



Faculty Handbook

2016-2017



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Introduction and Links to Faculty Resources

This handbook is designed to be a convenient guide for faculty as to the campus organization as well as policies and procedures. It is intended to give a brief introduction to many topics that should be of interest to faculty members. References in many sections are made to campus and system policies as well as campus departments and organizations. The list below gives important links for faculty to use to get further information on the topics discussed in the Handbook.

ACADEMIC AFFAIRS - <http://www.fullerton.edu/acadaffairs/>

ACADEMIC PROGRAMS - <http://www.fullerton.edu/academicprograms/>

ACADEMIC SENATE OF THE CSU WEBSITE - <http://www.calstate.edu/AcadSen/>

ADMISSIONS AND RECORDS - <http://www.fullerton.edu/admissions>

ASSOCIATED STUDENTS, CSUF, INC. - <http://www.asi.fullerton.edu>

CALIFORNIA STATE UNIVERSITY WEBSITE - <http://www.calstate.edu>

CENTER FOR INTERNSHIPS AND COMMUNITY ENGAGEMENT - <http://www.fullerton.edu/cice/>

COLLECTIVE BARGAINING AGREEMENT - <http://www.calfac.org/read-contract>

CSU EXECUTIVE ORDER INDEX - <http://www.calstate.edu/EO/>

CSUF A – Z INDEX - <https://www.fullerton.edu/a-z.aspx>

CSUF ACADEMIC SENATE WEBSITE - <http://www.fullerton.edu/senate/>

FACULTY AFFAIRS AND RECORDS WEBSITE - <http://www.fullerton.edu/far/>

FACULTY DEVELOPMENT CENTER WEBSITE - <http://fdc.fullerton.edu/>

HUMAN RESOURCES, DIVERSITY AND INCLUSION WEBSITE - <http://hr.fullerton.edu/>

INFORMATION TECHNOLOGY WEBSITE - <http://www.fullerton.edu/it/>

IRVINE CAMPUS WEBSITE - <http://www.fullerton.edu/irvinecampus/>

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) - <http://asi.fullerton.edu/government/ira.asp>

LISTING OF PRESIDENTIAL DIRECTIVES - <http://president.fullerton.edu/directives/>

LISTING OF UNIVERSITY POLICY STATEMENTS DOCUMENTS -
http://www.fullerton.edu/senate/publications_policies_resolutions/ups.php

STUDENT AFFAIRS WEBSITE - <http://www.fullerton.edu/SA/>

When dialing a CSUF extension from off campus, please dial 1-657-278 before the extension (ext.) number.

Legal Disclaimer

This document is meant merely as a general overview and broad guide. This handbook may contain information that is out-of-date or inapplicable to a particular faculty member's situation. This guide is intended only to help faculty know whom to contact and where to start. Nothing contained herein replaces or overturns any existing CSU Fullerton or CSU system-wide policy or procedure, nor confers additional rights or responsibilities to those set forth in campus and system wide policies and procedures. This handbook should be used by faculty as a starting point only, and faculty must consult the responsible campus representative with specific questions or concerns.

Message from the Interim Provost and Vice President for Academic Affairs

Dear colleagues,

Welcome to the Faculty Handbook for California State University, Fullerton. This handbook is designed to provide faculty members with information on matters directly related to faculty responsibilities in teaching, research/creative activity, and service, including but not limited to classroom management; academic, enrollment, and student services; faculty appointments, evaluation, reappointment, and promotion; and faculty leaves and benefits.

While every effort is made to provide accurate and pertinent information in this handbook, please note that information is subject to change. If you have any questions or concerns about this document, please address them to the Faculty Affairs and Records (FAR) Office in MH-128 (far@fullerton.edu, ext. 2125). Changes will be made as quickly as possible so that the University community has access to the most current information at all times.

Whether you are a new or returning faculty member, I hope you find this handbook useful and beneficial in your academic career at Cal State Fullerton.

Best,

Anil K. Puri, Ph.D.
Interim Provost and Vice President for Academic Affairs
Professor of Economics

I. General Information

The California State University System

The individual California State Colleges were brought together as a system by the Donahoe Higher Education Act of 1960. In 1972, the system became The California State University and Colleges, and in 1982, the system became The California State University (CSU). The CSU system has 23 campuses, almost 450,000 students, and 47,000 faculty and staff. We are the largest, the most diverse, and one of the most affordable university systems in the country.

Responsibility for the CSU is vested in the Board of Trustees, consisting of ex-officio members, an alumni representative, and members appointed by the Governor, including members of the public, students, and faculty representatives. The Trustees appoint the Chancellor, who is the chief executive officer of the system, and the Presidents, who are the chief executive officers of their respective campuses.

The Trustees, the Chancellor and the Presidents develop system-wide policy with implementation on campuses taking place through broadly-based consultative procedures. The Academic Senate of the CSU, made up of elected representatives of the faculty from each campus, recommends academic policy to the Board of Trustees through the Chancellor. Specific terms of employment and working conditions are matters that are bargained with various CSU employee bargaining units.

History of California State University, Fullerton

California State University, Fullerton (Cal State Fullerton) is dedicated to serving the state as well as the local region through teaching, research and public service. The campus was established in 1957 as the 12th State College in California to be authorized by the Legislature. The name changed from Orange County State College to Orange State College in July 1962; to California State College at Fullerton in July 1964; to California State College, Fullerton in July 1968; and to California State University, Fullerton (CSUF) in June 1972. CSUF has developed into a comprehensive, regional university and has approximately 38,000 students, more than 2,000 full- and part-time faculty members, and over 1,500 staff and management personnel. The University also has a significant economic impact, generating \$1 billion in regional and statewide economic activity annually, sustaining more than 8,700 jobs in the region, and generating more than \$65 million per year in state tax revenue. Please refer to the Institutional Research and Analytical Studies office (<http://www.fullerton.edu/analyticalstudies/>) for more information about the composition of the student body and faculty.

In addition to excellent academic curricula with a strong focus on general education and the liberal arts, the University is also devoted to many areas of professional education. The campus offers bachelor's degrees in 55 disciplines and graduate (master's and doctoral) degrees in 55 programs plus a variety of credential and certificate programs.

Campus Location

The main campus of Cal State Fullerton is located at 800 North State College Boulevard. The campus is principally bounded by State College Boulevard on the west, Yorba Linda Boulevard on the north, the 57

Freeway on the east, and Nutwood Avenue on the south; however, two buildings fall outside of these boundaries but are adjacent to the campus: College Park (to the south of campus) and the Western State College of Law building (to the west of campus). The main campus phone number is 657-278-2011. The University also operates a satellite campus in Irvine and a learning center in Garden Grove (see Satellite Campuses in Section II).

Additional Operations

Cal State Fullerton also operates a number of off-campus facilities. These include the Grand Central Arts Center in downtown Santa Ana (see <http://grandcentralartcenter.com/>); the Tucker Wildlife Sanctuary in Silverado California (see <http://www.tuckerwildlife.org/>); and the Desert Studies Center in Zzyzx, California (see <http://nsm.fullerton.edu/dsc>).

Online Degrees and Classes (see also Distance Education in Section IV)

While the majority of the degrees offered by Cal State Fullerton is delivered in a traditional manner, the University offers several online degree programs at both the undergraduate and graduate levels. More than 100 classes, which are part of a traditional degree, are periodically offered in an online mode. The campus policy on Online Instruction is given in UPS 411.104.

University Mission and Goals

Learning is preeminent at Cal State Fullerton. We aspire to combine the best qualities of teaching and research universities where actively engaged students, faculty, and staff work in close collaboration to expand knowledge.

Our affordable undergraduate and graduate programs provide students the best of current practice, theory, and research and integrate professional studies with preparation in the arts and sciences. Through experiences in and out of the classroom, students develop the habit of intellectual inquiry, prepare for challenging professions, strengthen relationships to their communities, and contribute productively to society.

We are a comprehensive, regional university with a global outlook, located in Orange County, a technologically rich and culturally vibrant area of metropolitan Los Angeles. Our expertise and diversity serve as a distinctive resource and catalyst for partnerships with public and private organizations. We strive to be a center of activity essential to the intellectual, cultural and economic development of our region. For more information, please visit the University Mission and Goals webpage (<http://www.fullerton.edu/about-csuf.aspx> and click on “Our Mission and Goals”).

Strategic Plan

Cal State Fullerton’s strategic plan encapsulates the key strengths and attributes of our University and identifies the opportunities and challenges we confront. It defines our primary objectives as well as specific initiatives we must implement to strengthen our institutional vitality now and in the years ahead.

The plan's purpose is to articulate CSUF's forward-looking vision, provide a roadmap for next steps, and create University-wide consensus and alignment. The strategies proposed in the University's strategic plan will evolve and adapt to changing circumstances. Considered together, these strategies sketch a big-picture view of CSUF's priorities and most-pressing issues that will guide the University's deployment of its programmatic, faculty, staff, and fiscal resources.

More information about the University's Strategic Plan is available at <http://planning.fullerton.edu/>.

