



# SAN DIEGO STATE UNIVERSITY

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## FACULTY HANDBOOK 2008

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## **A. Introduction to the University**

### **1. Introduction**

San Diego State University is a premier public urban university. With more than 33,000 students and 6,000 faculty and staff, it is one of the largest universities in California and a major force in the larger San Diego community. SDSU consists of the main campus on Montezuma Mesa at the eastern edge of the city of San Diego, as well as numerous offices and centers across the city, and the Imperial Valley Campus with facilities in Calexico and Brawley. SDSU is recognized as a Research University with high research activity by the Carnegie Foundation, and is committed to promoting excellence in undergraduate and graduate education, supporting research and creative activity, and fostering internationalism and community engagement.

The Faculty Handbook is primarily designed to acquaint new faculty members with university policy regarding items of importance to them as well as to serve as a quick reference guide for other faculty members.

The law authorizing and controlling The California State University is Title 5 of the California Code of Regulations. Powers are vested in the Board of Trustees, which establishes policies and governs through a Chancellor and his or her office. By action of the Trustees, the president of a campus is responsible for carrying out their policies in the operation of the institution. The President is solely responsible for decisions made at the university, but is required by the Administrative Code (Title 5) to consult with the faculty on a number of matters. The SDSU Senate, a body of some 80 members mostly elected by and from the faculty, with some representation from staff, students, and administrators, plays a major part in recommending policies of concern to the faculty. Actions by the Senate are recorded in the minutes of the Senate. Some actions, when ratified by the president, are codified in the Policy File, which can be accessed from the Senate Web site.

Many university policies and procedures are governed by the Collective Bargaining Agreement (CBA) negotiated between the Board of Trustees of The California State University (CSU) and the California Faculty Association (CFA) and regularly renegotiated.

The Faculty Handbook is designed to be brief. It is not intended to replace or supplant the Policy File, the CBA, or any other policies established to govern university affairs. The Handbook has direct links to these policies and relevant Web sites. Consult applicable sections of Title 5 of the California Code of

Regulations, The Senate Constitution and Bylaws, the University Policy File, the CBA, the General Catalog, and the Class Schedule for more detailed information.

The following Web sites may also be helpful.

SDSU home page : [www.sdsu.edu](http://www.sdsu.edu)

SDSU-Imperial Valley home page : [www.ivcampus.sdsu.edu](http://www.ivcampus.sdsu.edu)

The Senate : <http://senate.sdsu.edu/>

Office of Faculty Affairs : <http://fa.sdsu.edu/>

Campus Electronic Forms : [www.sdsu.edu/cbo/eforms](http://www.sdsu.edu/cbo/eforms)

## 2. Signing In

Every new faculty employee must sign in at the Center for Human Resources, which is located in the Extended Studies Center West, Fourth Floor. Sign-ins are handled on a first come/first served basis. If you cannot attend one of the group sign in times listed in the New Employee Letter distributed by your College, please make an appointment to sign in with Human Resources by calling 594-1143 or 594-7099. New faculty for the Imperial Valley Campus may sign in with the Director of Business Services on the Calexico campus. Law requires U.S. citizens to sign a loyalty oath, and all faculty employees must fill out necessary payroll forms no later than three days past contracted start date in order to ensure that the first pay warrant will not be delayed. Under federal law, all employees must verify they are legally able to work in the United States. It is the responsibility of individuals to keep their immigration status current and to provide proof of their employment eligibility. For further information on immigration issues, please contact the Office of Faculty Affairs at 594-6383, or go to the Web site at <http://fa.sdsu.edu/immigration.htm>.

In addition, all new employees must show their Social Security Card to the Center for Human Resources in order for all paperwork to continue in the payroll process. Photocopies, faxes, or any form of duplicate will not be accepted. Employees cannot be paid until their name and Social Security number are verified by their Social Security Card. This is a State of California policy. The only substitute that can be accepted is a receipt from the Social Security Administration **with the employee's name and Social Security number on it.** This receipt must be requested at the Social Security Administration office.

Benefits-eligible faculty should ask to be scheduled for a benefits orientation and complete enrollment forms to enroll in health benefits as early as possible. These sign-in forms and information about sign-in and benefit orientations are available from the department administrative coordinator. Forms for a faculty identification card may be obtained from the coordinator; the ID card is required

to obtain keys and parking permits. Faculty IDs are obtained from the Library at the Calexico campus. The SDSU card can also be used as a prepaid funds account for campus services. SDSU no longer uses Social Security numbers for anything other than payroll. New faculty members will receive a "Red ID" number, a specially generated identification number for all purposes other than payroll.

### **3. Parking**

Parking decals are required all year unless otherwise noted, and can be purchased from the University Cashier, second floor, Student Services Building. Faculty members do not require parking permits to park at either the Calexico or Brawley campus. Faculty/Staff permits are valid only in Faculty/Staff and Student parking lots. Permits and directions may be obtained at the Parking Information Kiosk drive-up window, located at the front of the Chemical Sciences Lab Building off College Avenue, or the Parking Office walk-up window at the Public Safety Building. Parking violations are subject to citation. The demand for parking spaces is especially high at the beginning of the semester and on Tuesday and Thursday morning. Further information can be found at the Department of Public Safety: [www.dps.sdsu.edu/parkinginfo.htm](http://www.dps.sdsu.edu/parkinginfo.htm).

### **4. Keys (and Magnetic Key Cards)**

Keys are issued by Key Issue at the Public Safety Building. Keys are issued by the cashier's office in the Administration Building on the Calexico campus. Authorization slips may be obtained from your department chair. Keys must not be lent to any unauthorized person or duplicated. Public Safety will issue a student assistant a room key upon receipt of an approved authorization slip. NOTE: The issuance of master and submaster keys requires the authorization of the dean of your college. There is a \$10 charge for lost keys, and a charge of up to \$100 for a lost master key. All keys are the property of the state of California and must be surrendered upon request by an authorized agent of the state or upon separation from the university.

### **5. Pay Warrants**

Faculty payroll warrants are released to the colleges for distribution by departments on the last day of each pay period (around the end of each month). Warrants not picked up within five days are returned to the Center for Human Resources where they may be claimed by the faculty member. Pay warrants are distributed by the Business Office on the Calexico campus and placed in faculty mailboxes after 3:00 pm. Automatic payroll deposit (Electronic Funds Transfer) is

available; forms can be found on the HR/Payroll web page at <http://bfa.sdsu.edu/ps> or may be filled out at the Center for Human Resources.

Academic Year faculty members (the vast majority) receive their pay in twelve equal payments, assuring that they receive benefits throughout the year. In 2008-2009, the university will follow a "5/6/1" plan, which means that the August paycheck will actually be for work performed in the fall semester. Faculty members who begin in the spring semester may not receive pay or benefits for this month in the first year of their employment, and should see their chair or director if they are in this position.

## **6. Separation**

Faculty members who prepare to leave university employment must complete with their chair or director a Separation and Clearance Process that includes returning all university property and access cards/keys to university facilities and making arrangements for medical benefit coverage and final paycheck. The Center for Human Resources provides a checklist to help faculty and their chair or director complete the checking-out process before their employment with SDSU terminates. As a first step faculty members should meet with their supervisor/department coordinator who will complete an online form to provide notice of their departure and date to various campus offices. This process is now web-based; for further information, refer to the Separation and Clearance Processes: [http://bfa.sdsu.edu/~person/checkout\\_links.htm](http://bfa.sdsu.edu/~person/checkout_links.htm). The Provost requests the courtesy of an exit interview from departing faculty, as does the Dean of the Imperial Valley Campus for Calexico campus faculty.

## **7. Academic Calendar**

The Academic Calendar is developed each year by the Senate for the President's approval. It is published in the General Catalog and Graduate Bulletin and posted on the university Web site. To find current and prior calendars, click on Faculty/Staff on the SDSU home page, and go to Academic/Academic Calendar.

## **8. Safety and Security**

The University Police Department is charged with creating a safe environment on campus conducive to academic excellence. Safety and security are coordinated by University Police, located in the Public Safety Building. Potential criminal actions and any emergency on campus, including medical and fire emergencies, should be reported directly to University Police by dialing 911 from any campus phone or by using one of the duress telephones located throughout

campus. These are distinctively marked and have a blue light on top. Campus elevators are also equipped with emergency phones. Most classrooms have campus phones that can be used to summon assistance or report crimes. Upon receipt of the call, University Police officers are dispatched immediately to the site of the complaint and have authority to make arrests if necessary. For non-emergencies from a campus phone, dial 4-1991 (or 511 from a campus pay phone). From off campus, dial 594-1991.

Faculty are encouraged to report any problems on campus directly to the University Police, but you may also report criminal offenses to designated campus officials (including but not limited to chairs and directors, deans, or other administrators), or to local law enforcement agencies. Crimes can also be reported anonymously by calling Crime Stoppers at 619-235-TIPS (8477) or via the web at [www.police.sdsu.edu](http://www.police.sdsu.edu). For more information, go to the Public Safety Web site at [www.dps.sdsu.edu](http://www.dps.sdsu.edu).

Incidents and emergencies on the Calexico or Brawley campuses can be reported by calling 811 from campus phones or 760-332-4312 from other phones. To view the 2004 Safety and Security Report for the Imperial Valley Campus, go to: [www.ivcampus.sdsu.edu/information/safety & security report/ivc 2007 report.pdf](http://www.ivcampus.sdsu.edu/information/safety & security report/ivc 2007 report.pdf).

## **9. Emergencies**

SDSU has established procedures for dealing with emergencies. Cooperation from all members of the campus community is essential in minimizing the effects of emergency situations. Please review the campus Emergency Preparedness Information Site at: <http://bfa.sdsu.edu/emergency> to review helpful information on emergency communications and procedures, homeland security, locations and maps, supplies, personnel, and guidelines for preparedness.

## **10. Imperial Valley Campus**

The Imperial Valley Campus is a campus of San Diego State University serving the desert area of southeastern California. It is accredited as an integral division of SDSU and operates under the same academic calendar. The campus offers the Freshman Scholars Program (a lower division program), upper division undergraduate education, graduate programs, and fifth year credential programs for teacher preparation.

The Imperial Valley Campus is located in Imperial County 120 miles east of San Diego, 60 miles west of Yuma, Arizona and 120 miles south of Palm Springs. The

campus consists of two sites. The Calexico location, six blocks from the Mexican border, provides the opportunity for involvement in a bicultural environment. Just across the border is Mexicali, Mexico, a city of more than one million people. The Brawley location, 23 miles north of the Calexico site, is surrounded by rich agricultural fields, the largest industry in the Imperial Valley.

The Imperial Valley Campus, with almost 900 students, offers students the advantages of smaller classes and individual contact with the faculty. The Imperial Valley Campus faculty is multinational in its classroom orientation and background. Interactive television provides students in Calexico the opportunity to participate in classes broadcast live from the campus in San Diego. The Imperial Valley Campus schedules most of its classes to meet once a week in three-hour blocks so that students who work full time can earn 9 to 12 units a semester by attending classes once or twice a week. A few classes meet twice a week. Occasional classes are also offered on the weekends.

## **B. Facilities**

### **1. Library and Information Access**

The Library and Information Access (<http://infodome.sdsu.edu>) supports the curricular and research needs of the university community through the development of collections and the provision of services designed to facilitate access to information. The library's collections include more than 1.7 million volumes, 3103 print serial subscriptions, and 24,371 electronic serial subscriptions, 4.5 million microforms, and 627,718 government publications. More than 2.5 million visitors use the library annually making it the intellectual hub of the university. The Calexico campus library provides, in addition to access to its own collection, rapid interlibrary loan service to the SDSU-San Diego library and electronic access to the same journals and resources.

