6.2.2 Appointment Percentage of Time Considerations

Formerly Known As Policy Number:
6.2.B

Academic Staff-Teaching are considered full-time when they work for 3 consecutive quarters (i.e., autumn, winter, spring) or 2 semesters with pay at 100% time in each quarter or semester. In this case, they are appointed from September 1 through August 31. Percentages of full time (e.g., 75%, 50%) for appointments which are made for the year are determined by the average percentage of time the Academic Staff-Teaching member works during autumn, winter, and spring quarters.

Members of the Academic Staff-Teaching who are appointed from September 1 through August 31 may elect to have their salary paid over a 12-month period and receive University contributions to benefits plans every month in accordance with their percent time of appointment. Those who choose to be paid over a 9-, 10-, or 12-month period receive University contributions to benefits plans every month in accordance with their percent time of appointment, but must make special arrangements with the University HR Service Team [1] for the employee’s contribution during periods in which salary is not paid. Academic Staff-Teaching who are reappointed annually must have their next year’s appointment in place by July 1 of the current year in order to fall under this provision.

The Lecturer title may also be used for individuals who are on duty in non-sequential quarters during a single year and/or whose total service in any academic year averages to less than half-time. Departments and schools are encouraged to anticipate teaching needs for the year at the time of initial appointment and, if possible, to avoid quarter by quarter appointments. Departments and schools cannot always determine teaching needs in advance (e.g., last-minute enrollments may necessitate further teaching service, etc.). In such cases the department or school should recommend a Lecturer appointment for the minimum number of quarters and at the minimum percent time in each that can be foreseen as necessary at the time of the appointment. If additional teaching service is required, the percent time can be increased, or additional teaching personnel can be hired.


Links
[1] https://cardinalatwork.stanford.edu/benefits-rewards/contact-us