Academic Master Plan

Cal State Fullerton's first-ever Academic Master Plan (AMP) will offer comprehensive, mission-driven responses to fundamental questions in the areas of programs, degrees, and outcomes; students; faculty and pedagogy; and infrastructure and resources. The AMP is an opportunity for our University to clarify and articulate our core institutional values and provide guiding principles for our University's decision-making bodies as we rise to meet the challenges that will continue to face higher education in the years to come.

Members of the AMP Committee (including the steering committee and subcommittees) were appointed by President García based on recommendations and nominations from the Council of Deans, the Chair of the Academic Senate, the Academic Senate Executive Committee, and the Provost. Membership on each of the four AMP subcommittees was expanded to include additional faculty representation based on feedback from the campus community. A completed AMP, revised and refined through conversations with the campus community and via input provided by faculty, students, and staff, is expected to be submitted to the President's Advisory Board for review and endorsement in December 2016. Please visit the AMP website (<http://www.fullerton.edu/amp>)

Accreditation

Cal State Fullerton is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), which is one of the six regional accrediting associations covering the United States. The purpose of WASC is to support the continual review and improvement of education and to facilitate cooperation among educational institutions and agencies.

The accreditation process serves both external and internal purposes. It provides an opportunity within the institutional community for broad-based deliberation on the current state of the institution: its success in fulfilling its mission, its areas of special strength and those areas in need of improvement, and its direction for development in the years ahead.

The university accreditation website can be found at: <http://www.fullerton.edu/accreditation/>. A number of specific academic programs are also accredited by national and other discipline-specific agencies. A list of these programs is provided on the university accreditation website (<http://www.fullerton.edu/accreditation/discipline/>)

II. Organization and Governance

University Organization

The campus is currently organized into seven divisions administered and managed by the President and six vice presidents. The divisions include: Office of the President (OP); Academic Affairs (AA); Administration and Finance (A&F); Human Resources, Diversity and Inclusion (HRDI); Information Technology (IT); Student Affairs (SA); and University Advancement (UA).

Office of the President

The Office of the President seeks to create an environment to enable the academic success of our students and the University's efforts to address the needs of our region, engage our alumni, serve as an exceptional educational and cultural resource for our community, and promote a global outlook.

Academic Affairs

The Division of Academic Affairs strives to ensure that the University's Mission and Goals are accomplished by supporting the academic pursuits of Cal State Fullerton's students and faculty. This includes the formulation and implementation of academic plans, policies, and priorities of the highest standards.

Administration and Finance

The Division of Administration and Finance is committed to aligning its functions and delivery of services to the ever-changing needs of the campus through a program of systematic assessments and by developing creative solutions and implementing customer-oriented business practices. The division oversees Admin/Finance Information Technology, the Auxiliary Services Corporation, Budget Planning and Administration, Facilities Planning and Management, Financial Services, Internal Audit, Parking and Transportation, and University Police.

Human Resources, Diversity and Inclusion

The Division of Human Resources, Diversity and Inclusion is committed to enhancing the overall customer experience and assists faculty, staff, students, and applicants with employment-related needs by providing valuable information, tools, and services in a helpful, friendly, and transparent manner.

Information Technology

The Division of Information Technology strives to be a strategic, innovative, and best-in-class IT organization that provides a leading-edge technology environment for students, faculty, and staff to advance the University mission and goals. It advances the vision and goals of our university by contributing to educational innovation and providing agile, cost-effective, and reliable technology services and facilities to our campus community.

Student Affairs

The Division of Student Affairs cultivates a meaningful experience that enhances learning and supports the total development of the Fullerton student. The division aims to practice excellence and build on the strengths students bring to the institution; promote change, social responsibility, personal growth, empowerment and new ideas; provide opportunities for community involvement, multicultural experiences and leadership training;

enhance sensitivity to issues concerning diversity; and advocate for student success.

University Advancement

The Division of University Advancement serves Cal State Fullerton by building and strengthening relationships with local communities to encourage advocacy, investment, and support of the University, its mission, its goals, and its programs to advance student and alumni success.

Efforts to secure private philanthropic support for the University are based in two departments within University Advancement. The Central Development department includes the Annual Campaigns, Foundation & Corporate Relations, Planned Giving, Advancement Services, and University Events. The College and Program Development department focuses its fundraising work on major gifts benefitting the colleges, divisions, and special programs.

The Alumni Relations department strives to foster a lifelong community of alumni connected to each other and to the institution with the goal of generating private financial support and engagement with the university. The Office of Government and Community Relations initiates and maintains Cal State Fullerton's connections and relationships with local, state and federal officials, agencies and their staff, business, and community organizations. The office advocates for the University and acts as a contact point for those interested in developing a relationship with the institution.

Strategic Communications supports the advancement of the University by providing leadership in and management of market research and planning; advertising; client-initiated print, online, email, and video communications projects; university signature publications such as Titan magazine, Titan Report, and student recruitment materials; the institution's homepage and some second-level pages; news.fullerton.edu; central, all-university social media engagement efforts; media relations; internal communications; and the promotion of campus-wide identity standards and communication guidelines.

The Division of Academic Affairs: Colleges and Departments

Instructional programs are conducted at the Irvine campus and in eight colleges at the Fullerton campus: College of the Arts (ARTS), Mihaylo College of Business and Economics (MCBE), College of Communications (COMM), College of Education (EDUC), College of Engineering and Computer Science (ECS), College of Health and Human Development (HHD), College of Humanities and Social Sciences (HSS), and College of Natural Sciences and Mathematics (NSM).

The Dean serves as the chief academic officer of each college with support from one or more Associate Deans and Department, Program, or Division Chairs. The Dean reports to the Provost and Vice President for Academic Affairs.

The Chairs report to their College Dean and are responsible for the academic leadership of their department, program, or division. Chairs work closely with faculty and staff to ensure the welfare of students, faculty, and staff as well as the academic unit. The Chair's responsibilities may include the development of the department's curriculum, representation of the department on University committees, the development and administration of a department budget, recruitment of faculty members, and the supervision and evaluation of departmental faculty and staff.

See UPS 210.000, UPS 210.050 and UPS 211.100 for more information.

Academic Programs

The Office of Academic Programs focuses on three areas: curriculum, student success, and academic quality. In consultation with college deans, the Academic Senate, appropriate faculty committees, and campus divisions, the Office of Academic Programs has responsibility for the planning, direction, and implementation of academic curriculum, programs, and policies for undergraduate and graduate education, general education, university advisement, assessment of learning outcomes, institutional and program accreditation, program performance reviews, and various other university and system-wide programmatic initiatives.

The Associate Vice President for Academic Programs (AVPAP) provides leadership and oversight for the Office of Academic Programs, and works in consultation and collaboration with the directors of Academic Programs (Assessment and Educational Effectiveness, Academic Advisement Center, First Year Experience, Graduate Studies, Health Professions Advising Office, University Honors Program, and Undergraduate Studies and General Education) to assist in the implementation of University and system policies and in assuring the quality of the curriculum, academic programs, and student success. The Director of Assessment and Educational Effectiveness takes leadership roles focused on coordinating the collaborative, campus-wide effort aimed at continuous improvement of student learning and the services that support learning, through assessment; the Director of the Academic Advisement Center provides leadership and oversight of the Academic Advisement Center; the Director of First Year Experience takes a leadership role in providing curriculum and services to support first-year students' successful transition to higher education at Cal State Fullerton; the Director of Graduate Studies takes leadership roles focused on graduate programs; the Director of the Health Professions Advising Office takes a leadership role in preparing, informing, and advising CSUF students about post-baccalaureate careers in the health professions; the Director of the University Honors Program takes a leadership role in sustaining a program whose vision is to be a nationally recognized model of inclusive excellence through a sustained commitment to access, student success, academic rigor, and high quality learning; and the Director of Undergraduate Studies and General Education takes leadership roles focused on undergraduate programs, including general education. The AVPAP also provides oversight of institutional and professional program accreditations as the campus Accreditation Liaison Officer.

Assessment and Educational Effectiveness

The office of Assessment and Educational Effectiveness (OAE) provides leadership and support for campus-wide assessment including both academic colleges and non-instructional divisions, which focus respectively on student learning and operational effectiveness. Working in close collaboration with diverse units across campus, OAE oversees the university-wide assessment and quality assurance infrastructure and procedures, including program/unit outcome assessment, program performance review, and center and institute review process. Activities carried out by OAE include guiding, facilitating and aligning the development and implementation of assessment plans at the program/unit, department, college/division, and university level; monitoring and ensuring compliance with assessment-related requirements of institutional and disciplinary accreditation; developing and delivering professional development and training on assessment issues; and providing consultation to university administration on decision-making processes related to educational effectiveness, quality assurance, and institutional development. The website for OAE is <http://www.fullerton.edu/assessment/>

The policy governing the campus-wide assessment efforts is detailed in UPS 300.022. The university-wide undergraduate student learning goals can be found in UPS 300.003.