Library and Information Access provides a broad range of services, including:

#### *Circulation Services*

The basic faculty loan period for books is 183 days, with one renewal allowed. Bound journals circulate to faculty for seven days. All books are subject to recall after a period of ten days. Library users can view their own circulation records, renew books and make document delivery requests electronically from any computer with Internet access. Proxy cards are available at the Circulation Desk for graduate assistants or others authorized to use a faculty member's library card. Reserves enables faculty to place course materials on short-term loan for periods of two hours, 24 hours or three days. Also, the library's Electronic Course Reserves (ECR) allows journal articles and other types of brief items to be made available to students via the Internet.

#### *Interlibrary Loan and Document Delivery*

When material is unavailable from the library's holdings, it can be requested via The Circuit, Link+ or Interlibrary Loan services. *The Circuit* allows library users from participating libraries to quickly borrow books from other San Diego area libraries. *Link+* provides a single, searchable catalog and borrowing privileges for books and other materials from academic and public libraries throughout California. *Ingenta* article delivery service is available for fax delivery of selected journal articles.

#### *Liaisons*

Individual librarians are assigned to work with academic departments in one or more specific disciplines. Their liaison responsibilities include promoting

communication between the library and academic departments in support of the curricular and research needs of the university community.

### ***Library Instruction***

This program provides customized hands-on instruction in one of the library's electronic classrooms, in your classroom or supporting your blended class. Library instruction includes information on research methods; the use of citation managers; how-to-use and evaluate the Internet; database searching; finding streaming media; using emerging technologies in the classroom; implementing information literacy and adapted assignments. Library orientation classes or tours are offered at the request of faculty. Contact your librarian liaison or the coordinator of Library Instruction for more information.

### ***Media Center***

This area provides access to the library's multimedia collection, Media Reserves and numerous electronic resources, such as video/audio editing, digital format duplication and a large group media presentation room. The Center provides students access to both PC and Mac computers and a variety of multimedia equipment. A service desk provides help to users, including instruction in the use of media equipment, assistance with the retrieval of materials and group room reservations.

### ***Reference Services***

Librarians provide expert help with all aspects of library and information research in the arts, humanities, sciences, and social sciences. Librarians at the Reference Desk can assist in the selection of resources both in print and electronic formats and can help you use these tools effectively and efficiently. Appointments can be made with the librarians for in-depth consultation and assistance away from the desk. For questions and appointments, call x46728 on campus; off campus 619-594-6728. Librarians can also respond to some research questions using e-mail which can be accessed on the library web site at <http://infodome.sdsu.edu/research/eref/ereference.shtml>. Reference Services is equipped with more than 100 public computers accessing local and distant information, including more than 24,371 electronic journal titles and approximately 150 electronic databases. Many reference sources, both electronic and printed, are available for use with expert assistance to guide you. More information on our resources can be found on the Web at <http://infodome.sdsu.edu/research/research.shtml>

### ***Special Collections and University Archives***

Special Collections houses rare, fine, unique and valuable books, periodicals, manuscripts and documents which require security and care in handling. The

collection strengths include: early astronomy and other sciences; natural history; orchids; surfing, popular sheet music, John F. Kennedy, Edward Gorey, postcards, science fiction, zines, comics and San Diego area history. Among the early printed works in Special Collections are 13 incunabula (books printed before 1501), over 200 sixteenth century imprints and 1,000 seventeenth century imprints. University Archives is a repository for manuscripts and other materials that document the 100-plus-year history of San Diego State University since its founding in 1897. Tours and class sessions that make use of Special Collections and University Archives are welcome.

### ***Student Computing Center***

The Center includes a lab and help desk. The lab provides more than 300 workstations outfitted with faculty-recommended software in support of the curriculum and class assignments. The 24/7 Study Area is open 24 hours per day when classes are in session. Staff at the Help Desk provides assistance to students having difficulties using hardware or software supported by the Student Computing Center.

## **2. Instructional Technology Services**

Instructional Technology Services (ITS), located on the first floor of the Adams Humanities building, provides a variety of instructional, professional development, and research support services, including:

- instructional equipment loans (including laptop computers and video/data projectors, portable public address systems, digital cameras, camcorders, and more);
- media loans (more than 8,000 titles);
- campus-wide closed-circuit television system serving all classrooms;
- graphic, video, and multimedia consultation, design, and production;
- consultation and workshops on the design of effective learning experiences and environments, whether face-to-face or online;
- a Faculty Room (AH 1109) that provides an informal environment for faculty consultations, collaboration, and development of instructional, professional, and research materials;
- ITS Workshops that provide students, faculty, and staff with hands-on software training;
- computer help desks for faculty and staff;

- training and support for Blackboard (Web-based learning management software that allows faculty to facilitate learning online);
- training and support for Wimba (software that enables voice interactivity and web conferencing through Blackboard);
- training and support for Turnitin (plagiarism prevention software);
- training and support for the eInstruction CPS audience response (“clicker”) system to enable greater interactivity in classrooms;
- videoconferencing systems for distance learning, allowing faculty to teach at SDSU and the Imperial Valley Campus (or other distant sites) simultaneously. This live, real-time, two-way audio/video communication system can also be used for research and professional development purposes;
- ITS-managed learning spaces, including a Learning Research Studio (for faculty interested in teaching in a technology-rich space and taking an inquiry-oriented approach to teaching, learning, and technology) and a presentation room (for faculty who occasionally need smart classroom capabilities).

For more information, call 594-5910 or go to: <http://its.sdsu.edu>.

Instructional Services on the Calexico campus can be accessed by calling 6-5545 or going to East Faculty 124C. On the Brawley campus, faculty members need to check with the coordinator.

### **3. Smart Classrooms**

For instruction using multimedia and computer technologies, smart classrooms provide high technology presentation systems. Each classroom system includes an instructor station installed with a Macintosh/PC computer; video/data projector; DVD and/or VHS player; visual presenter/document camera for transparency, slide, printed, and three-dimensional object projection; and (in large lecture halls) a public address system with wireless microphone unit.

Today, roughly 80% of the teaching spaces on campus are considered smart classrooms. Requests for smart classrooms should be made through your department or school administrative coordinator.

### **4. Computer Facilities**

Faculty members can access computer help through the SDSU Web site at: <http://www-rohan.sdsu.edu/~facstaff/>. Alternatively, this page can be accessed

by visiting the SDSU home page ([www.sdsu.edu](http://www.sdsu.edu)), selecting "Faculty/Staff" from the menu in the top right corner, and then selecting "Computer Help for Faculty/Staff" under the heading, "Resources." You can select the computer help page appropriate for your college to gain access to the university's main academic servers, software, and technical personnel. Once you arrive at the page where your computer help is located, you are encouraged to bookmark the page. The university is committed to responsible and secure computing. Faculty members are expected to read and adhere to the SDSU Security Computing Policy, the SDSU Computing Acceptable Use Policy, and the SDSU Information Technology Security Plan. (See the Policy File, Facilities: Computer Use.) The Information Technology Security Office (ITSO) web page, <http://security.sdsu.edu>, contains valuable information about securing computers and information, including links to the Security Policies and Plan.

Telecommunications & Network Services (TNS), a department of Enterprise Technology Services, offers a variety of resources to help faculty with wireless access, e-mail, and calendaring. The TNS Help Desk, located on the web at <http://tns.sdsu.edu/helpdesk.htm> and in Love Library 200, provides information on utilizing these services. Once you have set up an SDSU e-mail account, additional information on vacation messages, spam filtering, password updating and more is available by visiting <http://mail.sdsu.edu>.

Instructional Technology Services (ITS) offers its BATS (Baseline Access, Training and Support) program of free hands-on computer training to Faculty. Workshops cover the Microsoft Office Suite (Word, Excel, PowerPoint, and Access), Adobe PageMaker, Adobe Photoshop, Web Page Creation, Introduction to Computers, and the Windows and Macintosh Operating Systems. SDSU faculty can register for these workshops by visiting <http://its.sdsu.edu> and selecting "Computer Workshops" from the menu in the top left corner.

University Computer Operations (UCO) provides information on site license software contracts and distribution: <http://uco.sdsu.edu>.

For assistance with computers and computation on the Imperial Valley Campus, call 6-5608 or go to Computer Building 107, Calexico campus.

## **5. Center for Teaching and Learning**

The Center for Teaching and Learning sponsors a series of regular lunches and workshops for faculty and consults on a confidential basis with individual faculty regarding concerns such as:

- teaching evaluation data;

- analysis of classroom presentations and activities based on observations or videotapes;
- formulation of student learning outcomes;
- revision of syllabi and courses;
- design or redesign of learning activities and assignments;
- alternative lecture and presentation styles;
- strategies for managing student discussions and group work;
- options for authentic writing assignments;
- interpretation of item-analysis data from the Scantron/ParScore System; and
- application of sound principles of psychology and learning to delivery systems including video, multimedia, PowerPoint, Web sites, and Blackboard.

The primary mission of CTL is to promote and support improvement of student learning in accordance with SDSU's mission of providing well-balanced, high quality education and an environment that encourages intellectual development of students. CTL promotes and supports effective learning and teaching at SDSU through collaborative ventures with individual faculty, academic units, support services, and student leaders. The Center assists SDSU's varied learning communities to define learning goals; explore, understand, and improve learning processes; create learning environments and activities; and assess the effectiveness of educational services and systems.

For information on complimentary lunches and workshops for faculty, as well as other CTL initiatives and services, point your web browser to: <http://ctl.sdsu.edu>.

## **6. Test Office**

The Test Office provides a variety of services for both faculty and students. Test scoring and analysis services are available for classroom tests. This office can also process any data coded on mark-sense forms. For further information, contact the Test Office, SS-2549, 594-6208. Testing is arranged in Student Affairs (SA 106) on the Calexico campus.

## **7. Faculty-Staff Club**

The Faculty-Staff Club is located east of Hepner Hall in the heart of the old campus. The charming 1931 California Spanish structure and enclosed patio

house quiet, comfortable dining, meeting, and lounge facilities. In 1975 the Club was authorized as a dues-paying membership corporation, and its member-elected Board of Directors contracts with Aztec Shops for full service and management.

The Club invites all employees of the university and its auxiliaries to enjoy the benefits of membership, which remains in force with the payment of a continuous monthly fee of \$10. New full-time faculty and full-time staff are offered six months free membership. Doctoral students may become members at the \$10 administrative fee and \$5 per month payable for one calendar year. Faculty and staff who retire as members for the previous continuous 24 months receive lifetime privileges without further dues.

The FSC is open 7:30 a.m. to 3:30 p.m. Monday through Friday. Full buffet lunches are served from 11:30 a.m. to 2:00 p.m., and wine and beer are available. Breakfast is served from 7:30 to 9:30 a.m. Nonmember guests are welcome to meals and events, but only members receive the \$1.25 discount on breakfast and the \$2.25 discount on lunch. The lounge and patio are available for members who bring their own lunches. Only members are entitled to free soft drinks during the day, and only members may reserve the meeting and dining areas after hours for personal or professional use without charge.

To join the Faculty-Staff Club, please see the Club manager on site. To reserve tables for lunch or rooms for meetings, call 594-5178. For more information about the Club, access <http://www.aztecshops.com/fsclub/default.asp>.

## **8. Meeting Rooms**

The Faculty-Staff Club has rooms available by reservation for committee meetings, small conferences, and informal meetings. Food and beverage service is available through Aztec Shops Catering, 594-5178. Also call 594-5178 for information about equipment. For additional equipment reservations call ITS, 594-5691.

Aztec Center has rooms that can be reserved for various university functions. Food and beverage service is available through Aztec Shops Catering. For information, equipment use, and reservations call the Aztec Center Office, 594-6555.

Classrooms are available for use. Consult your department or school for information on availability.

To arrange a room for meetings on the Callexico campus, contact the Business Office at 6-5670.

## **9. Departmental Support**

Limited departmental support for work pertaining to university duties is available through your department or school office. The time necessary for support varies by department or school; check with your administrative coordinator for your department's or school's policies.

