

II-8
GUIDELINES FOR ESTABLISHMENT OF THE CONTINUING APPOINTMENT BASE FTE
(Revised 5/16)

The consideration of the employment of Unit 18 non-senate faculty (NSF) should be undertaken with a view to the highest possible quality of instruction and the optimal advancement of the curricular and programmatic interests of the department. There should be the underlying presumption that:

1. The teaching function of an academic department or program is to be discharged typically by members of the Academic Senate (ladder faculty and Lecturers with Security of Employment);
2. Teaching needs not met by ladder faculty or LSOE's will be met by Teaching Assistants and Associates as an integral part of their graduate training whenever this is possible and appropriate;
3. NSF will be employed when needs cannot be met as described under 1. and 2. above.

The level of instructional need will normally be at the same level as the need during the year prior to the start of the Continuing Appointment. If, prior to the issuance of the letter approving the Continuing Appointment, the department determines that the initial continuing appointment percentage will be lower than expected, the appointee must be notified, in writing, as soon as practicable.

Instructional need will not exist, or may be reduced, when:

- a) A Ladder faculty member or Lecturer SOE is designated to teach the course(s) during the next academic year.
- b) A Teaching Assistant or Associate is designated to teach the course(s) during the next academic year.
- c) A Visiting Professor or Adjunct Professor is assigned to teach the course(s) during the next academic year.
- d) The assignment of the NSF to teach the course(s) conflicts with established departmental academic program requirements for intellectual diversity

Augmentation of Continuing Appointment base:

Temporary augmentation may be made to the Continuing Appointment if the increase is for a distinct and finite period of one year or less. Temporary augmentations will not be added to the appointee's base percentage on a continuing basis. Temporary augmentations may result from:

- Faculty leaves
- Circumstances which require emergency course coverage
- The need to deliver instruction until newly hired ladder rank faculty are scheduled to begin teaching
- Temporary and/or unanticipated fluctuations in enrollment
- Programmatic change designed to meet the academic mission of the University

Any augmentation not meeting the above definitions will be considered a permanent augmentation to the individual's Continuing Appointment base percentage. Reduction of the Continuing Appointment base may only take place in accord with Article 17, Layoff, reduction in time and Reemployment.