University Honors Program

The University Honors Program at California State University, Fullerton, housed in the office of Academic Programs builds upon our university's mission and goals, while being dedicated to inclusive excellence and extending the frontiers of knowledge beyond the boundaries of the institution. It is a community of students, staff and faculty members from all majors and colleges at CSUF who share a love of learning. These students, staff, and faculty members share a passion for acquiring and using knowledge to enrich their own lives and the university, local, national and global communities in which they live. Students enrolled in our program complete 24 units of Honors courses prior to graduation as well as a Senior Honors Project under the direction of a faculty-mentor. Our diverse community of scholars relishes the opportunities and obligations that are inherent in academic rigor, believes that intellectual growth and understanding are obtained in a variety of ways, and embraces learning as a lifelong pursuit. The website for the University Honors Program is <http://www.fullerton.edu/honors/>.

The University Policy Statement governing the "Honors Programs" is UPS 412.010.

Office of First Year Experience (FYE)

The Office of First Year Experience (FYE) connects new freshman and transfer students with a community of friendly faculty, professional staff and peer mentors to help them get on track with their academic and personal Titan Experience. Students enroll in a University Studies course and choose one of five learning communities: *Compass Crossing*, *HHD Voyage*, *Teachers Trek*, *Mihaylo Discovery* or *Comm Quest*. In addition, FYE offers academic coaching, a computer/printing lounge, field trips, early probation intervention, themed housing and involvement opportunities in the Freshman Student Association and Peer Ambassador Committee. With FYE, new students build the academic foundation, campus involvement and community engagement necessary to become a successful Titan scholar and leader...this is where *the Journey Begins!* The website for FYE is www.fullerton.edu/fye

Pre-Health Professions Minor

The Pre-health Professions Minor (<http://www.fullerton.edu/healthprofessions/>) has been offered since Fall 2013. It was created to better prepare Cal State Fullerton students of all majors for professional schools including allopathic medicine, osteopathic medicine, podiatric medicine, veterinary medicine, dental school, pharmacy school, optometry school and physician assistant school. The Pre-health Professions Minor enhances the academic competitiveness of its students by requiring relevant coursework that is distinct from students' major area of study. Specifically, the minor provides students who are non-science majors with a structured pathway to complete several prerequisite science courses. Over one-quarter of CSUF students admitted to professional schools are not traditional science majors. The minor also provides science majors the opportunity to complete coursework in the social sciences, population health, and cross-cultural studies that prepares them for the Medical College Admissions Test (MCAT) and develop a broader understanding of the context in which health care is delivered.

Faculty Affairs and Records

The Office of Faculty Affairs and Records (FAR) oversees faculty evaluation programs for the campus. FAR coordinates the following academic employee processes: Retention, Tenure, and Promotion (RTP); Temporary Faculty (Lecturer) Evaluations; Post-Tenure Review; Range Elevation; Student Opinion Questionnaires (SOQs);

and Sabbatical and Difference in Pay Leaves. FAR keeps the official personnel action files (PAFs) for full-time faculty and is responsible for retaining documentation pertaining to employment, reappointment, tenure, promotion, and the evaluation of faculty performance. The office also works in collaboration with the Faculty Development Center and HRDI to provide faculty with support for successful academic careers.

Faculty Commons

The Faculty Commons is a destination designed to support all faculty in their professional growth and promote exploration, innovation and community. Three departments make up the Faculty Commons: the Faculty Development Center, Online Education and Training, and the Academic Technology Center. All are located on the second floor of the library. Faculty reception is at PLS-237.

Faculty Development Center

The Faculty Development Center (FDC) promotes career-long faculty development in teaching, learning, scholarly and creative activities, professional and service activities, and the use of technology in these areas. The FDC supports faculty in their different stages of growth and professional development, recognizes their wide-ranging accomplishments, and helps them explore new interests and develop new skills, while fostering faculty collaboration and community.

The FDC offers:

- Webinars and other online training
- Workshops and multi-day institutes
- Faculty learning communities that meet on a topic of shared interest
- Consultations on teaching and research for individual faculty and departments
- Grants for instructional development and collaborative teaching
- Recognition and awards for faculty achievement
- New faculty orientation
- Professional development for department chairs
- Graphic design services for faculty

The FDC pursues its mission collaboratively as a team of administrative, staff, and faculty members, and as a partner with many other campus entities. Explore our website: <http://fdc.fullerton.edu/> to learn more about our wide variety of support services. You may also reach the FDC by phone at 657-278-4722 or by email at fdc@fullerton.edu.

Online Education and Training

Online Education and Training (OET) creates, promotes, and supports online education at Cal State Fullerton. This includes fully online courses as well as hybrid courses, and courses using technology mediated instruction. The OET team includes individuals with expertise in teaching and learning, instructional design, multimedia, open educational resources, accessibility, educational technologies, and our learning management system, TITANium.

Titanium support offered by OET includes:

- Walk-in support in PLS-237, Monday through Friday, 8:00 am - 5:00 pm and by appointment
- Email support through titaniumhelp@fullerton.edu
- The Titanium Resource Center available online 24/7 at titaniumhelp.fullerton.edu

- Hands-on Workshops offered through the FDC

OET Also offers:

- Online and in person training
- Consulting on course design or redesign
- Instructional design services
- Media services
- Fully equipped media studios for faculty use

Many useful resources and more detail about OET's services can be found at our website oet.fullerton.edu. OET can be reached by phone at 657-278-4528, by email at oet@fullerton.edu, and in person at PLS-237.

Academic Technology Center

The Academic Technology Center (ATC) in PLS-237 focuses on the development and provision of technology to faculty. All equipment in the center can be reserved for use by faculty members to complete work individually or in collaboration with FDC Coordinators, OET staff, or Information Technology (IT) staff. The ATC provides technology support for faculty pursuits. Services include Wi-Fi and email setup, password reset, mobile equipment repair and troubleshooting, a demonstration classroom, and the Scantron system for red/orange Scantron forms. IT consultants and graduate assistants staff the ATC to provide this support for faculty software and hardware needs and are required to document and analyze faculty service requests. Service is available on a walk-in basis, and hours vary by term.

Faculty members may walk into the Academic Technology Center (ATC) (PLS-237) for support with any campus mobile equipment. This includes repairs and troubleshooting any issue a user may be facing. New devices can be picked up at the ATC when a client has been notified that the equipment is ready for pick-up. Additionally, the ATC collects equipment from faculty members who are upgrading to a new device or otherwise permanently returning state equipment assigned to them for their use. Personal mobile equipment can be brought into the center if faculty members need assistance setting up Wi-Fi or email. Personal equipment cannot be left for service.

Satellite Campuses

Irvine

Cal State Fullerton operates a satellite campus in Irvine. This south Orange County campus originally began in 1989 on the campus of Saddleback College. It moved to its current location at 3 Banting in Irvine in 2011. The campus now owns buildings 1 & 3 Banting. Students must be admitted through the regular CSUF admissions process or currently be enrolled on the main campus. Courses offered on the Irvine campus are taught by CSUF faculty as part of normal teaching assignments. Irvine Campus course requirements meet those offered on the main campus. Currently, courses in 17 majors or disciplines are offered on the Irvine campus and include lower-division, upper-division, credential, and graduate-level courses. For more details, call the campus at 657-278-1600 or check the campus website at <http://www.fullerton.edu/irvinecampus>.

Garden Grove

Classes are also offered at the Cal State Fullerton Garden Grove Center. The center opened in 1998 as part of University Extended Education's (UEE) mission to extend the resources of CSUF into the community. The facility is part of the Garden Grove Higher Education Center located near the Civic Center. UEE certificate

classes for professional development are offered in a wide variety of areas with classes conveniently scheduled in the evening or on weekends. The center is also home to the M.S. in Counseling-Garden Grove program that features evening classes.

The CSUF Garden Grove Center is 12.5 miles from our Fullerton campus and conveniently located just north of the Garden Grove (22) freeway at 1290 Euclid Street. For details on the Professional Development programs offered at the Center, please call (714) 741-9161 or check the UEE website at <http://extension.fullerton.edu/professionaldevelopment/Locations/Garden-Grove>.

University Extended Education

The role of University Extended Education (UEE) is to support the core academic mission of the CSU by offering self-supporting programs that complement the state funded enterprise, providing access to quality and affordable public education. UEE at Cal State Fullerton serves the citizens of California (and the world) by providing a wide range of innovative, flexible, and quality programs. UEE programs include Summer Session, Intersession, Self-Support Degree Programs, Open University, Professional Development Programs, Contract Training, Programs for Children and Teens, the American Language Program, University Semester Abroad, International Short Term Programs, and the Osher Lifelong Learning Institute. For further information, please see: <http://extension.fullerton.edu>.

Facilities Management

Facilities Management is responsible for the planning, design, construction, operation and maintenance of the campus facilities. This includes custodial, grounds, infrastructure, buildings and logistical services as well as space management. These services are available through the FM Service Center via servicecenter@fullerton.edu or ext. 3494. If you experience any problems in your office, classroom, or laboratory such as lighting, heating or cooling, please call the Service Center immediately. Any alteration and improvement project will need to be coordinated through your department, please don't attempt to perform such a project yourself. The classroom technology A/V issues are handled by the IT Division. Please keep classrooms and laboratories closed when unoccupied. Contact the Service Center when your key or the lock is not working. For mail delivery, shipping and receiving, and moving services please contact the Service Center.