## **10. Vehicle Usage for University Business**

Drivers must have completed the defensive driving training course to use rental cars or to be reimbursed for personal car use while on university business. See additional regulations available at the department or school office, or consult the Travel Manual online: <http://bfa.sdsu.edu/ap/travelmanual/travelmanual.htm>

## **11. Master Planning and Housing**

For over more than a century the SDSU campus has grown from an isolated cluster of Spanish style buildings to a densely developed 270 acre complex surrounded by a busy urban community. Nearly 3-million square feet of teaching and research space balanced with another 5-million square feet of student services, housing, administration, parking, and other support facilities comprise the current campus accommodating 25,000 full-time-equivalent students.

As higher education faces a major surge in enrollment demand, SDSU has undertaken an extensive master planning effort aimed at meeting this expected surge. In 2004 the master plan study began with estimated growth projections over the next 20 years, resulting in a new target capacity of 35,000 FTES by the year 2025. With new student capacity as the baseline, an interrelated set of goals were developed to support the many aspects of expansion, redevelopment, and responsible community partnership needed to meet the capacity. These goals are embodied in the approved 2007 Campus Master Plan and include optimizing the build-out of currently owned property, increasing student and faculty staff housing capacity, leveraging external resources such as public transportation, and improving infrastructure. For more information, visit the Master Plan web site at [www.sdsu.edu/masterplan](http://www.sdsu.edu/masterplan)

The principles of sustainable design and the reliance on public transit are integral to the university's growth and expansion plans. The tremendous success of the

on-campus MTDB Green Line trolley station is an important indicator of the success of master planned development. The goal of housing 35 percent of all students within walking distance of campus emerged as a main element of the new Master Plan. Four new residential towers and expansion of student apartments have been identified as major objectives of the plan. Affordable faculty and staff housing is another focus of the plan. This would consist of between 174 and 348 units of housing on 33 acres of undeveloped university land north of the I-8 freeway. The initial complex will be composed of 48 two- and three-story town homes in a village-like atmosphere adjacent to the preserved wetlands area of Adobe Falls. Currently, low- and no-interest mortgages are available from CalPERS; for more information, go to their web site at [www.calpers.ca.gov/index.jsp?bc=/member/homeloan/home.xml](http://www.calpers.ca.gov/index.jsp?bc=/member/homeloan/home.xml).

In the near-term, the renovation of Storm and Nasatir Halls will extend the useful life of those facilities as part of the enrollment growth accommodation. The inclusion of a new convenience store will also strengthen the west campus as a gathering point for mixed use. Another aspect of campus development is taking shape with the new Alumni Center that is currently under construction. It will be a focal point for alumni enrichment and forward looking support of SDSU. The International Students Center is also undergoing expansion to support the steady growth of exchange of international and study-abroad programs.

## **12. Environmental Safety**

SDSU strives to maintain a working environment that provides for the safety and well-being of employees, students, and the surrounding community. The university is committed to complying with health and safety regulations which apply to its operations and activities. To meet these goals, a number of occupational health and safety programs and procedures have been developed and implemented. Collectively, these programs represent the university's efforts to minimize occupational injuries and illnesses, to protect environmental quality, and to reduce liability.

In compliance with Cal/OSHA, a written campus Injury and Illness Prevention Program (IIPP) is available on the Environmental Health and Safety Web site, <http://bfa.sdsu.edu/ehs/IIPP/iippindex.htm>. As employees, faculty members are entitled to a safe working environment, and have the "right-to-know" about potential workplace hazards. They also have the responsibility to be aware of general and job-specific safety procedures, to be knowledgeable about hazards, and to be vigilant in observing and reporting conditions that may be hazardous or unsafe to them, their students, or their coworkers.

Faculty are responsible for reporting injuries immediately and ensuring that a Supervisor's Report of Work-Related Accident/Illness form is completed and sent to the Center for Human Resources (<http://bfa.sdsu.edu/~person/workcomp/index.htm>). Faculty are also responsible for advising and assisting their students so the students are in compliance with applicable safety policies and procedures. Faculty may serve as the contact and information resource for students during an emergency and are responsible for informing them about campus evacuation procedures.

## C. Classes and Students

### 1. Online Faculty Services

The SDSU WebPortal ([www.sdsu.edu/portal](http://www.sdsu.edu/portal)) is a Web site that offers a broad array of secure online resources and services to authorized students, staff, and faculty. Services include faculty grading (WebGrades), student registration, degree evaluations, faculty evaluations, and many others. The WebPortal can also serve publicly available Web services, such as the class schedule, RedID kiosk, and Major Academic Plans (MAPs). Faculty accounts in the WebPortal are automatically created when all of the hiring processes are complete and faculty members have been assigned to their courses in the student information management system. Department and school coordinators can pull up their list of faculty accounts and give faculty members their temporary password. Their RedID is always their user name.

Some of the key services the WebPortal provides faculty are:

#### ***Faculty-Initiated Drop (WebDrop)***

Faculty members may drop students from class for lack of prerequisites or non-attendance on the first day of class and the beginning of the second day of class. This must be done within the first 12 instructional days of classes each semester by using the WebDrop menu option in the SDSU WebPortal.

Please note that new freshmen are required to enroll in specific composition, oral communication, mathematics, critical thinking, and remedial courses. The WebDrop function will enable faculty to drop students who were not enrolled in one of these courses. Students cannot be dropped from a required course.

#### ***Add Codes***

Add codes are available in the SDSU WebPortal three days prior to the first day of classes. The add code creation limit is based on the enrollment limit of the class. If the enrollment limit is 30, then 30 add codes can be created, etc. If an instructor reaches this limit, he or she will need to request extra add codes from Enrollment Services Operations, at [operations@lists.sdsu.edu](mailto:operations@lists.sdsu.edu).

#### ***Grading and Online Grade Submission (WebGrades)***

Grades are submitted through WebGrades in the SDSU WebPortal. Instructions are provided at the site. Faculty members are expected to submit final grades in a timely fashion and certainly by the Senate-defined deadline. Students depend upon grades for graduation, financial aid, employment, and admission to advanced programs. All courses are graded on a 4-point scale, A through F (with

optional plus and minus grading, A- through D-) unless departures from this standard are authorized. For exceptions, see the Policy File. Grading practices and patterns are expected to meet the highest professional standards of objectivity, fairness, and accuracy. A faculty member may be expected to provide a professionally defensible explanation when grading practices and patterns depart consistently and markedly from grading patterns for courses on a university level. The grade for average, satisfactory undergraduate achievement is C. Adequate records shall be kept for seven years, and a faculty member leaving the university is expected to give grade records to the department chair or school director.

- **Incomplete:** At the instructor's discretion, students may be assigned the grade of incomplete (I) when a significant component of the course has not been completed by the end of the term. An agreement between the student and the instructor specifying the work to be completed must be filed in the department office. The agreement is located on the Office of the Registrar's Web site at [www.sdsu.edu/registrar](http://www.sdsu.edu/registrar). The work must be completed within one year. If the I is not removed within one calendar year, the grade shall be counted equivalent to an F. Students should not re-enroll in a course in which they are satisfying the work to remove an incomplete grade. Please note: It is never appropriate to give an I in order to allow a student to avoid an earned F. An I should be awarded only when circumstances beyond the control of the student make it impossible for the student to complete a course, and where there is reasonable expectation that upon completion of the work the earned grade will be a D or better.
- **Withdrawal Unauthorized:** It is the instructor's responsibility to give a grade for each name appearing on the grade sheet. It is the instructor's prerogative to give an F for nonperformance to the student who has not withdrawn. The symbol WU (withdrawal unauthorized) is an administrative grade that may be given to a student who is enrolled in but who has neither appeared in nor withdrawn from the class. (If the student had selected a credit/ no credit grading option NC would be the appropriate grade.)
- **Credit/No Credit** An undergraduate student may elect to be graded credit/no credit (Cr/NC) subject to a number of conditions that are outlined in the General Catalog. A grade of "Credit" is given when the student has achieved the equivalent of a C (2.0) in all graded work. A grade of "No Credit" is given when the student's work is equivalent to a C- or below.
- **Audit:** A student may enroll as an auditor with the permission of the instructor, after all students eligible to enroll on a credit basis have been

accommodated. Auditors pay according to the same fee structure as credit students and are expected to attend class regularly. Auditors who fail to attend regularly may be dropped administratively by the instructor.

- **Change of Grade:** Course grades are the responsibility of the instructor and, except as specifically authorized by policies and procedures approved by the Senate (e.g., in the Student Grievance Code), no grade may be assigned or changed except by the instructor. When an error occurs, correction should be made as promptly as possible. To raise a grade, complete the required form and deliver it to the Office of the Registrar; to lower a grade, the approval of the dean of your college is also required.

## 2. Class Schedules

Fall, spring and summer class schedules are published online each semester at [www.sdsu.edu/schedule](http://www.sdsu.edu/schedule). Class schedules for the Imperial Valley Campus are online at the IVC Web site. The number of seats available listed in the online class schedule is updated in real time for each course. The class schedule contains regulations and information, including the designated time for meetings and final examinations in each class. The time and place of meetings and examinations are not to be changed without advance approval by your department chair. If you wish to change a classroom after the semester begins, ask your administrative coordinator to look for an available room. (Notify your administrative coordinator when you have to cancel a class.)

Classes should not be cancelled except in cases of emergency, such as illness, and then only after notifying the department chair or school director. In all cases, CSU policy prohibits an individual instructor from dismissing classes as a demonstration in support of a particular social or political movement.

## 3. Absence from Class

Within the first two weeks of class, a student who expects to be part of an official university event or activity (such as athletics, performances, forensics, etc.) shall notify the instructors of affected courses and provide them a schedule indicating any class days that will be missed. When possible, the instructor shall reasonably accommodate the student's required absence from class. It is the responsibility of the student to notify the faculty member of any changes in the schedule immediately.

The Policy File also states that instructors must accommodate students who notify them in advance of planned absence for religious observances. Even if a

student fails to provide notification, however, instructors should be aware that Section 89320 of the California Education Code requires that students be permitted to take a test or examination at a time when it does not violate the student's religious creed. (See Policy File, Academics: Absence from Class, Student.)

#### **4. Schedule Adjustment Policy and Procedures**

All schedule adjustments must be made no later than the 15<sup>th</sup> instructional class day of the semester. This includes adding or dropping a class, changing the grade basis to credit/no credit, or withdrawing from the university. Students are not allowed to make any schedule change (except for withdrawing entirely from the university because of serious and compelling circumstances) after this date. Students make their schedule adjustments through the online registration system in the SDSU WebPortal. To add a class during the schedule adjustment period, students must receive an add code from the instructor. It is imperative that all instructors act quickly in handing out add codes so the students can add the course successfully by the schedule adjustment deadline.

Students not registered for a class often try to add it during the schedule adjustment period, although the number of students who are unable to get the classes they want has diminished due to enrollment management policies. Students may still attempt to get a more desirable schedule through add/drop. Instructors should consult the department chair or school director about departmental or college policies on accepting students during the change of program period.

#### **5. Course Syllabi**

Instructors shall provide students with access to the syllabus at or before the first class meeting, except when circumstances beyond the control of the instructor prevent such distribution. All course syllabi shall describe the course's purpose, scope, and expected student learning outcomes (see explanation below). In addition, each syllabus shall describe the design, conduct, and grading policies for the course. Major departures from the course syllabus with respect to student learning outcomes and grading policies shall only be made for compelling reasons. (See Senate Policy File, Faculty: Academic Responsibilities.) At the Imperial Valley Campus, copies of syllabi should be provided to the associate dean.

## 6. Student Learning Outcomes

Student learning outcomes (objectives) describe what the student should know and be able to do as a result of taking a particular course. These statements should employ action verbs that describe observable and measurable behaviors.

Two examples of objectives from two different disciplines are:

**English:** Students will be able to analyze a novel, short story, poem, play or significant piece of prose showing familiarity with the techniques and literary contexts of the particular genre being examined.

**Biology:** Students will be able to propose one or more hypotheses that plausibly suggest how different species can occupy the same ecological niche.

