

## Terms and Conditions of a One-Semester Academic Appointment

Teaching assignments are normally made by department chairs, after consultation, in conjunction with department needs and the background of the individual.

Temporary faculty will be evaluated according to the professional standards of the disciplines in which they are appointed and as defined by the Department/Unit as appropriate to their work assignments, and also in accordance with University Standards, the Unit 3 Collective Bargaining Agreement, and CSU Chico, Faculty Personnel Policies and Procedures.

Official transcripts are required by the University within 90 days of initial appointment to the department. If transcripts are not received within the time frame noted above or information from transcripts is inconsistent with your application materials, this appointment is null and void. Transcripts must cover all work for the highest degree obtained and for any work done subsequent to the completion of the last degree. If you have not already done so, please have your transcripts sent directly to the College office from the degree-granting institution as soon as possible if it is your decision to accept our offer.

**By accepting this offer of appointment you certify you are authorized to be legally employed in the United States. All new employees are required to present documentation verifying their right to accept employment. Should you accept this offer, prior to your first day of employment, YOU MUST present in person to the Human Resources Service Center (Kendall Hall, Room 220) proof of identity and complete the necessary forms required for new hires.**

You are required to complete payroll and personnel documents in the Human Resources Service Center (Kendall Hall, Room 220, 530-898-6771), including an Oath of Allegiance, **prior to the beginning of employment.** Failure to do so will not permit the University to complete your appointment. As an employee of The California State University, the rights and responsibilities of your position are governed by Federal and State law as well as the policies and procedures of the Board of Trustees and the University.

Your salary is payable in six equal monthly installments for each full academic semester employed.

- a. If this is a **Fall only academic semester appointment**, your first check will issue at the end of the September pay period and your final check will issue in February.
- b. If this is a **Spring only academic semester appointment**, your first check will issue at the end of the February pay period and your final check will issue at the end of the July pay period.
- c. If this is an **Academic Year appointment**, your first check will issue at the end of the September pay period and your final check will issue at the end of the August pay period. Your check for the February pay period represents your first installment for the spring semester. You will receive your sixth and final paycheck for the spring semester at the end of the July pay period, and for the fall semester at the end of the August pay period.
- d. If you have a **12-month appointment**, your first check will issue at the end of your first month of employment and your final check will issue at the end of the last month of employment. You will accrue 16 hours vacation (prorated for part-time) for each qualifying month of your appointment. Vacation not used will be paid out at the end of this appointment or when you no longer have an appointment that is eligible for vacation.

### **BENEFIT ELIGIBILITY & ENROLLMENT REQUIREMENTS:**

#### **Eligibility:**

- Eligibility for standard CSU benefits is based on an appointment of half-time or more for a period exceeding six (6) months. If employed in a R03 Lecturer or Coach Academic Year position, you must be appointed for at least six (6) weighted teaching units for at least one semester.
- Eligibility for Affordable Care Act (ACA) benefits is based on an appointment of at least three-quarter time, hired to work a minimum of 130 hours per month over the course of the appointment or works an average of 130 hours or more per month during the measurement period. The ACA guidelines provide for health coverage or FlexCash only. ACA does not provide dental or vision plan coverage.

#### **Enrollment Requirements:**

You must enroll within sixty (60) days of your initial appointment date. The effective date of benefits depends on many factors; including your first day of employment, the date you submit enrollment documents, your pay plan and the pay period. For further information, please contact Human Resources Service Center Benefits Unit (Kendall 220), (530) 898-5436 or [benefits@csuchico.edu](mailto:benefits@csuchico.edu).

This appointment is contingent upon enrollments and budgetary considerations. You will be notified as soon as possible should conditions require a withdrawal or a reduction in the extent of employment offered.

No further appointment beyond the stated ending date above is implied by this offer. For consideration for subsequent appointment you must make separate written application to the appropriate department.

**CFA Notice: You are represented by the California Faculty Association, a union of more than 28,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join, as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>.**

All binding terms and conditions of this appointment are contained in the email offer and in state regulations, systemwide trustee/chancellor directives, relevant collective bargaining agreements, and CSU, Chico policies and procedures.