For further information please go to: <http://facilities.fullerton.edu>

Campus Auxiliaries

CSU Fullerton Auxiliary Services Corporation

As a public university, California State University, Fullerton frequently relies on its auxiliaries to help fund programs and services that benefit students and faculty. In 1959, the University created the CSU Fullerton Auxiliary Services Corporation (ASC) to promote and assist the educational mission of the University (prior to 2005, ASC was known as the CSUF Foundation). The ASC oversees various enterprises on campus from the bookstore to food services to programs developed to administer faculty/university research grants. The ASC leverages the University's ability to develop and create programs, purchase land/buildings, and provide needed services vital to the functioning of the campus. The ASC returns a significant portion of its revenues generated through these programs to aid the University in achieving its educational mission.

The ASC is a separate 501 (c)(3) corporation, governed by a Board of Directors consisting of students, faculty, administrators, and prominent leaders from the surrounding community. For further information, please see: www.csufasc.org.

Associated Students, CSUF, Inc.

The Associated Students, CSUF, Inc. (ASI) is a 501(c)(3) nonprofit auxiliary corporation of Cal State Fullerton. The ASI consists of two major components, the Associated Students and the Titan Student Centers. All regularly matriculated students are members of the ASI and contribute through student fees, which support an array of programs and services designed to enhance student life on campus.

The ASI is the recognized student government at Cal State Fullerton, advocating student interests on-campus and in local, state, and national forums. In addition to student governance, ASI provides opportunities for participation in shared governance of the university, programming of student activities, student employment, funding of campus organizations and athletics, and engagement in out-of-classroom learning.

Offering a diverse set of campus services, facilities, and experiences, ASI is responsible for providing quality programs including Titan Recreation, the Children's Center, the Titan Student Union, and various student leadership and employment opportunities. These programs facilitate social, cultural, and recreational activities for the CSUF community.

For further information, please see: <http://asi.fullerton.edu/>.

The Cal State Fullerton Philanthropic Foundation (CSFPF)

The Cal State Fullerton Philanthropic Foundation (CSFPF) is a 501(c)(3) non-profit auxiliary organization responsible for the investment and management of philanthropic gifts designated for the University. The Foundation's all-volunteer Board of Governors is dedicated to the advancement of the institution and its educational mission not only through its fiduciary responsibilities, but through advocacy, relationship-building, and active engagement in the life of the University.

The Academic Senate

The President and the Provost and Vice President for Academic Affairs have overall responsibility for providing leadership in the establishment and achievement of broad University goals, priorities, policies, and strategies regarding academic programs and the educational process. The Fullerton campus has a long and respected tradition of shared governance and collegiality among the members of the faculty and administration. The Academic Senate is the representative body for the faculty in this shared responsibility.

The Academic Senate is an elected body formed to advise and consult with the President on curricular development, educational and professional policies governing both faculty and student life on the campus, and on those aspects of University operation that affect instruction, such as the allocation of resources. Membership currently consists of 48 representatives from the various campus constituencies including faculty, staff, students, and administrators.

There are 20 standing committees of the Senate and three general committees of the faculty. A Constitution (UPS 100.000) and Bylaws (UPS 100.001) govern the Academic Senate. Copies are available from the Academic Senate Office located in PLN-120 or via the Academic Senate website: <http://www.fullerton.edu/senate>.

University Policy Statements

The President is responsible for the establishment of University Policy and does so within a consultative process after consideration of recommendations from the Academic Senate. Matters for discussion and action by the Senate are designated as Academic Senate Documents (ASD) and bear the identifying letters “ASD” and a number preceded by two digits reflecting the academic year (e.g., ASD 13-15). Items for discussion by the Senate may originate from standing or ad hoc committees of the Senate or from one or more faculty members via a member of the Senate.

Typically, the Academic Senate assigns an issue to a standing committee. The committee reviews the issue and drafts a position paper in the form of an ASD. The Senate debates the document and amends it as it deems necessary. If approved by the Senate, the ASD is then transmitted to the President for consideration. The President may approve the document as submitted, request modifications or reject it in its entirety. In the latter cases, the document returns to the Academic Senate and possibly the originating committee for reconsideration after which it may be resubmitted to the President.

Only when the document has been recommended by the Senate and approved by the President does it become policy. Approved documents are published on the Senate website as University Policy Statements (UPS) or as policies in the University catalog. Copies of current policies and a current index of these documents may be obtained in the Academic Senate Office or at the Academic Senate website:

http://www.fullerton.edu/senate/publications_policies_resolutions/ups.php. University Policy Statements (UPS) show the effective date, the effective date of the policy superseded (if any), and the ASD via which the revision was presented on the bottom right side of the document. Questions may be directed to the Academic Senate Office in PLN-120 or by phone at ext. 3683.

Academic Senate of the California State University (ASCSU)

The Academic Senate of the California State University (ASCSU) consists of 53 faculty members elected by their colleagues at the 23 individual universities comprising the CSU system as well as the Executive Vice Chancellor for Student and Academic Affairs and an emeriti faculty representative. The Academic Senate, founded in 1963, advances the principles of academic freedom and freedom of inquiry; promotes academic excellence in the CSU; recommends policies to the Board of Trustees and the Chancellor on systemwide academic, professional, and academic personnel matters; and serves as the official voice of the faculties of the CSU in matters of systemwide concern. The Academic Senate is the primary consultative body on the academic implications of systemwide fiscal decisions.

The Executive Committee of the Academic Senate, led by the Senate Chair, organizes the activities of the Academic Senate and is principally responsible for representing the Academic Senate in its dealings with many groups, including the Board of Trustees, the Chancellor and Chancellor’s Office staff, the California State Student Association, the CSU Alumni Council, statewide policymakers, and the public. With offices at the CSU Headquarters in Long Beach, the Academic Senate operates throughout the year as an agency of CSU faculty governance. Plenary sessions are held at the Chancellor’s Office preceding each meeting of the CSU Board of Trustees from September through May.

Cal State Fullerton has three senators who serve for three-year terms. An election is held each spring by the campus Academic Senate for at least one of the ASCSU seats.

For further information please see the Academic Senate of the CSU website: <http://www.calstate.edu/AcadSen/>

California Faculty Association (CFA) and the Collective Bargaining Agreement (CBA)

The Higher Education Employer-Employee Relations Act (HEERA) authorized the formation of groups of Cal State University (CSU) employees for the purpose of collective bargaining. In 1982, the faculty of the CSU voted to have the California Faculty Association (CFA) be recognized as the exclusive bargaining agent for all full-time and part-time faculty members, librarians, academic related counselors, and athletic coaches employed in the CSU. This is designated as Unit 3 by the CSU. CFA is affiliated with a number of other organizations including the American Association of University Professors (AAUP), the National Education Association (NEA), the California Teachers Association (CTA), and the Service Employees International Union (SEIU). Members of CFA can request membership in AAUP at no additional cost and can be elected to serve as delegates to AAUP, NEA, and CTA meetings.

CFA is governed by a set of bylaws (see <http://www.calfac.org/bylaws>) with policy developed by a state-wide Assembly. The Assembly elects state-wide officers as well as a board of directors. There are a number of councils and committees that also make up the organization's governance structure. Day-to-day operations of the organization are handled by the CFA General Manager. CFA is headquartered in Sacramento from where resources are devoted to lobbying the Governor and the legislators. Each campus has a chapter with the chapter leadership being elected by the CFA members on the campus. Additionally, there is a CFA staff person assigned to assist each chapter. While membership in CFA is not mandatory, everyone in Bargaining Unit 3 is required to pay the costs for representation under current California law. This is known as agency fee and is sometimes referred to as fair share or agency shop. In addition to organizational voting rights, CFA members receive certain benefits such as liability insurance that are not available to those only paying the agency fee.

The Trustees of the CSU and CFA negotiate an agreement, known as the Collective Bargaining Agreement (CBA), which sets forth wages, hours, and conditions of employment for Unit 3 members (in previous years, this was known as a memorandum of understanding (MOU), so some may use this acronym to describe the contract). The contract contains a number of articles (currently more than 40) as well as appendices. A copy of the current CBA as well as other information pertaining to CFA is available online at the CFA website (<http://www.calfac.org>). The CFA Fullerton Chapter is located in LH-402 and at ext. 2827/2829.

Questions regarding the most current version of the CBA and interpretation of its contents may also be directed to the office of Human Resources, Diversity and Inclusion.

III. Employment as a Member of the Faculty

Appointment to the Faculty

All faculty appointments are made by the President or her designee, following the procedures established by the campus and the Unit 3 Collective Bargaining Agreement (CBA).

At the time of appointment, faculty members receive a letter of appointment that includes the beginning, and, for temporary faculty members, the ending dates of the initial appointment, classification, employment status, timebase, rank, salary, assigned department, and any other special conditions of appointment, such as prior service credit, if any. This letter should be read carefully. Any questions regarding items contained in this letter should be directed to the College Dean at once.

Appointments may be probationary (tenure-track) or temporary (lecturer). The appointment letter will include the new faculty employee's typical teaching assignment. Faculty members are assigned the required duties of their classification and position. Historically, the full-time assignment for faculty members is 15 weighted teaching units. Direct instruction varies depending on the work assignment. Part-time faculty members work a proportionate amount of time in keeping with their assignments.