Additional examples of student learning outcomes may be found on the SDSU Assessment Web site, <http://dus.sdsu.edu/assessment>, by clicking on the link entitled Campus Best Practices: Learning Goals & Objectives. The Center for Teaching and Learning can also provide assistance.

## 7. Accessible Technology Initiative

In 2006, the California State University launched the Accessible Technology Initiative to assure full access to information resources and technologies within the CSU to all individuals with disabilities. The three priorities of the ATI are Web accessibility, accessible instructional materials, and procurement of accessible information and electronic technology. For systemwide information and resources, see [www.calstate.edu/accessibility](http://www.calstate.edu/accessibility). The campus Web site for ATI information is <http://access.sdsu.edu/>. It provides a menu of helpful tips and resources for preparing accessible instructional materials. Training on creating accessible Web sites is available from Information Technology Services (ITS), and workshops on universal design of instruction are offered by several campus programs, including ITS, the Center for Teaching and Learning, and the Interwork Institute (<http://interwork.sdsu.edu/>).

## 8. Multiple Sections

When multiple sections of a course are offered, each instructor must meet the objectives of the course as indicated in the General Catalog regardless of the method of instruction.

## 9. Examinations

Major comprehensive final examinations are to be held only at the time and place designated in the final examination schedule listed in the Class Schedule. Major

exams are not to be administered during the final two weeks of class. The scheduled days of final examinations are workdays. If a major comprehensive final exam is not given, class must still meet on the day and time that the final exam is scheduled. Instructors are expected to give students with disabilities sufficient examination time to assure equality of opportunity with other students. Student Disability Services can assist faculty with this task.

Group examinations may be arranged for courses with multiple sections; see your department chair.

## **10. Student Evaluations**

Student evaluations are a required element of the performance review and periodic evaluation processes. The CBA requires that each faculty member conduct written student evaluations for a minimum of two classes each year. Your college or department/school may have a policy that requires most or all classes to be evaluated, so check with your department chair or school director. In Fall 2007, all student evaluations will be conducted online through our WebPortal. Pilot programs in several colleges over the past three years have demonstrated that online evaluations help guarantee anonymity and accessibility for the students and provide faculty members with clear and easily understood results. Faculty members may use other evaluation instruments, like mid-semester surveys, to elicit feedback on student learning, but these may not substitute for formal, anonymous student evaluations.

## **11. Office Hours**

All faculty members are required to have regularly scheduled office hours as part of their assigned direct instructional workload. A schedule of office hours and office phone number should be posted next to your office door, with a copy provided to the department. Although no minimum number of hours is mandated by the Policy File or CBA, departments/schools and colleges may have established policies or practices. In general, faculty members are expected to provide students in their classes reasonable access to the professor for questions and discussion.

## **12. Textbooks, Instructional Material, Software, and Duplicating/Copyright**

Textbooks, instructional materials, and software may be ordered from the course materials staff at the SDSU Bookstore and/or Montezuma Publishing, its custom publishing division. The SDSU Bookstore also operates the campus bookstore store at the Imperial Valley Campus in Calexico. Course materials staff (594-

7540) will assist with course history information, publisher contacts, and delivery timeframes. It is the faculty member's responsibility to initiate timely arrangements for required materials to assure availability by the beginning of each class. Timely orders will also facilitate conversion to electronic formats needed by students with disabilities.

Web Site:

[www.sdsu bookstore.com/Bookstore/FacultyInfo/OrderCourseMaterial/tabid/145/Default.aspx](http://www.sdsu bookstore.com/Bookstore/FacultyInfo/OrderCourseMaterial/tabid/145/Default.aspx) .

Faculty preparing customized materials for use by students, including printed readers, software, or course documents delivered digitally through services such as Blackboard, are reminded that they must secure copyright approval before duplicating materials. Copyright questions, including whether content is subject to copyright, should be directed to Montezuma Publishing at 594-7552. Violation of copyright law can subject individuals and institutions to federal criminal penalties. Web site: [www.montezumapublishing.com](http://www.montezumapublishing.com) .

A faculty member's department may collect fees from a custom publisher only as a reimbursement for such items as copying or non-faculty support time. There can be no charges for the faculty member's time in compiling materials when they are a course requirement unless they are published for general (national or international) sale. A Department Fee Authorization Form is available from Montezuma Publishing.

It is never appropriate for an instructor to charge students directly for course materials that he or she has produced. Nor may a faculty member collect royalties or fees from the publisher of materials used exclusively on the SDSU campus. Sale of course materials in the classroom by third parties is strongly discouraged since it violates university policy on commercial solicitation. Finally, faculty members may not charge a course fee unless it has been approved by the proper university committees.

### **13. Student Advising**

SDSU provides academic support through advising at the university level for graduation requirements and general education, and to clarify university policies and procedures. Advisers are available in the Academic Advising Center, SSW-1551, on a drop-in basis or by appointment. Major advisers are either faculty or staff members who advise in the respective major with regard to courses within the major, graduate opportunities, and career options. Other advising services exist through various offices on campus. For example, specialty advising exists in the pre-professional health office, EOP (Equal Opportunity Program), and

student support services. For the Imperial Valley, student advising occurs in the Student Affairs (SA) building on the Calexico campus.

#### **14. Student Retention**

Faculty members are expected to assist in the retention of students through early identification of academic difficulties and proper referral. Most important, they are encouraged to show a commitment of time and expertise to programs related to retention, such as the Educational Opportunity Program, Student Athlete Support Services, Minority Engineering Program, Faculty-Student Mentoring Program, and Thomas B. Day Freshman Success Program.

#### **15. Faculty-in-Residence**

The Residential Education Office in the Division of Student Affairs offers seven Faculty-in-Residence (FIR) positions, which tenured/tenure-track faculty members may undertake as an unpaid service opportunity in addition to their regular academic appointments. FIRs work with the Residential Education staff to provide programming support and academic enhancement to students living in on-campus housing. FIRs teach one section of the University Seminar course for first-year students, provide informal academic counseling and referrals to residents, model appropriate academic and social behaviors, develop and implement educational programs, assist Residence Hall Coordinators and Resident Advisors, and maintain 10 to 12 contact hours per week with residents, among other duties. FIR positions also include housing in a campus residence hall, access to the Aztec Recreation Center, and a basic campus meal plan. Web site: [www.sa.sdsu.edu/housing/index.html](http://www.sa.sdsu.edu/housing/index.html).

#### **16. Faculty-Student Relations Codes**

The instructional process is governed by the principle that both faculty and students share responsibility for maintaining an atmosphere conducive to learning. Faculty members have an obligation to maintain the highest professional standards of objectivity, fairness, and accuracy in evaluating the attainments of students. Students have an obligation to adhere to the highest standards of academic honesty. Complaints of violations of these responsibilities should be resolved at the lowest possible level, that is, in the department or school if possible, and complaints of academic dishonesty should also be filed with the Center for Student Rights and Responsibilities (see Cheating and Plagiarism below).

### *Student Grievances*

Students claiming a grievance against a member of the faculty, administration, or staff should be encouraged to attempt resolution directly with that person. Department chairs/school directors or appropriate departmental committees may be able to assist. The Office of the Ombudsman, Student Services East Room 1105, 594-6578, serves as mediator for students and attempts to obtain resolution through existing channels; it also assists students if a formal grievance process is required. The Student Grievance Code (See Policy File, Codes: Student Grievance Procedures) provides remedies for students who claim a grievance that has not been resolved on an informal level. Faculty should be familiar with the provisions of this Code, not only in their own interests, but also to assist students when possible. For further information, see [www.sa.sdsu.edu/ombuds](http://www.sa.sdsu.edu/ombuds).

### *Student Discipline*

Student disciplinary procedures follow system-wide guidelines established by the Office of the Chancellor, CSU. Offenses contained in Section 41301 of Title 5 may lead to the implementation of these procedures. Faculty may reduce a student's grade for an assignment or course as a response to academic dishonesty. Further, at SDSU, the Center for Student Rights and Responsibilities, SSW-1604, 594-3069, is responsible for reviewing alleged offenses and coordinating disciplinary procedures to ensure due process. The Center is also available to assist faculty in resolving disciplinary problems at an early stage or on an informal level. Web site: [www.sa.sdsu.edu/srr](http://www.sa.sdsu.edu/srr).

The Center for Student Rights and Responsibilities also helps students make better choices for the future. It holds students accountable for their actions and will, when appropriate, impose sanctions to help ensure that problem behavior does not recur, using tools such as alcohol and other drug programs, anger management courses, and computer-based exercises designed to teach students about academic integrity and help them develop strategies to avoid violating academic dishonesty policies.

### *Cheating and Plagiarism*

Cheating and plagiarism are serious violations of academic standards and, if they occur in connection with an academic program at SDSU, may warrant academic sanctions (such as grade modification by the instructor) as well as disciplinary sanctions by the administration (such as probation, suspension, or expulsion, including an educational component such as an interactive learning program and/or a reflective paper). In order to coordinate information to permit appropriate disciplinary action for first-time and repeat offenders, Executive Order 1006 requires faculty members to file an academic dishonesty report describing violations with the Center for Student Rights and Responsibilities.

Refer to Policy File for additional details (Academics: Cheating and Plagiarism), or see [www.sa.sdsu.edu/srr](http://www.sa.sdsu.edu/srr).

### **17. Personal Relationships with Students**

The Policy File states that faculty members shall not “engage in sexual relationships with students currently enrolled in their courses or under their supervision” (Faculty: Professional Responsibilities). Faculty members should take care that their interactions with students follow the highest standards of professional conduct. Behaviors that an instructor may consider to be supportive, friendly, or jocular may be interpreted as harassing or stalking by a student. While such behavior may not rise to the level of sexual harassment as defined by the law, it can cause considerable distress to both parties. Faculty members should be especially cautious about socializing with students in environments that serve alcohol, and should never drink with underage students.

### **18. Working with Emotionally Distressed Students**

In the classroom, students can be sidetracked by financial worries, relationships in conflict, peer pressures, loss of support, family problems, waning self-confidence, and academic difficulties. Some students’ personal/family problems may go unresolved until the level of emotional distress becomes overwhelming.

Statistics show that in any given month, 16 percent of the population (which translates to more than 5,400 SDSU students) is likely to experience severe psychological distress. Projections of entering college freshmen are of even greater concern: as many as 20 percent are struggling with depression or anxiety severe enough to require professional mental health care.

Many students seek psychological services on their own. However, the faculty member is often the first to recognize that a student may not be functioning well academically or emotionally. When that happens, the faculty member should consult with Counseling and Psychological Services. If you are unsure how to help a specific student, consult with one of the psychologists on staff. Call 594-5220, and ask to speak with a therapist. A brief consultation may help you sort out the relevant issues, explore alternative approaches, and identify other resources. Web site: [www.sa.sdsu.edu/cps](http://www.sa.sdsu.edu/cps).

Encourage students to seek help in confronting, coping with, and resolving personal issues before they develop into major obstacles to their success. All services offered by the counseling office are strictly confidential and free of charge to students.

If the student's situation is life-threatening, it is critical that the student or faculty member inform the receptionist and/or psychologist immediately. Or, if a student appears to be threatening violence to himself or herself, other students, or the faculty member, call 911 immediately. All classrooms are equipped with telephones for this purpose. Do not attempt to handle the situation on your own.

Counseling and Psychological Services has developed a guide especially for faculty and staff: *Enhancing Communication – Working with the Emotionally Distressed Student*. The guide outlines signs of distress, guidelines for interaction, cross-cultural communication, and identifying different types of emotional distress. It provides do's and don'ts for working with the verbally aggressive student, the violent or physically destructive student, the substance abusing student, the student in poor contact with reality, the suspicious student, the depressed student, the suicidal student, and the anxious and stressed student. You can access a PDF version online by clicking on "Information for faculty and staff" at [www.sa.sdsu.edu/cps](http://www.sa.sdsu.edu/cps), or stop by our office in Calpulli Center, room 4401.

