

MEMORANDUM

To: CSU Presidents

From: Gail Brooks *Gail Brooks*
Associate Vice Chancellor, Human Resources

CC: CSU Provosts
CSU Associate Vice Presidents, Faculty Affairs

Date: July 2, 2007

Re: Two-Semester Appointment Practices at Quarter Campuses

As you are aware CSU health benefits eligibility for part-time lecturers at quarter campuses is defined in Article 32.4 as those part-time faculty who are appointed for at least six (6) weighted teaching units (i.e., 0.4 time base) for at least two or more consecutive quarters. Since quarter campuses operate on four quarter schedule some faculty may actually teach two quarters during the academic year, but not qualify for health benefits.

To address this and as a best practice, quarter campuses are encouraged to appoint faculty whom are expected to teach for two consecutive quarters during the academic year into a two-quarter appointment rather than two one-quarter appointments. In this fashion, we will ensure that these faculty will be eligible for our health benefits.

E. Purcell