Probationary Appointments

Generally, probationary faculty appointments initially are for periods of two years and are accompanied by additional conditions of employment specified by the College Dean.

Temporary Appointments - General Information

Temporary faculty members, regardless of time base (15 weighted teaching units or less), may be appointed for periods of a semester, parts of a year, or one or more years. Temporary faculty appointments indicate that the appointment automatically expires at the end of the specified period stated and does not establish consideration for subsequent appointments or any further appointment rights. No other notice shall be provided.

Conditional Appointments

Following two semesters of consecutive employment within an academic year, a part-time temporary employee offered appointment to a similar assignment in the same department or equivalent unit shall receive a one year appointment with a timebase equal to or greater than the timebase in the prior academic year. Part-time temporary faculty appointments are conditional. These conditions may relate to enrollment and budget considerations.

Unconditional Appointments

Full-time temporary faculty appointments are not conditional with the exception of coaches. Coaches may be appointed on a conditional basis which may include adherence to NCAA bylaws and other NCAA regulations.

Three-Year Appointments

After serving six consecutive years (one semester in a given academic year counts toward one year of service) and following satisfactory evaluation absent any documented serious conduct issues, temporary faculty

employees, regardless of timebase, shall be offered a three-year temporary appointment in each department for which the above criteria is met (See Article 12.12 of the CBA).

Campus Sign-In

All new faculty members must sign in at Payroll, Benefits and Retirement Services (PBR) in CP-770 on or before their appointment effective date. State law requires U.S. citizens to sign a Loyalty Oath at the start of their State employment. Also, 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 at the time they sign in. All faculty members must also complete payroll forms within three business days of their appointment effective date to comply with the law and to assure the first pay warrant will not be delayed. All faculty members are paid once a month at the end of each pay period. Pay warrants are distributed to campus offices unless an employee arranges through PBR for automatic deposit. The Cal State University (CSU) and California Faculty Association (CFA) have defined and agreed to the limits of time faculty members may also be engaged in outside and additional work for pay. Refer to the Faculty Additional Pay website (<http://hr.fullerton.edu/employmentsrvcs/FacultySalaries.asp>) for definitions and guidelines. Any questions pertaining to sign-in should be addressed to PBR in CP-770 or at ext. 2521. Questions pertaining to visa requirements should be addressed to Human Resources, Diversity and Inclusion (HRDI) in CP-700 or at ext. 2425.

At sign-in, all new faculty employees must show their original Social Security card. Only an original Social Security card may be accepted by the campus; copies or duplicates of any kind cannot be accepted. A replacement card may be requested from the local Social Security office in compliance with Internal Revenue Service regulation.

Faculty members who are eligible for benefits and have completed the sign-in process will be able to enroll for benefits using Employee Self Service in “My Benefits Information” on Titan Online or by completing enrollment forms as early as possible but no later than 60 calendar days following the date of appointment. Employee Benefit Orientations are held at the beginning of the semester to explain the various benefits. New employees are encouraged to contact HRDI directly as soon as they arrive on campus to obtain a benefit packet. In addition to health and dental coverage, the CSU automatically provides eligible employees who have signed in with Vision and Life and Accidental Death Insurance. Contributing into Retirement is not optional; employees will either be eligible for California Public Employees Retirement System (CalPERS) or Part-Time Seasonal and Temporary Employees Retirement. Those faculty members eligible for CalPERS will also contribute into Social Security. In addition, several other optional benefits may be of interest. These include FlexCash, Long-Term Care Insurance, tax-sheltered annuities and deferred compensation packages, dependent care or health care reimbursement accounts, Life Insurance, Long-Term Disability, and other voluntary insurance programs. For more information on any of these programs, contact PBR at CP-770 or ext. 2521 or access the HRDI website (<http://hr.fullerton.edu/>) to take an online Benefits Orientation.

Retention, Tenure and Promotion (RTP)

The normal probationary period shall be a total of six (6) years of full-time probationary service and credited service, if any (Unit 3 CBA, Article 13). Probationary appointments may be made for a period of one or more years. Probationary faculty members receive annual performance evaluations by peer review committees and/or administrators at department and college levels, and, as prescribed in the Policy on Faculty Evaluation, UPS

210.000, at the University level. Normally, faculty members are considered for promotion at the time they are eligible for tenure consideration. UPS 210.000 and department standards, when available, state the criteria and process for reappointment, tenure, and promotion. Faculty members are strongly encouraged to read these documents and to ask questions of their Department Chair concerning the expectations for retention, tenure and promotion (RTP). In addition, the Fullerton campus provides assistance to probationary faculty through the Faculty Development Center. Regardless of the assistance available, probationary faculty members are required to know the expectations of their departments and to work steadily throughout their probationary period to establish a record that meets or exceeds those expectations.

Copies of UPS 210.000 are available on the Faculty Affairs and Records (FAR) and Academic Senate websites.

For further information and for copies of approved department personnel standards, please see: http://www.fullerton.edu/FAR/evaluations/dept_personnel_standards.php.

For questions, contact the department chair or the FAR office at ext. 2125 or visit the FAR website (<http://www.fullerton.edu/far/>).

Periodic Evaluation

Periodic evaluations are conducted for all faculty members, dependent upon their classification.

Probationary or “tenure-track” faculty members are evaluated on the timetable provided annually by Faculty Affairs and Records and using the criteria found in UPS 210.000 Section IV, department standards, if any, and the Unit 3 CBA.

Most full-time and part-time lecturers, are evaluated annually based on departmental policy, UPS 210.070 and the Unit 3 CBA. Those lecturers who are in three-year appointments are evaluated in the third year of the appointment.

Tenured faculty members are evaluated at least once every five years in accordance with the Unit 3 CBA, UPS 210.020, and department policy, if any.

In all cases, evaluation is more than a requirement. It should be considered an important opportunity for professional growth for all faculty members.

Personnel Action File

The official Personnel Action File (PAF) contains all employment information and information upon which personnel actions are based, in keeping with the Unit 3 CBA. Files for full-time faculty members including lecturers, probationary, and tenured faculty are located in Faculty Affairs and Records (FAR) in MH-128. The Deputy Provost and Associate Vice President for Academic Affairs is the custodian of these files. Files for part-time faculty members are located in their college.

Working Personnel Action File, Portfolio, and Review File

The Working Personnel Action File (WPAF) is that portion of the PAF used during the time of periodic evaluation or performance review. The WPAF is the file that is specifically generated for use in a given evaluation cycle. The WPAF shall include all required forms and documents, all information specifically provided by the employee being evaluated, and information provided by faculty unit employees, students, and academic administrators. It shall also include all faculty and administrative level evaluation recommendations from the current cycle, and all rebuttal statements and responses submitted. During the time of evaluation the WPAF shall be incorporated by reference into the PAF.

At Cal State Fullerton, the WPAF for probationary and tenured faculty is also referred to as the Portfolio or RTP Review File. It serves as the basis for Retention, Tenure and Promotion (RTP) decisions for tenure-track faculty. Faculty members prepare a Portfolio and Appendices to summarize and document the evidence for RTP decisions in the three areas of evaluation: Teaching, Scholarly and Creative Accomplishments, and Service (see UPS 210.000).

For temporary faculty (lecturers) the WPAF is commonly referred to as the Lecturer Review File. It serves as the basis for periodic evaluation, comprehensive (sixth year) evaluation, and range elevation evaluation (see UPS 210.070).

For further information, please see Evaluations at <http://www.fullerton.edu/FAR/evaluations/>.

Compensation

Rank

Faculty members are compensated based on their current academic rank and in accordance with the Cal State University (CSU) Salary Schedule. Faculty salaries are established via collective bargaining between the bargaining agent (CFA) and the Trustees of the CSU. Instructional Faculty ranks include: Assistant, Instructor, Lecturer, Assistant Professor, Associate Professor and Professor. For tenured and probationary faculty members, a promotion is required to move from one rank to the next higher rank.

Salary Schedule

The CSU Salary Schedule lists minimum and maximum monthly and annual salary for each rank. A copy of the salary schedule is available for reference on the Human Resources, Diversity and Inclusion website at <http://hr.fullerton.edu/employmentsrvcs/salary/>

Salary Adjustments

The following salary adjustments may apply (please see Article 31 of the CBA):

A *General Salary Increase* (GSI) is an increase to base salary that applies to all employees within the faculty bargaining unit.

A *Service Salary Increase* (SSI) is upward movement on the salary schedule, awarded to faculty members who have been determined to be eligible based on qualifying service, satisfactory performance and additional criteria

described in the CBA.

The President may grant a salary increase to a probationary or tenured faculty unit employee to address market considerations.

Payroll Procedures

Pay Periods

Pay warrants are issued once a month on state pay days as noted on the current year's Academic Pay Calendar. This calendar specifies the beginning and ending dates for each semester and the academic year as well as academic holidays, academic pay periods, and other key dates for significant academic activities. It is published online and in the University catalog.

Academic-Year Faculty Positions

An academic-year faculty member who completes all service required for the year is paid in 12 equal installments on state pay days covering the period of one year. Please note that a change in timebase, such as a full or partial leave without pay or a 12-month position that occurs during the fall semester, will impact the following August pay period check and benefits for the following September. Staff in HRDI Employment or Payroll, Benefits and Retirement Services can explain in detail the effect of these changes.