## **19. Student Disability Services**

SDSU is required to ensure that its programs, facilities, and Web pages are accessible to students with visual, hearing, mobility, learning, and other disabilities. Student Disability Services is a resource to students and faculty in meeting this obligation while upholding high academic standards. Services to faculty include general information about disabilities, consultation regarding modification of presentation style or curriculum, and assistance in accommodating course examinations. Some students may need conversion of textbooks to electronic format, tutoring, sign language interpreters, real-time captioning, or note-taking assistance. In addition, tape recorders must be permitted when their use is documented as necessary to accommodate disability. Disputed accommodations must continue to be provided while consultation among faculty, student, and Student Disability Services occurs. Questions, recommendations, and student referrals are encouraged and should be directed to Student Disability Services, 594-6473. Or, click on "Resources for Faculty and Staff" at [www.sa.sdsu.edu/sds](http://www.sa.sdsu.edu/sds).

## **20. Student-Athletes**

The NCAA mandates that student-athletes not receive any extra benefits. That includes "benefits" an individual faculty members might offer such as creating assignments for student-athletes that differ from those required of all other students in a class or offering student-athletes incompletes or extra credit work

that is not offered to all other students and identified in a course syllabus. Allowing such extra benefits puts the student-athlete, the team, and the university in jeopardy. On the other hand, faculty members should not refuse to provide the same support services to student-athletes that they extend to other students (such as make-up examinations). They are also strongly encouraged to help academic advisors in Athletics monitor class attendance and academic progress. Contact with instructors should come only from academic advisors or the Student-Athlete Academic Services Office, not coaches. Direct questions or concerns to 594-8931.

## **21. Student Privacy**

Student education records are private under the Family Rights and Privacy Act of 1974 (FERPA). Faculty members have a responsibility to maintain the confidentiality of student records. This means that faculty members may not publicly post grades without the student's written permission, even if they use Social Security numbers or student identification numbers. Returning papers via an open system, such as leaving them on a table or in a box outside the door, is also prohibited, unless the faculty member has a signed waiver. Instructors should keep a file of waivers in order to avoid institutional or personal liability. Faculty members cannot discuss a student's academic record with any person who does not have a legitimate educational purpose. Doing so is a violation of FERPA. For further information about FERPA, go to <http://arweb.sdsu.edu/es/notification/ferpa.html>.

## **22. Official E-mail Policy**

Student e-mail is considered confidential directory information and is used as an official means of communication. San Diego State University maintains an official e-mail policy that outlines the responsibilities of both the university and students. Faculty members are required to follow university policy.

Faculty members are encouraged to use e-mail communication with their current students via Blackboard. Confidentiality must be ensured to comply with the Family Rights and Privacy Act of 1974 (FERPA). Blackboard does not show a listing of all e-mail addresses, which is why the use of Blackboard is encouraged. Group e-mail sent out via any other means must include the group list in the bcc line to suppress the full list of names.

Note e-mail is not considered a secure means of communication; therefore, faculty members are not allowed to send sensitive information, including grades or academic standing, via e-mail.

Refer to the full e-mail policy located in the Policy File under Facilities, or at [http://security.sdsu.edu/policy/student\\_email\\_use\\_policy.html](http://security.sdsu.edu/policy/student_email_use_policy.html).

### **23. Student Safety**

Faculty members have a responsibility to provide students with a safe and healthful environment. These responsibilities include: (a) informing students of all risks inherent in class, lab, or field trip activity including dangerous substances, equipment, or procedures; (b) instructing students on how to properly and safely handle all dangerous items or activities; (c) exercising a degree of supervision over student activities commensurate with the possible degree of hazard involved; (d) enforcing all applicable safety regulations developed by the department; and (e) informing students of campus emergency procedures and explaining their application to the instructional setting.

Certain university activities either within or outside the classroom may involve varying degrees of risk to the participants. Instructors directing such activities should fully divulge to all potential participants the specific nature of such risks and obtain from them their expressed or implied consent prior to undertaking such activities.

### **24. Field Trips and Off-Campus Activities**

University liability policy requires that all classes be held on campus or at officially approved venues. The university recognizes that field trips and some other types of off-campus activities that have a direct relationship to the subject matter content of the course can provide an important dimension to the educational experience. There are, however, risks associated with all field activities. Legal responsibilities require that specific steps be taken before the trip, so see your department chair or school director well in advance of the event. You can also obtain required forms from Rhonda Russell in Business and Financial Affairs (594-4664). Faculty and department chairs/school directors involved in these activities should be knowledgeable about insurance coverage and emergency health treatment for students. Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by the Student Professional Liability Insurance Program (SPLIP). Other CSU students performing community service or volunteer work for academic credit OR students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). For the Imperial Valley Campus, information is available from the administrative assistant to the campus dean.

Travel and study abroad entails special cautions and preparations. To ensure the safety of students, all students who participate in SDSU programs outside the United States are required to have adequate health insurance and complete a safety orientation seminar. Faculty members are also required to have adequate overseas health insurance. Faculty should consult the Office of International Programs (OIP) as well as the International Student Center (ISC) when coordinating such programs. The ISC will provide information and guidance pertaining to student travel abroad including but not limited to pre-departure orientation, mandatory health insurance requirements, safety and risk mitigation, and financial accounting. For specific requirements regarding these matters, faculty should contact the International Student Center at [studyabroad@sdsu.edu](mailto:studyabroad@sdsu.edu) or 594-1982.

## **25. College of Extended Studies**

The College of Extended Studies (CES) is the principal education/training outreach liaison with the local communities of San Diego and Imperial counties. CES annually offers hundreds of lifelong learning classes, seminars, certificate and degree programs, study abroad and other learning opportunities. Career advancement courses are offered in many areas of management, leadership, and quality improvement while self-enrichment courses range from astronomy to web design. The College offers more than 35 certificate programs, online courses, and workforce development courses, many of which are approved for tuition remission for eligible participants through the Workforce Investment Act.

CES is self-supporting and receives no general funds. All operating expenses including instructional salaries are generated from student tuition and fees. Over 26,000 CES enrollments are generated each year in hundreds of credit and noncredit classes. These enrollments come from such groups as: the business and industry, international students, military community, the greater San Diego workforce, working adults, and matriculated SDSU students. Classes are delivered face-to-face or via technology to local, regional and global audiences.

Teaching opportunities for full and part-time faculty are available in Special Sessions, Extension, Professional Development, and American Language Institute programs. Contracts for departmentally approved courses taught through Extended Studies are arranged directly with faculty. For additional information on the procedures for teaching in the College's programs, contact the College of Extended Studies, 594-5822; Web site: [www.ces.sdsu.edu](http://www.ces.sdsu.edu).

## 26. Associated Students

The Associated Students (A.S.) at San Diego State University is a CSU auxiliary organization and California non-profit corporation overseeing an annual operating budget of more than \$21 million. The A.S. is one of the most comprehensive independent student-directed corporations in the country. Celebrating 76 years of service to the SDSU community, A.S. derives less than 18 per cent of its revenue from mandatory student fees, with the balance generated by programs and facilities it operates. A.S. provides numerous opportunities for student involvement and leadership development beyond the classroom. Hundreds of students are elected or appointed to represent the interests of SDSU students by way of student government including the A.S. Council, A.S. boards and committees, and student representation on SDSU Senate committees.

With a full-time professional staff of 92 and a team of more than 1,000 student assistants, A.S. manages the Aztec Center (SDSU's student union), Aztec Recreation Center (see below), the Aztec Aquaplex, Mission Bay Aquatic Center, Cox Arena, Open Air Theatre, Scripps Cottage, and the SDSU Children's Center (see below). All A.S. programs are open to students, faculty, and staff of SDSU. For further information, consult the A.S. Web site at <http://as.sdsu.edu>. A.S. also runs an active student government organization and a student union at the Imperial Valley Campus in Calexico; for further information go to [www.ivcampus.sdsu.edu/ASC](http://www.ivcampus.sdsu.edu/ASC)

## **D. Personnel**

### **1. Professional Responsibility**

Professional responsibility may be considered from different perspectives: that of a teacher, a colleague, and a member of the academy. Ethics, responsibility, and dedication to the profession are vital. SDSU faculty have a strong commitment to achieving and maintaining high standards of professional conduct as spelled out in the statement on professional responsibilities in the Policy File (Faculty: Professional Responsibilities).

The faculty at SDSU subscribes to the 1987 Statement on Professional Ethics by the American Association of University Professors ([www.aaup.org](http://www.aaup.org)). Collegiality is a hallmark of professional ethics; faculty members are expected to work cooperatively with their colleagues and to treat staff members and students with respect.

### **2. Nondiscrimination/Equal Opportunity/Diversity**

**SDSU is a Title IX, equal opportunity employer and does not discriminate against individuals on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability or veteran status, including veterans of the Vietnam era.**

SDSU policies also affirm the university's moral commitment to the rights of all persons to equal opportunity in an environment open to free access and expression. San Diego State University is a community of men and women who are diverse racially, ethnically, linguistically, culturally, in class background, national origin, religious and political belief, age, physical ability, and sexual orientation. The campus welcomes this diversity and is committed to celebrating the richness of ideas, traditions, and understanding that this diversity brings to its community.

The Senate has approved the following Statement on Diversity:

Diversity shall be an essential consideration in all university policies and decisions, and shall be guided by the following statements that shall be published in staff and faculty handbooks, in the University Policy File, in the university General Catalog, the Bulletin of the Graduate Division, the IVC Bulletin, and linked from the Mission and Goals section on the main university Web home page.

San Diego State University is a community diverse in race, ethnicity, language, culture, social class, national origin, religious and political belief, age, ability, gender, gender identity, and sexual orientation. As a university committed to learning in all its forms, San Diego State University recognizes the need to attract and retain a critical mass of diverse persons who will advance its goals and ideals. This fundamental commitment to diversity 1) enriches the institution and provides an atmosphere in which all human potential is valued, 2) promotes learning through interactions among people of different backgrounds and many perspectives, and 3) better enables the university to prepare all members of its community to promote social responsibility, equity, freedom, and productive citizenship in a global society.

Diversity means not only the opportunity for all groups to be represented among faculty, student, staff, and administration but also the support for these persons as they seek the highest achievements. Attitudes, actions, programs, and policies that foster diversity engender the vigorous exchange of ideas, enhance respect and consideration for individuals and groups, strengthen the understanding of our mutual dependence, and form the core of the university. Diversity promotes enriched learning and produces positive educational outcomes for all.

Vigorous efforts to increase the diversity of the faculty, staff, administration, and students shall continue as a high priority, and as access increases, the university will create changes in its environment that enhance the opportunities for the success of all members of the campus community.

The university shall cultivate a campus climate that promotes human dignity, civility, and mutual appreciation for the uniqueness of each member of our community. Because the university's educational goals are founded on the values of intellectual honesty, appreciation for diversity, and mutual respect, it is critical that our academic and co-curricular programs, scholarships, courses, workshops, lectures, and other aspects of campus life reflect diverse perspectives. Freedom from discrimination, harassment, and violence against persons or property is a basic right and is requisite for learning. Freedom of speech shall be protected. By the same token, the campus community shall denounce and confront acts of intolerance, abusive behaviors, and the beliefs and past events that have separated us as a people.

The university's Nondiscrimination and Equal Opportunity policy can be found in the Policy File (Codes: Nondiscrimination and Equal Opportunity). The Office of Employee Relations and Compliance can provide more information. Web site: <http://oerc.sdsu.edu/>.

### **3. Assistive Device/Auxiliary Aid Program for Employees with Disabilities**

The Assistive Device/Auxiliary Aid Program is designed to provide one-time limited funding for equipment, device accommodations, or auxiliary aid to employees with disabilities. This program supplements department or school resources to purchase assistive devices or adaptive equipment to facilitate the performance of job-related activities for university employees with disabilities. The funding is allocated every fiscal year and all requests require approval by an appropriate administrator. Requests are forwarded to the Assistive Device Committee for evaluation and final approval. Notice of funding availability is generally announced at the start of the fiscal year. Guidelines and application forms may be accessed via the SDSU Office of Employee Relations and Compliance Web site at: <http://oerc.sdsu.edu/assistdevice.html>. For more information please contact the Office of Employee Relations and Compliance at 594-6464.

