

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

SUBJECT: Faculty Triads – The Designation of Quarters

1.0 PURPOSE

To arrange systematically the procedures for Faculty triads.

2.0 ORGANIZATIONS AFFECTED

All academic departments.

3.0 REFERENCES AND RELATED PROCEDURES

3.1 References. Title 5; Faculty Handbook.

3.2 Related Procedures: Extra Quarter Assignments; Sabbaticals.

4.0 POLICY

4.1 Tenure track faculty on an academic year appointment are required to teach three quarters out of the four in a full campus academic year, often referred to as a “College Year” (Summer through Spring).

4.2 In the first year of appointment, faculty members teach three quarters, unless their appointment begins in the winter or spring term.

4.3 After the first year of appointment, faculty may request a modification of the quarter that they take off.

4.4 Partial quarters off may be requested in accord with the procedures for Spreading a 45 Unit Work Load Over Four (4) Quarters.

4.5 Requests for the designation of quarters will be considered in light of the needs of the academic employee and the needs of the department, and mutually agreed to by them, and by the Dean of the College.

4.6 Changes in the designation of quarters must be approved by the Associate Vice President for Academic Affairs.

4.7 Assignment to academic quarters shall be made at least one full quarter in advance of the faculty members next triad. No such assignments may be made

more than three years in advance of the beginning of the academic year to which it relates.

4.8 Assignment may be made contingent upon budgetary consideration.

5.0 DEFINITIONS

5.1 A. Designates a quarter off in advance of being earned.

5.2 C. Designates a quarter off in compensation for teaching during the vacation quarter.

5.3 E. Designates the vacation quarter in which a faculty member teaches in exchange for a compensating quarter off (C) at a later date.

5.4 G. Designates the quarter in which the faculty member has full release time for a Research, Scholarly, and Creative Activity Award (may only be taken in an X quarter).

5.5 L. Designates a leave of absence without pay.

5.6 O. Designates a vacation quarter (the fourth quarter after the faculty member first started teaching or returned from an L or T quarter).

5.7 P. Designates an extra quarter for pay (may only be taken in a vacation (O) quarter). (Partial "P" Quarters are possible. See Operating Procedures Extra Quarter Assignment for more details.)

5.8 R. Designates a repayment for an earlier advance quarter off (A).

5.9 S. Designates a Sabbatical or Difference In Pay leave (DIP) (either may only be taken in an X quarter).

5.10 T. Designates a twelve month appointment. Faculty receiving either a sabbatical or research, scholarly, and creative activity award must move from a twelve-month to an academic-year appointment to accept the award.

5.11 Triad. The triad is the period of 36 months or 12 quarters, commencing in the case of each academic year employee with the beginning of the first quarter of the employee's first academic year at the campus.

5.12 X. Designates a "normal" working quarter.

5.13 Partial Quarters off may be requested in accord with the procedures for Spreading 45 Unit Workload Over Four (4) Quarters.

- 5.14 “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.
- 5.15 “College Year”: The college year consists of four consecutive quarters, beginning with the Summer Quarter, and including the subsequent Fall, Winter and Spring Quarters.
- 5.16 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.

6.0 RESPONSIBILITIES

6.1 The faculty member shall:

- 6.1.1 Request an appropriate triad on a "Designation of Quarters" form (Appendix 8.1) at least one quarter prior to the expiration of the previous triad or when the faculty member has requested to make a change in a previously approved triad.
- 6.1.2 File a new “Designation of Quarters” form after being approved for a sabbatical leave, difference in pay leave, a research, scholarly, and creative activity award, or a leave of absence without pay or accepts a twelve-month position, or moves from a twelve-month to a ten-month Academic Year status. (A copy of the award or appointment letter or appropriate leave form must be attached to the triad designation form.)
- 6.1.3 File a new “Designation of Quarters” form along with the Request to Spread 45 Unit Workload over Four (4) Quarters.
- 6.1.4 Work with department chair and Dean to develop a mutually agreeable triad.

6.2 The department chair shall:

- 6.2.1 Review new designations, keeping in mind the needs of the academic program.
- 6.2.2 Attempt to resolve conflicts between the desires of the individuals and the needs of the academic program.

6.2.3 Send approved designation forms to the Dean. Refer unresolved problems of triad scheduling to the Dean.

6.3 The Dean of the College shall:

6.3.1 Review new triads, keeping in mind the needs of the academic programs.

6.3.2 Attempt to resolve conflicts.

6.3.3 Send approved designation forms to the Associate Vice President for Academic Affairs for final approval.

6.3.4 Send unresolved problems to the Associate Vice President for Academic Affairs for final solution.

6.4 Associate Vice President for Academic Affairs

6.4.1 Approves all changes in designated triads.

6.4.2 Acts as final authority for triads in which agreement cannot be reached.

6.4.3 Refers final action to Human Resource Management for files.

6.5 Human Resource Management shall:

6.5.1 Maintain files of approved triads.

7.0 PROCEDURES

7.1 Faculty member fills out "Designation of Quarters" (Triad) form and submits it to the department chair in a timely manner.

7.2 Department chair reviews the request, keeping in mind the curricular and other needs of the department.

7.3 Department chair signs if approved, or tries to reach agreement with faculty member. If cannot reach agreement, forwards triad, unsigned, to the College Dean.

7.4 Dean reviews designation. If approved as is, signs and forwards the form to the Associate Vice President for Academic Affairs.

- 7.5 If cannot get consensus, Dean refers the “Designation of Quarters” form to Associate Vice President for Academic Affairs - who makes final determination on the designation and sends it to Human Resource Management.
- 7.6 Human Resource Management serves as the keeper of the records for triads of all tenure-track faculty.

8.0 APPENDICES

- 8.1 Designation of Quarters (Traid) form.
- 8.2 Procedures to Request to Spread a 45-Unit Workload Over Four(4) Quarters.
- 8.3 Form on which to Request to Spread a 45-Unit Workload Over Four (4) Quarters.