Ten-Month Faculty Positions

Individuals in this classification who complete all service required for the year are paid in 12 equal installments on state pay days. The appropriate administrator determines the specific ten months of an employee's work schedule.

Twelve-Month Faculty Positions

Faculty members who are paid from either a portion or all of a 12-month position (in contrast to academic-year faculty positions) do not necessarily receive salary in equal installments. Twelve-month (12) positions are paid on the basis of 12 pay periods of 21-22 work days each. The amount earned in any one of those pay periods depends on the number of work days the individual was on duty and will be reduced if only a portion of the month is actually worked. Thus, when an individual moves into this type of position and later moves out of it, the corresponding pay warrant will reflect some portion of the regular amount. Moving from a 12-month position to an academic-year position at a time other than the beginning of the academic year may have implications for August pay and September benefits. Staff in HRDI Employment or Payroll, Benefits and Retirement Services can explain in detail the effect of this type of transition.

Automatic Payroll Deductions

The following will in almost every instance be deducted from the pay warrants of qualifying employees: Federal Income Tax, State Income Tax, California Public Employees' Retirement System (CalPERS) employee retirement contributions, Social Security, Medicare, and California Faculty Association (CFA) Dues or Agency Fee.

Optional Payroll Deductions

When an individual is eligible for other Cal State Fullerton programs and files the appropriate request, additional withholding may occur for one or more of the following: insurance premiums, credit union, membership dues in employee organizations, charitable contributions, tax deferred account contributions, and parking permit.

Employee Changes

Employees can use “employee self-service” via the Portal to change their address and/or update their telephone number. For more information on withholding changes, please visit the HRDI webpage: <http://hr.fullerton.edu/>

Leaves of Absence with Pay

The Cal State University (CSU) provides eligible faculty members with the following types of paid leaves: sabbatical leave, difference-in-pay leave, bereavement leave, parental leave, jury duty leave, leave to vote, absence as a witness, and military leave. Direct any questions regarding these leaves to HRDI (ext. 2425, CP-700).

Sick Leave

Sick leave is accrued at the rate of eight hours per qualifying pay period for full-time faculty members. Part-time faculty members accrue sick leave on a pro-rata basis. Sick leave may be accumulated without limit. Refer to the California Faculty Association (CFA) collective bargaining agreement for appropriate uses of sick leave. Absences due to a faculty member’s own or an immediate family member’s illness or injury must be reported to the Department Chair immediately and in advance of the class period, if at all possible. The department attendance clerk assists with the appropriate process for reporting the use of sick leave to Payroll. If a faculty member does not have sufficient sick leave accrued to cover the entire period of absence, he/she may be placed on unpaid leave.

Faculty members requiring an extended leave of absence for medical reasons must discuss the matter with the Department Chair, contact Human Resources, Diversity and Inclusion (HRDI), and provide a medical certification indicating the inability to work and the length of time of the incapacity. A faculty member may be required to see a doctor of the University’s choice for a second opinion. A medical release must be provided to the Department Chair or HRDI before the faculty member may return to work. The Department Chair, Dean, and HRDI must all be notified of any requests for extended medical leaves of absence via the Formal Leave of Absence form. Remember that a leave without pay during the fall semester affects pay for the following August and benefits for the following September. Contact HRDI (ext. 2425, CP-700) for more information.

Family and Medical Leave

The CSU Family Medical Leave (FML) provides employees with leave time for up to 12 weeks to care for self or eligible family members. Also, there are various military-related FML leaves (refer to HR 2010-03) that range from time needed to attend a one-time event up to 26 work weeks (restricted to Service Member Care Leave). The CSU FML incorporates both the Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) leave entitlements and run concurrently.

Employees who request CSU FML leave for self are required to exhaust existing sick and vacation leave credits and personal holiday prior to being placed on an unpaid FML leave.

While on paid CSU FML, benefit premiums—including health, dental, vision, group life, and long-term disability—continue to be paid by the CSU without a lapse in coverage. During periods of unpaid CSU FML, only health, dental, and vision premiums will continue to be paid by the CSU.

The following legislation is incorporated into the CSU FML leave:

- Family Medical Leave Act - 29 United States Code, Sections 2601 et seq;
- California Family Rights Act - California Government Code §§12945.1,.2 and 19702.3; and
- California Code of Regulations, Title 2, Division 4, §§7297 et seq

Parental Leave

Faculty members are eligible for paid and unpaid parental leave for the reason of birth of a child of the employee or placement of a child with the employee via adoption or foster care. Faculty members are entitled to 30 paid work days of parental leave or upon approval may take a paid 40 percent reduction in workload for one semester in lieu of the 30 paid days of parental leave. Depending upon the circumstances, additional paid leave can include the use of sick leave and/or Non-Industrial Disability leave. For additional information regarding parental leave, refer to Family and Medical Leave Policy above and the Collective Bargaining Agreement (CBA). Contact HRDI (ext. 2425, CP-700) for more information on parental leaves. Contact Payroll, Benefits and Retirement Services (ext. 2521, CP-770) for information on the continuation of benefits during this type of leave.

Catastrophic Leave and Donation Program

Under current agreements, it is possible for employees who accrue vacation and/or sick leave credits to donate a maximum of 40 hours of either of those credits per fiscal year to any other CSU employee on the same campus if the recipient employee has exhausted all accrued leave credits due to a catastrophic illness or injury which has totally incapacitated the employee from work. Donated leave credits may be used to supplement Industrial Disability Leave, Non-Industrial Disability Leave or Temporary Disability payments from the State Compensation Insurance Fund for three calendar months. An additional three-month period may be approved in exceptional cases. A benefits officer will determine eligibility. Consult with the Payroll, Benefits and Retirement Services website or call ext. 2521 for more information.

For further information, please see: <http://hr.fullerton.edu/>.

Bereavement Leave

Five (5) days of paid bereavement leave are granted for the death of “immediate family” as defined by the CBA. Consult the CBA Article 23 for the provisions for the use of bereavement leave.

Leave for Jury Duty

Jury duty is a civic responsibility which the University supports. Faculty unit employees who serve on jury duty shall receive regular salary while absent to perform jury duty if they reimburse the CSU the amount of pay received for such duty, exclusive of mileage reimbursement. Upon receipt of initial notification for jury duty, faculty members are required to promptly notify their chair or dean. At the conclusion of jury duty service, faculty members must provide official proof of service to the department’s attendance clerk for absence reporting purposes.

Sabbatical Leave

A sabbatical leave is a paid leave that provides a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement, or faculty retraining. Sabbatical leaves may be for one semester at full pay or two semesters at one-half pay. Consult the UPS 260.102 as well as Article 27 of the CBA regarding policies and procedures, eligibility, and evaluative considerations. Contact HRDI (ext. 2425, CP-700) for additional information.

Difference-in-Pay Leave

A difference-in-pay leave is a paid leave for one or more semesters. The salary for this type of leave is the difference between the employee's salary and the minimum salary of the instructor rank. Information regarding policies and procedures, eligibility, and evaluative considerations for the difference in pay leave can be found in Article 28 of the CBA and UPS 260.104. You may also wish to contact HRDI (ext. 2425, CP-700) for additional information on this program.

Leaves of Absence without Pay

Faculty members are eligible to request an unpaid leave of absence for personal or professional reasons. Faculty members considering an unpaid leave must also consider the effect of such a leave on their benefits. Contact Human Resources, Diversity and Inclusion (HRDI) (ext. 2425, CP-700) for more information about unpaid leaves of absence.

Not all leaves of absence will affect benefits. For example, a partial leave during which the employee continues to work half-time or more will not affect benefits except for a proportionate reduction in sick leave accrual, vacation accrual if applicable, and service credit with the Public Employees' Retirement System. If, for one or more full pay periods, a faculty member takes a full or partial leave of absence without pay which results in working less than half-time, he/she must take action to continue health insurance coverage during the leave period. Contact Payroll, Benefits and Retirement Services (ext. 2521, CP-770) concerning the effect a full or partial unpaid leave will have on benefits and for information and appropriate forms to continue coverage during an unpaid leave of absence.

Academic-year faculty members who take an unpaid leave in the fall semester and return to work in the spring semester need to be aware that their pay for the following August and benefits for the following September will be effected. This is because academic-year employees who work for a full academic year are paid 12 monthly paychecks in an unusual pattern: the first five checks for the fall semester are paid consecutively (September through February), the six pay checks for the spring semester are paid consecutively (March through July), and the sixth pay check for the fall semester is paid last (August). Health insurance premiums are paid in advance; that is, deductions are withheld from a pay check for the following month's benefits coverage. If there is no pay check in August, then there is no benefits coverage in September.

A full or partial leave of absence without pay may affect other voluntary deductions as well. For any questions, please contact Payroll, Benefits and Retirement Services.