The university's policy on Persons with Disabilities can be found in the Policy File (Codes: Disabilities, Persons with).

### **4. Sexual Harassment Policy**

The SDSU sexual harassment policy states: "San Diego State University shall be committed to preventing sexual harassment and to promptly addressing violations of this policy. The university shall create and maintain a positive learning and working environment for its students and employees and shall not tolerate sexual harassment. Nothing herein shall contravene rights guaranteed in the Constitution of the State of California or the Constitution of the United States."

In addition, "Sexual harassment and its behaviors shall be prohibited by the university: Sexual harassment is demeaning and degrading and a form of prohibited discrimination on the basis of sex. As an affront to one's dignity, sense of self, and self-esteem, it can negatively impact performance at work or in an academic setting."

The full sexual harassment policy can be found in the University Policy File (Codes: Sexual Harassment). Procedures for reporting sexual harassment and other forms of illegal discrimination can be found on the Web site of the Office of Employee Relations and Compliance at: <http://oerc.sdsu.edu/>.

Faculty members who directly supervise students must take a state-mandated two-hour online sexual harassment training course. If you fall into this category, you will be contacted via email.

Students who contact a faculty member with a concern about sexual harassment or other forms of illegal discrimination should be directed to the Office of Employee Relations and Compliance, formerly known as the Office of Diversity and Equity (594-8640). At IVC, students should contact the Assistant Dean for Student Affairs (768-5502). It is often a good idea to help the student make the contact by phoning or walking them over yourself.

## **5. Whistleblower Complaints and Retaliation**

California Government Code §8548 requires San Diego State University to inform employees of the California Whistleblower Protection Act. This law provides SDSU employees the opportunity to report improper activities to the Bureau of State Audits (BSA). The BSA investigates illegal acts like theft, fraud, or conflicts of interest by state employees; misuse or abuse of state property or time by state employees; and gross misconduct, incompetence, or inefficiency by state employees.

Employees may report incidents directly to the BSA via the California Whistleblower Hotline at 1(800) 952-5665 or by mailing concerns to Investigations, Bureau of State Audits, 555 Capitol Mall, Suite 300, Sacramento, CA 95814. Concerns about campus practices may also be reported to the Associate Vice President of Administration by calling 594-6018.

In addition, the California Whistleblower Protection Act protects employees from unlawful behavior after concerns are reported. California State University Executive Orders 929 and 822 protect SDSU employees from retaliation for reporting such information. Concerns about retaliation should be reported to Employee Relations and Compliance (formerly the Office of Diversity and Equity) at 594-8640 or directly to the CSU Vice Chancellor for Human Resources, California State University Chancellor's Office at (562) 951-4455. See also the Center for Human Resources Web <http://oerc.sdsu.edu/otherappstatelaw.htm>

## **6. Appointment and Evaluation**

### ***Initial Appointment***

At the time of initial appointment, faculty members receive a letter of appointment or a Statement of Terms and Conditions that spells out beginning and (for temporary faculty) ending dates of initial appointment, classification, salary, rank, time base, teaching load, assigned department or equivalent unit, and special conditions. This contract should be read carefully. Questions regarding items in it should be addressed at once to your department chair or school director.

### ***Reappointment, Tenure, and Promotion (RTP)***

Article 13.3 of the CBA declares “the normal probationary period shall be a total of six (6) years of full time probationary service and credited service, if any.” Probationary appointments may be made for a period of one or more years. Probationary faculty members receive annual performance reviews (except as noted below in *Periodic Evaluation*) by peer review committees and administrators at the departmental, college, and university level. Normally, faculty members are eligible for consideration for promotion at the same time they are considered for tenure. Reappointment, tenure, and promotion are guided by the university, college, and departmental policies and procedures. Faculty members are encouraged to read the Policy File, which details these essential procedures and policies. In addition, you are encouraged to speak with your department chair/school director, with chairs of your department and college personnel committees, and with your dean regarding policies and expectations in this important area. A review of the Personnel Data Summary (PDS) materials of recent successful candidates for reappointment, tenure, or promotion can be most helpful to faculty involved in this process. In addition, some colleges have instituted formal mentoring programs for their probationary faculty members.

Reappointment, tenure, and promotion documents and timelines (posted in August for the next academic year) are available on the Faculty Affairs Web site at: [www-rohan.sdsu.edu/~facaff/newrtp.html](http://www-rohan.sdsu.edu/~facaff/newrtp.html). Direct questions about procedures and timelines to the person in your dean’s office designated as RTP representative (see the Faculty Affairs Web site for an up-to-date list.)

### ***Periodic Evaluation***

Periodic evaluations are conducted for three groups of faculty: part-time and full-time lecturers, probationary faculty in the first year of a two-year contract or the first two years of a three-year contract, and tenured faculty members at no less than five year intervals. The latter is often called “post-tenure review.”

Periodic evaluations are typically conducted in the spring semester. Your department or school will notify you about the timelines and request materials to be reviewed by the peer review committee and appropriate administrator.

## **7. Personnel Action File**

The official Personnel Action File (PAF) for probationary and tenured faculty members is located in the Office of Faculty Affairs; the custodian of the PAFs is the Associate Vice President for Faculty Affairs. The official PAF for temporary faculty (lecturers) is located in the department office; the custodian is the department chair or school director. The PAF file contains all employment information and information upon which personnel actions are based. Faculty members are encouraged to review their PAF periodically, and may access PAF policies and procedures through the Faculty Affairs web site.

## **8. Benefits**

### *Health/Dental Insurance*

The university contributes to health, dental, vision, life, and long term disability insurance programs. All new probationary faculty members at a time base of .50 or more for an academic year, or lecturers at a time base of .40 or more for one semester, are urged to take advantage of these benefits. Enrollment must occur within 60 calendar days of employment. When the university announces an Open Enrollment Period, continuing employees may change their benefits. Inquire at the Center for Human Resources (fourth floor, Extended Studies Center, 594-6404).

### *Sick Leave*

Sick leave is accumulated at the rate of eight hours (one day) per month, prorated for less than full-time. Upon completion of a qualifying pay period, a faculty member may use sick leave up to the accumulated amount for personal or family illness (up to 40 hours without special approval). All sick leaves must be reported to your administrative coordinator. Faculty members are expected to use sick leave when they are absent from classes, scheduled meetings, or other official activities due to illness or medical treatment. The Catastrophic Leave Donation Program permits SDSU employees to donate vacation or sick leave credits to any other employee who has exhausted his or her accrued leave credits due to a catastrophic illness or injury.

### ***Bereavement***

In case of death within the immediate family, five days of bereavement leave (not charged to sick leave) are available. Bereavement leave may be supplemented with up to 40 hours of sick leave.

### ***Vacation***

Faculty members with 12-month appointments (such as chairs or program directors) accumulate vacation leave at the rate of sixteen hours (two days) per month, prorated for less than full-time.

### ***Maternity/Paternity***

All faculty members are entitled to a maximum of 30 days of paid maternity/paternity leave, which commences within a 135 day period beginning 60 days prior to the anticipated arrival of a new child (through birth, adoption, or foster placement) and ending 75 days after the arrival. This leave is charged only for workdays, and may be supplemented by 10 days of earned sick leave. A physician's verification of disability is required for further use of sick leave. In addition, a tenured faculty member is entitled to a maternity/paternity leave without pay for up to 12 months; upon request, the President may grant an extension.

### ***Family Care***

A faculty employee who has at least two semesters of service is entitled to a family care or medical leave without pay for a total of 12 weeks in a 12-month period.

### ***Retirement***

Faculty members are required to participate in the California Public Employees Retirement System (CalPERS). Deductions for retirement begin with the first pay warrant following the date of appointment. In addition to retirement contributions, payroll deductions are also made for OASDI (Social Security). For further information regarding retirement programs and benefits, contact the Benefits Office in the Center for Human Resources, 594-6404, or CalPERS at [www.calpers.ca.gov](http://www.calpers.ca.gov).

### ***Death Benefits***

If an employee dies while in service, CalPERS pays the beneficiary six months pay (50 percent of earnable pay for the 12 months prior to death) and a refund of your contributions plus interest. In addition, there is a \$5,000 life insurance policy on the life of each PERS member. Additional benefits including \$50,000 term insurance and long-term disability policies are available. Contact Benefits in the Center for Human Resources, 594-6404.

## **9. Domestic Partnership**

California law currently extends most of the benefits and responsibilities of marriage to registered domestic partners. Registered domestic partners are eligible for all benefits negotiated for faculty at SDSU. In addition, health insurance and retirement benefits through CalPERS are equal for spouses and domestic partners and their dependents. Employees should be aware that health benefits are considered taxable income for federal tax purposes. For further information, including procedures for domestic partnership registration, see the Center for Human Resources Web site, <http://bfa.sdsu.edu/ps/Benefits/dp.htm>.

## **10. Employee Assistance Program**

The Employee Assistance Program provides cost-free, confidential counseling and other services to all employees and their families. EAP offers help on relationship and marital issues, emotional/psychological issues, parenting and eldercare, substance abuse, balancing work and life, legal or financial issues, and a wide range of other services that help faculty manage stress and be productive members of the campus community. For further information, go to: [www.pbhi.com](http://www.pbhi.com).

## **11. Fee Waiver Program**

Tenured and probationary faculty and temporary faculty with three-year appointments (or a spouse, domestic partner, or dependent child) may take a maximum of two courses or six units per semester, whichever is greater, on the fee waiver program. Courses taken on fee waiver must be job-related and must comply with all the provisions of the CBA. The fee waiver benefit may not be divided between two or more individuals in any given semester.

## **12. Leaves**

There are several types of leaves of absence: with pay, without pay, sabbatical, and difference-in-pay. Leaves with pay include sick leave, bereavement, and maternity/paternity leave (all covered under benefits) as well as leaves for jury duty, emergency, or military service. Other kinds of leaves include:

### ***Leaves of Absence without Pay***

All faculty members are eligible to apply for personal or professional leaves of absence without pay. Guidelines and applications for leaves of absence without pay can be found on the Faculty Affairs Web site at:

[http://fa.sdsu.edu/forms\\_and\\_docs.html](http://fa.sdsu.edu/forms_and_docs.html). Personal leaves of absence without pay may be granted to supplement sick leave or maternity/paternity leave, to take temporary outside employment, or to address issues of a personal nature. Professional leaves of absence without pay are for the purposes of research, study, professional development, or other purposes of benefit to the university. Faculty do not earn service credit toward probation, sabbatical eligibility, difference-in-pay eligibility, service salary increase eligibility, or seniority for a personal leave without pay, but they do earn up to one year of service credit for a professional leave without pay. Neither leave is considered to be a break in service. Lecturers retain their appointment rights when they are on leave without pay.

Applications for both tenured and probationary faculty and temporary faculty may be found on the Faculty Affairs Web site.

### ***Sabbatical Leave***

A faculty member is eligible to be considered for a sabbatical leave after serving full time for six years in the seven-year period prior to the leave. Sabbatical leaves are awarded on the basis of scholarly merit and for purposes that provide a benefit to the university. Each September Faculty Affairs publicizes the deadline for submitting applications. There are two types of sabbatical leave: Type A, one semester at full pay, and Type B, two semesters at half pay.

### ***Difference-in-Pay Leave***

A faculty member is eligible to be considered for an initial difference-in-pay leave after serving full time for six years in the seven-year period prior to the leave. Faculty may apply for subsequent difference-in-pay leaves after serving full time for three years following an initial sabbatical or difference-in-pay leave. Difference-in-pay leaves are awarded on the basis of scholarly merit and for purposes that provide a benefit to the university and may be approved for one or more semesters. Salary while on a difference-in-pay leave is based upon the difference between the faculty member's current salary and the minimum salary of the Instructor rank.

