in the contract – teaching, scholarship, and service.***
7. Where and how do I get documents duplicated?

### OFFICE HOURS

1. How many office hours must I have each week? ***According to Article 23.A.1.c, you must maintain 5 office hours on no fewer than 3 days a week. Some universities will pro-rate this for part-time faculty, so you should inquire with your campus.***
2. Can I do online office hours? ***Some universities allow you to have online office hours only if you teach online classes; this would normally be pro-rated by the number of***

*workload hours taught online versus in person; i.e. 50% online, then 50% online office hours.*

3. Can I have office hours in a place other than my office? *Check with your dean, but if you notify students of this, it should not be a problem.*

4. Do I have access to an office/office space?

## **YOUR CLASSES**

1. Will I be required to teach online classes? *Your contract for employment should state whether or not there is an expectation for you to teach online.*

2. Is training provided/required before teaching online classes? *The number of IT support staff varies by campus. Check with your local campus about any training requirements.*

3. Will I be required to teach summer school? *Summer school teaching is voluntary. Departments assign summer classes via different methods. Check with your department.*

4. How is summer school pay calculated? *Summer school pay is described in Article 24.C. For Summer 2014, compensation will be paid at 55% of 1/24 of the regular full-time salary for each workload hour of the preceding academic year.*

## **YOUR DEPARTMENT**

1. Am I required to attend department meetings?

2. Are there issues I cannot (contractually) vote on? *There are issues which a temporary faculty member cannot vote on. These issues include hiring decisions (Article 11), department chair service and elections (Article 6), and teaching assignments between departments (Article 7). As for temps voting on who will be on the promotion, and tenure committees, the contract does not address that but there may be local departmental guidelines or past practices. If you are an APSCUF member in good standing, you are entitled to vote on all internal union matters including the ratification of the CBA.*

3. Am I required to serve on committees as a temp?

4. Does my driver's license need to be on file with the Department Secretary?

5. Will I have a mentor on campus until I become acclimated to the environment?

6. Am I expected to advise students?

### YOUR OFFICE

1. If I need supplies who do I notify?

2. Where do I get a key? Does my office key open any other doors?

3. How do I get into my building during “off hours”?

4. Do I have the ability to call off campus with my office telephone?

### YOUR UNIVERSITY

1. Do I receive a campus orientation to review the policies and procedures that management expects me to know? Example: student discipline, smoking, office of disabilities, etc.

2. Are there specific parking rules and regulations?

a. Where do I get a parking pass?

b. Do I pay for a parking pass?

c. Where can I park?

d. Where can I not park?

e. Are there other parking options on or near campus?

3. If I need a university-owned vehicle, where do I find the form to fill out and whom do I send it to? Is there a timeline between reserving and receiving the reservation?

### PROFESSIONAL DEVELOPMENT

1. Are there travel funds available for conferences or professional development for temps? If so, where can I find the form to apply for funding?

2. Who manages grant programs and grant applications on campus?

### YOUR UNION

1. How do I become an APSCUF member? *When you are hired, payroll should give you a union card to fill out. You can either choose to be a dues-paying member or a fair-share dues payer.*

2. What is the benefit of becoming an APSCUF member?

## YOUR BENEFITS

1. Do I have healthcare benefits if I am employed as a part-time temp? ***You can elect healthcare benefits as a part-time temporary faculty member at a certain FTE. This is explained in Article 21.A.4 and Article 21.A.5.***
2. Do I have healthcare benefits in the summer? ***Temporary faculty may get health benefits over the summer if they have a reasonable expectation of employment for the next academic year.***
3. May I collect unemployment benefits during the summer?
4. If I am sick, do I utilize the employee self-service (ESS) to notify of my absence or do I call the department secretary? Will my pay be docked?
5. What health benefits am I entitled to?
6. What is the Health and Welfare Fund?

## CONVERSION TO TENURE TRACK

1. If I teach consecutive semesters do I have any possibility of conversion to a tenure track position? ***Article 11.G mandates that any temporary faculty who teaches full-time for 10 consecutive semesters shall have the right to a department vote to be converted to a tenure-track faculty member. Conversion is dependent upon a positive vote from the department.***
2. What is the process for tenure track conversion? ***Once you have served 8 consecutive full-time semesters, you should consult with your department chair to determine whether you will satisfy the requirements of full-time work for the 9<sup>th</sup> and 10<sup>th</sup> semesters. When that is completed, you should request a conversion vote from the department chair, who will then lead the department in the vote.***
3. If I am rehired, do I get a step increase? ***Temporary faculty are not eligible for step increases; instead, each hiring action is a new action, and temps have the ability to negotiate their salary every year.***