Professional Leave of Absence

A professional leave of absence without pay may be for purposes of research, advanced study, professional

development or other purposes of benefit to the campus. Requests for a professional leave of absence without pay must be submitted in writing to the Provost and Vice President for Academic Affairs but routed via the Department Chair and College Dean who will each make a recommendation concerning whether the leave should be granted. Requests must indicate the type of leave requested and the period of the leave. The faculty member will receive a written response from the Provost and Vice President for Academic Affairs indicating whether the leave has been approved. Refer to the Collective Bargaining Agreement (CBA) concerning the effect a leave of absence without pay will have on probationary service, sabbatical and difference-in-pay eligibility, service salary increase eligibility, and seniority points.

Personal Leave of Absence

A personal leave of absence without pay may be for purposes of unpaid sick leave, family medical care, outside employment, parental leave or other purposes of a personal nature. Application for a personal leave of absence must be made on the prescribed form made available by HRDI and submitted to the Department Chair, who will forward the application to the College Dean. The Department Chair and the College Dean each make a recommendation to the Provost and Vice President for Academic Affairs concerning whether the leave should be granted. Applications must indicate the type and period of the leave. The faculty member will receive a written response indicating whether the leave has been approved. Refer to the CBA concerning the effect a leave of absence without pay will have on probationary service, sabbatical and difference-in-pay eligibility, service salary increase eligibility, and seniority points.

In all cases, faculty members who anticipate the need for a leave of absence shall submit the request as soon as possible to allow the Department Chair to make adequate plans to cover that person's work assignments.

Benefits

Cal State Fullerton offers an outstanding, comprehensive benefits program. Cal State University (CSU) benefits for faculty members are determined by the provisions of the Collective Bargaining Agreement (CBA). Benefits eligibility for faculty members is dependent on the type, length, and timebase of their appointments. Additional information about the benefits set forth below is available in the office of Payroll, Benefits and Retirement Services, which is located on the 7th floor in the College Park building, and at <http://hr.fullerton.edu/>. Review the Unit 3 CBA for additional information concerning eligibility for these benefits.

Health and Dental Plans

Eligible employees have 60 calendar days following the date of appointment to enroll in health and dental benefit plans. The earliest eligibility for the fall semester is October 1st; the earliest eligibility for the spring semester is March 1st. However, for enrollment after those respective dates, the effective dates are the first of the month following the date of enrollment. Faculty members who do not enroll within the 60 day enrollment period may enroll as a Late Enrollment and serve a 90-day waiting period; the 90-day waiting period is calculated from the date the enrollment is received.

There are two general types of health plans: Health Maintenance Organization (HMO) and Preferred Provider Organizations (PPO). Enrollment in the health plan may procure a monthly payroll deduction, depending on the plan and the number of dependents enrolled.

There are two dental plans offered through Delta Dental: Delta Dental Premier (PPO) and Delta Care USA

(HMO). CSUF pays the full monthly dental premium for employees and their eligible dependents.

Employees can either complete their benefits enrollment using the Benefits Enrollment worksheet or through their CSUF Portal – eBenefits Self-Service. e-Benefit self-service tutorial information can be accessed at this link: http://www.fullerton.edu/ITTraining/peoplesoft/hr/tutorials/selfservice/ss_ebenefits/eBenefits.htm.

All active employees enrolled in a health plan are eligible to participate in the Tax Advantage Premium Plan (TAPP). This allows employees to pay for their health premiums from their paycheck on a pre-tax basis. Employees are automatically enrolled in TAPP unless non-participation is specifically designated.

Group Vision, Life, and Long-Term Disability (LTD) Plans

The University pays the monthly premiums for Vision, Life, and Long-Term Disability (LTD) plans.

Vision coverage is provided by VSP. Employees and their eligible dependents will automatically be enrolled in this Vision plan.

Life and LTD coverage is provided by The Standard. Employees are also automatically enrolled in these plans. The CSU provides coverage of \$50,000 of basic term life insurance and \$50,000 of basic accidental death and dismemberment (AD&D) insurance. LTD is designed to supplement other sources of disability benefits, including Industrial Disability Leave (IDL), Social Security, California Public Employees' Retirement System (CalPERS) or any other group disability plan.

FlexCash

FlexCash is an optional benefit plan that allows eligible employees to waive CSU medical and/or dental insurance plan(s) in exchange for cash if they have other non-CSU group coverage. If employees waive medical and/or dental insurance coverage, they will receive additional cash in their paycheck each month. Payment is treated as taxable income and will be subject to the same payroll taxes as regular salary.

Health and Dependent Care Reimbursement Programs (HCRA and DCRA)

Employees may enroll in the Health Care Reimbursement Program (HCRA) or the Dependent Care Reimbursement Program (DCRA) within 60 days of hire. Coverage will become effective on the first of the second month following enrollment. Annual enrollment is required to participate.

HCRA allows eligible employees to pay for health care expenses that are not covered or partially covered by medical, dental, and vision insurance plans with pre-tax dollars for themselves and their eligible dependents.

DCRA provides reimbursement for eligible dependent care expenses from pre-tax income.

California Public Employees' Retirement System (CalPERS)

California Public Employees' Retirement System (CalPERS) is a defined benefits plan. Retirement benefits are based on age at retirement, years of service, and compensation. Employees are automatically enrolled if appointed as full-time for an academic year or as half-time with 7.5 or more units for three consecutive semesters. Employee contribution amounts and eligibility age for retirement differ based on date of hire.

As a CalPERS member, faculty members are eligible for various pre-retirement death benefits depending on their

membership category, retirement eligibility status and other factors. The benefits range from a simple return of contributions plus interest (if applicable) to a monthly allowance equal to what would have been received at retirement paid to the faculty member's spouse or domestic partner. Each member's death benefits can vary significantly depending on circumstances and data.

Tax Sheltered Annuities (TSA) and Deferred Compensation Plans

Employees have three voluntary retirement saving plans available to allow investment of pre-tax dollars: CSU 403B Tax Sheltered Annuity, Savings Plus 401K Thrift, and Savings Plus 457 Deferred Compensation. These plans are voluntary and are 100 percent employee contribution.

Social Security

Employees contribute 6.2 percent up to the maximum annual earnings to Social Security, and the University matches this contribution. Non-CalPERS members will not have Social Security deductions.

Voluntary Insurance Programs

CSUF provides eligible employees with the opportunity to apply for voluntary employee-paid plans for themselves and their families at competitive group rates. These include MetLaw (personal legal services), AFLAC (group critical illnesses), California Casualty (automobile and homeowner's insurance) and The Standard (voluntary life, AD&D and LTD coverage.)

Non-Industrial Disability Insurance (NDI)

Non-Industrial Disability Insurance (NDI) is an employer-paid, short-term disability plan designed to pay a salary continuation to eligible employees disabled from work due to a non-work related illness or injury. Employees must be a CalPERS member and have exhausted all accrued sick leave.

Vacations and Holidays

Academic-year employees do not earn vacation. Faculty in full-time 10-month or 12-month positions accrue vacation. Refer to the CBA for accrual rates and the use of vacation credits. Part-time employees accrue vacation on a pro rata basis.

Academic-year employees are entitled to all days designated as academic holidays on the campus academic calendar. 10-month or 12-month employees are eligible for 14 paid holidays each year including a Personal Holiday. If the faculty member fails to take the Personal Holiday before the end of the calendar year, the holiday shall be forfeited.

Sick Leave

Full-time faculty earn eight hours of sick leave per month with unlimited accumulation. Part-time faculty earn sick leave on a pro-rata basis. Refer to the CBA for terms and conditions regarding the use of sick leave.

Fee Waiver Program

Tenured and probationary faculty unit employees and temporary faculty unit employees with at least six years of full-time equivalent service in a department may be granted a waiver of fees (excluding a \$3.00 payment) for

up to two courses or six units of academic work in state-funded programs in the CSU system. Faculty members eligible for participation in the Fee Waiver Program may transfer their existing fee waiver benefit for certain fees to a spouse or dependent child provided the courses are taken by a spouse or child who is matriculated toward a degree, and the courses are for credit toward the degree's requirement; the fee waiver is applicable to in-state tuition only. It also requires that there is class enrollment availability and the student has met the class prerequisites. The Fee Waiver Program does not apply to courses offered through extension and, intersession. A limited number of courses offered through Extended Education during the summer session may qualify under the fee waiver program. Refer to the current CBA for information on this benefit. Additional information is available in the office of Payroll, Benefits and Retirement Services (ext. 2521, CP-770).

Commuter Choice Program

The Cal State Fullerton Commuter Choice Program is dedicated to mitigating parking demand on campus and providing commute options to Faculty and Staff who drive alone. A variety of options and services are available for CSUF faculty and staff.

For further information please see www.parking.fullerton.edu/transportation.

Walk or Bike

Earn Commuter Rewards for walking or cycling to CSUF. Participants who walk or ride their bicycles to campus can earn up to \$44 per month. Participants who do not own a parking permit can earn \$2 per day. Participants who choose to keep their parking permit can earn 50¢ per day.

Carpool

Commuter Rewards and reserved parking spaces are available for employees who carpool. Carpooling can save thousands of dollars a year on gas, car maintenance, and wear and tear. Carpooling also helps to ease traffic, reduce smog and cut fuel-use. Participants who carpool to campus (two or more faculty or staff) can apply to receive a supplemental Carpool Parking Permit that gives access to reserved carpool spaces in Faculty/Staff lots. There is no charge for a Carpool Permit; however, one participant in the carpool group must own a paid faculty/staff parking permit. Each employee in a carpool group that owns a maximum of one (1) CSUF parking permit will receive \$1 for every day they carpool to campus. Employees in a carpool group that own more than one CSUF parking permit will receive 50¢ per day.