### ***Exchanges***

Under certain circumstances, a faculty member may arrange an exchange with a faculty member at another university. Such exchanges may be for one or more semesters. Contact your department chair.

### **13. Grievances**

Faculty may file a grievance if they believe that they have been wronged by a violation of an article of the CBA or in connection with the rights accruing to their employment. Formal grievance procedures are described in Article 10 of the CBA and faculty considering a grievance may wish to consult the California Faculty Association (see below), or contact the Office of Faculty Affairs.

### **14. Liability**

The CSU is obligated to provide employees with a defense in litigation where it is alleged that the employee did something or failed to do something within the scope of employment, and where the conduct is not the result of actual fraud, corruption, or malice. A request for representation must be directed in writing to the Associate Vice President of Administration immediately upon receipt of any summons, subpoena, or similar notification of litigation that has resulted from the performance of duties as an employee of the university. The request should be accompanied with as much specific information as possible including the date and circumstances of the receipt of any legal document.

Under no circumstances should a Notice of Acknowledgement and Receipt be sent to the claimant or his/her attorney. When litigation is anticipated or has been initiated, faculty should refrain from providing any information regarding the incident or circumstances to anyone except the authorized agents or representatives of the university to handle the matter.

All actions brought against an employee of the California State University related to university employment are referred to the CSU Office of General Counsel.

### **15. Nepotism**

SDSU judges persons appointed to academic and staff positions at SDSU on their merits only. Immediate family members of employees, including faculty members, may be considered for hiring to fill any position, academic or non-academic. However, faculty employees may not participate in any institutional decision involving a direct benefit such as appointment, retention, promotion, salary, or leaves to members of their immediate family. Nor may they directly supervise a family member. When a direct line of authority exists between two employees, CSU policy requires that a plan covering all personnel matters be developed with the dean or director. For a definition of "immediate family," see the Policy File under Codes: Nondiscrimination and Equal Opportunity, or Faculty: Personnel Decisions, Procedures for.

## **16. Temporary Faculty (Lecturers)**

Full-time and part-time temporary faculty members (also called lecturers) make up 54 percent of the faculty by head count and 38 percent by full-time equivalency (FTEF)<sup>1</sup>. In addition to teaching large numbers of our students, lecturers perform valuable university service and promote connections with San Diego businesses, agencies, and creative organizations. Some lecturers have impressive credentials in research, scholarship, and creative activity. Lecturers are included in the faculty bargaining unit, and are an invaluable part of the SDSU community.

Most university benefits, resources, and activities are available to lecturers, as governed by policy and the collective bargaining agreement and to the extent that resources are available. Questions about temporary faculty rights, opportunities, and responsibilities may be directed to your department/school or dean's office, the Office of Faculty Affairs, or the California Faculty Association.

## **17. California Faculty Association**

The California Faculty Association (CFA) is the statewide organization that represents the 23,000 professors, lecturers, librarians, counselors, and coaches who teach in the CSU system. As the faculty bargaining agent, CFA negotiates collective bargaining agreements with the CSU administration, promotes academic freedom, upholds faculty rights, delivers financial protection for the faculty, and promotes faculty participation in the governance of the CSU and CFA. The San Diego State chapter of the CFA is also the local chapter of the American Association of University Professors (AAUP), which aims "to advance academic freedom and shared governance, to define fundamental professional values and standards for higher education, and to ensure higher education's contribution to the common good." CFA members may obtain free membership in the AAUP. The SDSU chapter of the CFA can be contacted on campus at 619-594-2775, or access the Web site at: <http://cfa.sdsu.edu>

<sup>1</sup> Fall 2007 figures

## **E. Professional Activities**

### **1. Additional Employment: State-Related**

Additional employment here refers to any employment compensated by the CSU, the California State general fund, or nongeneral state funds, including CSU auxiliaries, which is in addition to one's normal or primary employment. On average, the total additional employment of a full-time faculty member shall not exceed 25 percent of a full-time time-base in a calendar year. Faculty participating in the Faculty Early Retirement Program (FERP) are not eligible for additional state employment, including through its auxiliaries.

### **2. Additional Employment: Not State-Related**

Additional outside employment shall not conflict with a faculty member's normal work assignments or satisfactory performance of duties. The faculty member may be required to provide a written statement that details the amount and distribution of time devoted to continuous outside employment.

### **3. Travel and Absence from Campus**

Travel and other absences from campus during scheduled duties require official permission. Travel and absences for approved professional reasons may be with salary and expenses paid. For the protection of both the university and the faculty member, advance permission is required for all travel and absence, whether or not salary or expenses are requested. Travel requires approval of your chair or director and the college dean.

Requisite forms are available at your department office, or see the online Travel Manual: <http://bfa.sdsu.edu/ap/travelmanual/travelmanual.htm>.

California regulations specify that if a faculty member is absent from campus without leave for 5 days or more, he or she is considered to have resigned.

### **4. International Programs**

The Office of International Programs (OIP) has specific responsibility for coordinating and facilitating the development of all international programs and activities at SDSU. OIP is the primary contact for international programs and represents the university on international matters to external agencies and institutions. Currently, SDSU offers over 180 study abroad programs in more than 40 different countries. See also information about international programs

and exchanges at the Imperial Valley Campus at [www.ivcampus.sdsu.edu/International Programs](http://www.ivcampus.sdsu.edu/International_Programs).

### *Faculty Development*

OIP supports faculty development in the international arena. It organizes workshops on Fulbright faculty grants and other opportunities. Twice each year OIP conducts a grant competition to support faculty international travel in order to enhance international study experiences for SDSU students through strengthening of existing SDSU programs or development of new programs. Several colleges have permanent International Programs Committees and OIP has appointed International Programs Coordinators for most of the colleges. These faculty coordinators work closely with faculty to assist them in developing and expanding SDSU's overseas programs.

### *Student Exchanges*

OIP is in charge of administering all international student exchange agreements with partner universities. Student exchanges, however, can be initiated and developed by faculty members in consultation with OIP. All student and faculty exchange agreements must be approved by OIP. Guidelines for these agreements are found on OIP's webpage: <http://oip.sdsu.edu>.

### *Visiting Scholars*

OIP also provides guidance to visiting scholars regarding faculty exchanges, housing, office space, technical support, and research activities. The visiting scholar is expected to have a faculty sponsor and hosting department at SDSU. OIP does not provide housing, travel, or other financial support for international visiting scholars.

### *Fulbright Program*

The Fulbright program offers a variety of grant opportunities for both SDSU faculty and students in more than 140 countries worldwide. OIP has designated a campus representative to provide project guidance to those interested in applying. Non-U.S. scholars or students must apply in their country of origin for consideration.

## **5. Division of Research Affairs**

The Division of Research Affairs is responsible for research management, regulatory compliance, research assurances and activities related to intellectual property and technology transfer. The Division also provides administrative liaison with the San Diego State University Research Foundation. Contact information: Telephone: 594-5938; Web: <http://gra.sdsu.edu/research.php>.

### ***University Research Council***

The University Research Council is the faculty policy-making body responsible for regulatory compliance oversight, as well as promoting, encouraging, and publicizing the research activities of the faculty and students consistent with the educational mission of the university. This charge is carried out through seven standing committees described in this section. Contact information: Telephone: 594-5938.

### ***Institutional Review Board (IRB) – Human Subjects Protection Program***

The IRB reviews research involving human subjects to ensure that the rights and welfare of participants in research are protected. The HRPP assists the research community by providing education in responsible and ethical research practices and assistance to investigators in complying with federal and state regulations and institutional standards for human subject research.

Contact information: Telephone: 594-6622; Web: <http://www-rohan.sdsu.edu/~gra/grad/research/hrpp.html>

### ***Animal Care and Use Program (ACUP)***

The Institutional Animal Care and Use Committee (IACUC) and the Office of Laboratory Animal Care (OLAC) assist the institution and research community in complying with federal assurance and institutional policies for the use of animals in research and teaching. Contact information: Telephone: 594-0905; Web: <http://www-rohan.sdsu.edu/~gra/grad/research/animalcare.html>  
OLAC: 594-5421.

### ***Conflict of Interest and Commitment***

The Conflict of Interest Committee evaluates research when an investigator discloses a significant financial interest that may influence the conduct of the activity. The Committee determines what, if any, conditions or restrictions should be imposed on the investigator or research protocol in order to manage, reduce or eliminate such conflicts of interest.

Contact information: Telephone: 594-5938; Web: <http://www-rohan.sdsu.edu/~gra/grad/research/conflict.html>.

### ***Institutional Biosafety Committee (IBC)***

The IBC, working closely with Environmental Health & Safety, reviews research to ensure that recombinant DNA research or experiments involving biological or potentially hazardous materials are conducted in compliance with the National Institute of Health Guidelines to promote safe and responsible practices. Contact information: Telephone: 619-594-0905; Web: <http://www-rohan.sdsu.edu/~gra/grad/research/biosafety.html> or, Environmental Health & Safety, Telephone: 594-2865; Web: <http://bfa.sdsu.edu/ehs>.

### ***Research Integrity Policy and Support Programs***

Research Integrity Initiatives involve educational and outreach activities to facilitate discussion, awareness and value of practices that enhance research integrity and prevent research misconduct. Resources to inform faculty and students on responsible and ethical research practices include multi-disciplinary seminars on research ethics, a Research Ethics Listserve, and the Research Ethics Journal Club. Contact information: Telephone: 594-5938; Web: <http://www-rohan.sdsu.edu/~gra/grad/research/integcomp.html>.

### ***Student Research Committee***

The Student Research Committee promotes and coordinates the dissemination of student research via the Student Research Symposium (SRS). The SRS is an annual event held in the spring semester to showcase undergraduate and graduate student research and serve as the platform to select ten students to represent SDSU in the California State University student research competition. Contact information: Telephone: 594-5938; Web: <http://www-rohan.sdsu.edu/~gra/grad/research/researchopps.html>

### ***Albert W. Johnson Research Lectureship***

The Albert W. Johnson University Research Lectureship is awarded to an SDSU faculty member for outstanding achievement in research and scholarship. The purpose of the lectureship is to recognize such achievement, to foster its continuance and to enable a distinguished resident faculty scholar to share knowledge more broadly with the academic community and the community at large. Contact information: Telephone: 594-5938; Web: <http://www-rohan.sdsu.edu/~gra/grad/research/researchlectures.html>

### ***Intellectual Property Policy and Guidelines***

SDSU is committed to the development of ideas and to the broad dissemination of these ideas for the purpose of serving the public interest. The University Copyright and Patent Committee evaluates copyright and patent disclosures on behalf of the university and provides recommendations to the Vice President for Research. The Technology Transfer Office provides advice and assistance in the commercialization of inventions, copyrights, and other scholarly work. Contact information: Telephone: UCPC: 594-5938; Web: <http://www-rohan.sdsu.edu/~gra/grad/research/intproptechdev.html>; TTO: 594-0516; Web: <http://www.tto.sdsu.edu/>.

### ***Material Transfer Agreements***

Under the terms of the Uniform Biological Material Transfer Agreement (UBMTA), institutional approval is required for the transfer of all biological

materials whether SDSU is the “Provider” or the “Recipient.” The Division of Research Affairs facilitates execution of the MTA.

Contact information: Telephone: 594-5938; Web: <http://www-rohan.sdsu.edu/~gra/grad/research/mta.html>.

### ***University Grant Program***

The University Grant Program (UGP) provides funding to support scholarly research, creative activities, and curriculum development. Unit 3 faculty may apply for up to \$10,000. Application procedures and timelines are publicized in August, with applications due approximately the second week in October. The University Grants and Lectureship Committee evaluates nominations and makes its recommendation to the Vice President for Research. Application forms and instructions are available through the Division of Research Affairs. Contact information: Telephone: 594-5938; Web: <http://www-rohan.sdsu.edu/~gra/grad/research/ugp.html>.

