

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
ACADEMIC AFFAIRS DIVISION
FACULTY RELATED OPERATING PROCEDURES

SUBJECT: Extra Quarter Assignments (“P” Quarters)

1.0 PURPOSE

To arrange systematically the procedures relating to extra quarter assignments.

2.0 ORGANIZATIONS AFFECTED

Probationary and tenured faculty in academic year teaching appointments.

3.0 REFERENCES AND RELATED PROCEDURES

3.1 References. Title 5, Article 2.5, Academic Year Employees at Campuses on Quarter System Year-Round Operations

3.2 Related Procedures. Faculty Triads, Spreading a 45-Unit AY Workload over Four Quarters (See Attachment)

4.0 POLICY

4.1 When the needs of the campus require it, an academic year employee may teach an extra quarter assignment.

4.2 Normally, the employee shall not teach more than seven consecutive quarters.

4.3 Except in special circumstances essential to the offering of required instruction, usually relating to the spreading of a 45-unit workload over all four quarters in each “college” year, and even then only with the approval of the President or his/her designee, the employee shall not teach more than eleven (11) quarters in any triad. In no case shall an employee work more than 15 consecutive quarters.

4.4 No service credit for tenure, retirement, sabbatical leave, sick leave, or seniority, will be earned during this extra quarter worked in any “college” year.

4.5 No faculty member shall teach an extra quarter assignment unless he or she agrees to do so.

- 4.6 A faculty member who teaches an extra quarter assignment may either teach for extra pay or for compensating time off in a subsequent quarter.

5.0 DEFINITIONS

- 5.1 Extra Quarter Assignment. Extra quarter assignment is an assignment given to an academic employee to teach full-time or part-time within the employee's fourth quarter period, that is, in a quarter other than one of the quarters which comprise the employee's academic year.
- 5.2 "P" quarter. The designation "P" refers to an extra quarter for pay.
- 5.3 Triad. The three year pattern of quarters "off" and "on" for a faculty member. The first triad is the first twelve quarters of appointment. The next triad begins with the fourth year of appointment, etc. The counting of the triad begins again whenever a faculty member moves from a 12 month to a 10 month appointment.
- 5.4 "Academic Year", a three quarter period usually defined as the Fall, Winter and Spring Quarters. But, for some faculty their "academic year" may consist of other patterns such as: the Summer, Fall and Winter Quarters or the Summer, Fall and Spring Quarters.
- 5.5 "College Year": The college year consists of four consecutive quarters, beginning with the Summer Quarter, and including the subsequent Fall, Winter and Spring Quarters.

6.0 RESPONSIBILITIES

- 6.1 The faculty member shall:
- 6.1.1 Discuss the possibility of a P assignment with the department chair.
 - 6.1.2 File the Designation of Quarters (Triad) form indicating that he/she would like to teach for extra pay.
 - 6.1.3 If approved, work an extra quarter at the timebase agreed upon.
- 6.2 The department chair shall:
- 6.2.1 Review and make recommendations to the Dean on P quarter assignments for faculty, taking into careful consideration the curriculum and other needs of the department and the budget.

- 6.2.2 If the assignment is approved, assign faculty to teach the appropriate number of WTUs.
- 6.2.3 Submit to the Dean an Employee Transaction Form placing the faculty member on P quarter, along with the Designation of Quarters (Triad) form.
- 6.3 The Dean shall:
 - 6.3.1 Review the requests. Make determination on P quarters assignments. If desired, the Dean may indicate on the Designation of Quarters (Triad) form that the P quarter is contingent upon budget.
 - 6.3.2 If approved, sign both an Employee Transaction Form and a Designation of Quarters (Triad) form to place the faculty member on a P quarter.
 - 6.3.3 Send the signed Employee Transaction Form and Designation of Quarters (Triad) form to the Associate Vice President for Academic Affairs for review and approval.
- 6.4 The Associate Vice President for Academic Affairs shall:
 - 6.4.1 Review and make final decision on all questionable requests for P quarters; however, routine requests by a Dean shall be approved by the Associate Vice President for Academic Affairs.
 - 6.4.2 Forward both forms to HRM.
- 6.5 Human Resource Management shall:
 - 6.5.1 Maintain faculty records.

7.0 PROCEDURES

- 7.1 The faculty member unofficially consults with the department chair about an extra quarter for pay.
- 7.2 The faculty member files an official request using a Designation of Quarters (Triad) form.
- 7.3 The department chair reviews the request and either supports the request by signing the form or refuses the request by not signing the form.
- 7.4 If the request is supported, the department initiates an Employee Transaction

Form for each faculty member with a recommended P quarter.

- 7.5 The signed request (both forms) is sent to the Dean for consideration. The Dean may refuse to sign, may sign unconditionally, or may sign contingent upon the budget.
- 7.6 If signed by the Dean, the recommendation (both forms) is forwarded to the Associate Vice President for Academic Affairs.
- 7.7 The Associate Vice President for Academic Affairs reviews the Dean's recommendation, approves routine cases, and makes the final decision in questionable cases.
- 7.8 If approved, the Employee Transaction Form and Designation of Quarters (Triad) form are signed by the Associate Vice President for Academic Affairs and forwarded to Human Resource Management.
- 7.9 The faculty member is assigned to teach the appropriate number of WTUs, and the faculty member fulfills his or her obligations by completing the assignment.
- 7.10 Human Resource Management maintains the faculty records.

8.0 Attachments

- 8.1 Form and Instructions for requesting permission to Spread a 45-Unit AY (3 quarter) workload over a full CY (4 quarters).
- 8.2 Designation of Quarters (Triad) form.