Please note: The Senate Policy File includes several research-related codes and policies (Academics: Intellectual Property; Codes: Copyrights, Trademarks, and Trade Secrets; Patents; Research, Classified or Otherwise Privileged; and Codes: Integrity in Research and Scholarship; Faculty: External Professional Activities).

## **6. SDSU Research Foundation**

SDSU Research Foundation, the largest auxiliary organization within the CSU system, is a self-contained nonprofit corporation chartered to support programs that are an integral part of the research, educational, and community service mission of San Diego State University. The SDSURF administers approximately \$200 million annually, employs 175 central staff and more than 5000 total workers, and manages 1,000,000 square feet of property. The Research Foundation’s core function is to assist SDSU faculty and professional staff in developing and administering externally funded projects. It provides many services not offered by the state, including:

- working with faculty to develop and administer research, educational, and community service grants and contracts and self-support programs;
- developing and managing major centers, institutes, community partnerships, and programs;
- providing technology transfer services;
- acquiring, developing, and managing real property to provide space for sponsored programs;

- administering student scholarships and loan funds, and financially managing and investing gifts, trusts, and endowments, most on behalf of the university's philanthropic foundation;
- providing additional funds to advance SDSU's research agenda; and
- assisting in the management of KPBS public broadcasting radio and television stations.

The development and administration of grants and contracts (the first area above) has many facets. SDSU Research Foundation offers grant-related workshops, identifies funding sources, and assists with proposal development, budget development, obtaining university approvals, proposal submission, award negotiation, grant administration, staff recruitment, purchasing, space location and management, legal and risk management, and interpretation of agency guidelines and policies.

Headquarters are located on the third and fourth floors of Gateway Center, 5250 Campanile Drive. Faculty and professional staff interested in conducting sponsored projects are encouraged to visit the Research Foundation to find out more about services available to them.

*Contact information:*

Sponsored Research Information (grant opportunities, sponsor information):  
594-2458

Sponsored Research Development (proposal development and submission):  
594-5731

Sponsored Research Administration (post-award activities):  
594-2173

Human Resources (funded project employees - recruitment, training):  
594-4139

General SDSU Research Foundation information may be obtained by calling: 594-1900 or by visiting the Web site at [www.foundation.sdsu.edu](http://www.foundation.sdsu.edu).

## **7. University Relations and Development**

The Division of University Relations and Development generates the external recognition, support and financial resources the university needs to carry out its mission and to achieve its vision. Working with alumni, parents and the community, University Relations builds external interest and support, and enhances outreach efforts on behalf of SDSU. The division is also leading the effort for SDSU's first comprehensive campaign. The major units of University

Relations are the SDSU Alumni Association, which builds lifelong relationships with alumni; Marketing & Communications, which builds an understanding of the university throughout the campus community, the media, community leaders and elected officials; and Development, which oversees all fundraising activities at SDSU, working closely with faculty, volunteers and donors to help meet college- and program-specific needs. The Campanile Foundation receives and manages all philanthropic gifts to the university. In addition, it stewards most campus-related endowments and student scholarship funds.

For more information, see: <http://advancement.sdsu.edu/> or call 594-4562. For the Imperial Valley Campus, see : [www.ivcampus.sdsu.edu/Departments/Advancement](http://www.ivcampus.sdsu.edu/Departments/Advancement) or call 768-5587.

## **8. Political Activities**

California Government Code 8314 states that it is unlawful “for any elected state or local officer, including any state or local appointee, employee, or consultant, to use or permit others to use public resources for a campaign activity, or personal or other purposes which are not authorized by law.” SDSU faculty are government employees, and thus may not use university resources (such as computers, telephones, printers, supplies, or other equipment) for personal or political purposes. This does not include “incidental and minimal” use for either personal or political purposes, such as receiving unsolicited political messages, making an occasional local telephone call, or playing computer solitaire during a break from your academic work. If you are uncertain whether or not your usage is incidental or minimal, consult your chair or director or the Office of Faculty Affairs.

## **F. Miscellaneous**

### **1. Mail, Telephone**

#### *Incoming Mail*

Due to the volume of incoming mail, faculty members should have only official business communications sent to their university address. The incoming mail address must include the department or school name and appropriate expanded ZIP Code (e.g., 92182-8010). Mail not so identified will be delayed or returned to sender.

#### *Outgoing Mail*

Only official mail is accepted for payment of postage. Each mail piece must exhibit a complete destination address and correct return address format, including the expanded ZIP Code. Mail sent via the United States Postal Service requires payment of postage by SDSU. Postage charges are paid using funds allocated to departments via chargeback system. Each first class mail piece must exhibit an account number and barcode on the reverse side of the envelope. A Volume Ticket Form, indicating account number, must accompany all third-class bulk mailings. Questions regarding postage rates and mailing procedures should be directed to your department or to Central Mail Services (594-1552).

#### *Campus Mail*

Mail on campus must be sent in interdepartmental mailing envelopes, available in departmental offices. The address must include the individual name and campus Mail Code (MC) identification, which can be provided by your department office (e.g. Faculty Affairs MC 8010 or Bonnie Zimmerman MC 8010).

#### *E-mail*

Electronic mail through personal computers is available through your dean or department chair/school director. See the section on Computer Facilities, above.

#### *Telephone*

All main campus phone numbers are in the 619 area code and begin with 594; they may be dialed from campus phones by using 4 and the extension. Phone numbers on the Imperial Valley campus are in the 760 area code and begin with 768; they may be dialed from campus phones by using 6 and the extension.

Personal toll calls must be placed through campus pay telephones or cell phones or charged to home telephone numbers. An authorization code is required for all long distance calls. Departments are responsible for assigning faculty a long

distance authorization card and authorization code. Telephone call records are sent monthly to department chairs. Ask your administrative coordinator about additional telephone services, such as voice mail. The Campus Directory is no longer printed, but can be accessed online.

## **2. Alcoholic Beverages**

Distilled liquor is only permitted on campus when served by Aztec Shops as part of a catered event. Permission to serve wine and beer for special events must be requested from the Provost four weeks before the event, although this requirement may be waived for small, intimate recognition ceremonies. The university policy on serving alcohol can be found at: <http://bfa.sdsu.edu/policies/alcohol.htm>. The university code on Alcohol Abuse and Illegal Drugs can be found in the Policy File in the section on Codes.

## **3. Substance Abuse**

San Diego State University recognizes a responsibility to provide safe and productive work environment for all its employees. Toward this end the university prohibits the unlawful manufacture, distribution, dispensation, possession, promotion, sale, or use of illegal drugs or other illegal substances, illegal drug paraphernalia, or look-alike (simulated) illegal drugs while performing work for the university or while on university property or in university vehicles. (See the Policy File section referred to above.)

## **4. Smoking**

Government Code prohibits smoking in the teaching and working environment of SDSU. Smoking is prohibited in all university facilities and vehicles or leased spaces and within 20 feet of all such facilities which includes, but is not limited to, doorways, windows, breezeways, awnings and ventilation systems. Smoking is also prohibited in outdoor areas and within 20 feet immediately adjacent to SDSU owned or leased food establishments unless designated as a smoking area, consistent with the overall goals of this policy; smoking is prohibited in outdoor SDSU owned or leased constructed seating areas and within 20 feet of where people are likely to congregate, unless designated as a smoking area. See: <http://bfa.sdsu.edu/policies/smokefree.htm>. The complete Senate policy on smoking can be found in the Policy File in the section on codes.

## **5. Catalogs and Bulletins**

The General Catalog, Imperial Valley Campus Bulletin, and Graduate Bulletin are agreements between the university and the students. Each student is entitled to receive a degree or credential upon satisfactory completion of the degree requirements in the Catalog or Bulletin at the time the student enters (or changes) a particular program or major, or at the student's option, the Catalog or Bulletin in effect at the time of graduation. Instructors are expected to ensure that course content meets the Catalog or Bulletin description.

## **6. SDSUniverse**

SDSUniverse ([www.sdsuniverse.info](http://www.sdsuniverse.info)) is the online campus vehicle for news about faculty and staff. The Website is updated weekly, and an e-mail version is sent to the SDSU community at the end of each Monday. SDSUniverse draws from a broad palette of news about the university's people, programs, research and community-based activities. All faculty and staff are invited to submit articles or suggestions to [www.sdsuniverse.info/whatsnews.asp](http://www.sdsuniverse.info/whatsnews.asp).

## **7. Convocation**

Convocation marks the ceremonial opening of the academic year. In 2008, for the first time, it will take place prior to the first meeting of the Senate (September 9). At convocation, the President welcomes new members of the faculty and staff, outlines his vision for the coming year, and honors faculty recipients of the Alumni Association awards. The ceremony is followed by an informal reception. Faculty members are strongly encouraged to attend this important event.

## **8. Commencement**

Faculty members are also encouraged to attend commencement exercises. Commencement is conducted by your college after final exams in May. College-wide commencements are often followed by departmental ceremonies that permit a more personal recognition of graduates.

## **9. Child Care**

The SDSU Children's Center is run by Associated Students. The center is housed in a new state-of-the-art facility which is licensed by the California Department of Social Services Community Care Licensing Division (license # 370805130/370805244). Priority is granted to families of SDSU students, faculty and staff. Tours of the facility are provided on the second and fourth Thursday of

the month at 5 p.m. as well as the first Wednesday of each month at 9 a.m. The staff is headed by an experienced director who has extensive child development expertise. Staff further consists of an assistant director, supervising teachers, master teachers, student assistants, and child development students. The caring and capable staff at the Center receive criminal background clearance prior to working at the Center. All professional full-time staff members and part-time Associate Teachers possess current State of California Children's Center Permits authorizing them to work with children between 6 months and 5 years of age. For further information, see [www.as.sdsu.edu/child](http://www.as.sdsu.edu/child).

## **10. Lost and Found**

The Lost and Found is located at the Information Desk of the Aztec Center, midway between Starbucks and Monty's. On the Callexico campus, Lost and Found is handled at the circulation desk of the library.

## **11. ARC and Aztec Aquaplex**

The Aztec Recreation Center (ARC), located next to Cox Arena, provides SDSU faculty a wide variety of fitness, sport, outdoor adventure, and recreational facilities, opportunities, including a fitness room, weight training room, cardio room, climbing wall, and four multi-purpose gyms. The ARC provides 60-plus group exercise classes, intramural sports leagues, and wellness seminars. There is no initiation fee; monthly membership fees are very reasonable, and do not change as long as you maintain membership. For further information, see [www.arc.sdsu.edu](http://www.arc.sdsu.edu).

The award-winning Aztec Aquaplex, located adjacent to Tony Gwynn baseball stadium, offers SDSU faculty excellent swimming and diving facilities. For more information, visit the Aquaplex Web site at <http://aztecaquaplex.sdsu.edu/>. ARC members receive free admittance to the Aztec Aquaplex during all open recreation hours.

## Emergency and Safety Telephone Numbers

Public Safety (24 hrs. per day: fire, theft, injury) .....	41991
Escort Services (Escort service available dusk to dawn.: calls will transfer to Public Safety) .....	46659
Physical Plant .....	44754

## Other Frequently Called Numbers

Academic Affairs.....	46881
Aztec Shops.....	46954
California Faculty Association.....	42775
Center for Teaching and Learning.....	43157
Center for Students Rights and Responsibilities.....	43069
Faculty Affairs .....	46111
Faculty Staff Club.....	45178
Human Resources .....	46404
ITS (Instructional Technology Services)	
General Information .....	45910
Classroom Equipment Services .....	45691
Library .....	46724
Mail Services.....	41552
Office of Diversity and Equity .....	46464
Ombudsman.....	46578
Registrar's Office.....	46871
Senate.....	45320
TNS (Telecommunications Network Services).....	45261

The Faculty Handbook is an effort of the Office of Faculty Affairs.