Bus - Orange County

The E-Pass program is available to all CSUF faculty and staff. Interested employees may pick up a bus pass from the Parking and Transportation Office. The pass can be swiped through the fare box inside an Orange County Transportation Authority (OCTA) bus in order to have the fare automatically paid on all local routes. For Commute Planning assistance or route information, please call 714-636-RIDE (7433) or visit the Parking and Transportation office on campus in T-1400.

Bus - L.A. and Other Counties

Employees can receive monthly reimbursements when riding Metro (MTA) or other transit agencies. Eligible participants who live outside Orange County and use MTA or other transit service that connects with OCTA bus routes can be reimbursed 25 to 100 percent of the monthly cost. Participants who do not own a parking permit

may be reimbursed 100 percent of the monthly cost (\$75 maximum). Participants who choose to keep their permit may be reimbursed 25 percent of the monthly cost (\$19 maximum). For Commute Planning assistance and bus schedules, please call 1-800-COMMUTE or visit the Parking and Transportation office on campus in T-1400.

Rail

Employees may receive monthly reimbursements when commuting by Metrolink or Amtrak. Participants who commute to campus by rail (Metrolink or Amtrak) can receive a \$30 to \$120 reimbursement of the monthly rail cost. Participants who do not own a parking permit may receive a 100 percent reimbursement (up to \$120). Participants who keep their parking permits can receive 25 percent (up to \$30) a month.

Transportation to and from Train Stations

OCTA provides transportation between the Anaheim Canyon rail station (Route #24) and the Fullerton Transportation Center (Route #26) to CSUF. With a Metrolink pass, there is no fee to board an OCTA bus.

Vanpool

Employees receive monthly subsidies when vanpooling to CSUF. Vanpooling is a group of more than 5 people who commute together on a regular basis in a van leased from companies such as Enterprise Vanpool. It works best for commuters who drive long distances, work fairly regular hours and do not mind the company of others. Participants who do not own a parking permit may receive a vanpool subsidy up to \$120. Participants who choose to keep their parking permits can receive a \$30 subsidy. Employees will receive the maximum subsidy for the first three months regardless of parking permit ownership status. To find a vanpool, visit Enterprise Vanpool: www.vanpool.com. CSUF Vanpool formation meetings are held once potential riders from a specific area have been identified. For more information, contact Commuter Services at ext. 4699.

All Commuter Rewards and Reimbursements are disbursed monthly in the form of a check or direct deposit.

Supplementary Programs

Also available to CSUF employees are several Commuter Choice Supplementary programs:

Rideshare Permits - Rideshare Permits (Infrequent Need Daily Parking Permits) are available to participants without parking permits. Employees who need to drive to campus for doctor appointments or errands will be reimbursed the cost of two (2) daily parking permits per month. Other restrictions apply; click <http://parking.fullerton.edu/transportation/facultystaff/PoliciesProcedures.php> to read the complete Rideshare Permit Policies and Procedures.

Inclement Weather Parking Permits - During inclement weather days, registered walkers and cyclists without parking permits can be reimbursed for daily parking permits. Restrictions apply.

Guaranteed Return Trip (GRT) - In case of illness or an emergency, participants in GRT can receive a ride home free of charge. The Commuter Choice Program contracts with Yellow Cab taxi to provide this service. Restrictions apply; click <http://parking.fullerton.edu/transportation/facultystaff/PoliciesProcedures.php> to read the complete GRT Policies and Procedures.

Recruitment Bonus - Employees who recruit another eligible employee into the Commuter Choice Program can receive \$25 in Commuter Rewards. Restrictions apply; click <http://parking.fullerton.edu/transportation/facultystaff/PoliciesProcedures.php> to read the complete Recruitment Bonus Policies and Procedures.

Drawings - Active participants in the Commuter Choice Program are entered into quarterly and yearly drawings. Restrictions apply; click <http://parking.fullerton.edu/transportation/facultystaff/PoliciesProcedures.php> to read the complete Drawings Policies and Procedures.

Disability Accommodations

In accordance with applicable federal and state laws and regulations, the University has established procedures to ensure that any employee or applicant for employment with a disability will not, on the basis of that disability, be denied access to any program, service, or opportunity provided by the campus.

Any employee requesting an accommodation must be able to perform the essential functions of his or her position with or without an accommodation. The request should be made to the respective Department Chair and the Disability Accommodations Manager located in Human Resources, Diversity and Inclusion (HRDI) (ext. 2824, CP-700). The required forms for requesting an accommodation can be found on the HRDI website under the “Safety/Risk Management” tab or at the following link: <http://rmehs.fullerton.edu/DisabledEmpAccom.php>.

All requests require the completion of the appropriate forms, and medical verifications may be necessary. A verification from a medical professional is required to identify work restrictions and to obtain timelines for any requested accommodations. Accommodations need not be the “best” solution but a reasonable solution.

All student requests for accommodations are handled by Disability Support Services located in UH-101 or at ext. 3112.

Professional and Organizational Development

Established in 2014 within the Division of Human Resources, Diversity and Inclusion, Professional and Organizational Development (POD) is committed to enhancing professional and leadership development opportunities for CSUF faculty, management, and staff in order to support retention and engagement throughout all stages of their career. POD is recognized for:

- Facilitating career development and empowerment
- Enhancing personal and professional growth
- Supporting the Strategic Plan

Child Care

The Children’s Center provides quality child care services for students and employees of the University. The Center is accredited by the National Association for the Education of Young Children and is administered by the Associated Students Inc. Although priority is given to the children of CSUF students, up to 25 percent of the available openings are reserved for children of faculty and staff. Faculty members who anticipate the need for child care are encouraged to apply as early as possible. Rates, the application, and other information pertaining to the center’s child care services are available by visiting the Children’s Center office, visiting the website (<http://asi.fullerton.edu/cc/>), or calling ext. 2961.

Outside Employment

Outside employment shall not conflict with normal work assignments or satisfactory performance of all duties of faculty unit employee according to Collective Bargaining Agreement article 35.

Full-time faculty members are required to provide a written statement when requested of all outside employment where such outside employment is expected to amount to more than:

- 1) 160 hours per semester for academic-year faculty members;
- 2) 120 hours per three-month period for faculty members in twelve (12) month positions. (e.g., 12 month Chairs, Directors)

Additional Employment

Additional employment refers to any employment compensated by Cal State University (CSU) general funds or non-general funds including CSU auxiliaries, that is in addition to the primary or normal employment of a faculty unit employee according to the Collective Bargaining Agreement Article 36. An “overage” of up to twenty five percent (25%) of a full-time workload or, when appropriate, time-base shall be allowed if the overage employment:

- 1) Consists of employment of a substantially different nature than primary employment;
- 2) Is funded from non-general funding source;
- 3) Is the result of the accrual of part-time employment on more than one (1) campus;
- 4) Is necessary to meet a temporary faculty employee’s entitlement to full-time work, or to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a) (8) or (b) (9) of the CBA.

In calculating the overage, the applicable time period for twelve (12) month faculty unit employees shall be the calendar year, exclusive of the faculty unit employee’s earned vacation periods. The applicable time period for ten (10) month or academic year faculty unit employees shall be the academic year, exclusive of time periods between academic years, time periods between academic terms, and the vacation periods of a faculty unit employee. For academic year or ten (10) month faculty unit employees, additional employment and overload limits (125%) shall be calculated and applied independently during summer periods.

Teaching through Extended Education

In consultation with the academic department chair, Cal State Fullerton faculty may be offered the opportunity to teach Extended Education self-support credit and/or non-credit classes during the fall, intersession, spring, and/or summer terms as an additional and voluntary assignment for additional pay. The provisions that cover Extended Education instructional employment are detailed in Article 36-Additional Employment and Article 40-Extension for Credit Employment of the Unit 3 Collective Bargaining Agreement.

Intellectual Property Rights

Cal State University (CSU) Executive Order 644 delegates to the campuses the authority to develop and revise intellectual property policies (<http://www.calstate.edu/eo/EO-644.pdf>). CSUF has a patent policy (UPS 100.005).

Intellectual property rights of faculty are also covered in Article 39 (Intellectual Property Rights) of the CSU-California Faculty Association Collective Bargaining Agreement.

Research Support

Faculty members are encouraged to seek outside funding to support their research and other creative activities, with both pre- and post-award assistance provided by the *Office of Research and Sponsored Projects*.

The Office of Research and Sponsored Projects (ORSP)

ORSP works with other units throughout the campus to seek external funding for faculty research and creative activities that support the educational and service mission of the university. Collaboration is promoted across disciplines, departments, and community partners in preparing proposals to federal, state, and private agencies, ORSP also oversees the faculty intramural grant programs and coordinates campus-wide student research initiatives and competitions. ORSP is led by an Associate Vice President for Research and Sponsored Programs, with lead staff in each of the following support units: Research and Grant Development, Grants and Contracts, Research Compliance, Post Award Management, and Sponsored Project Administration.

For additional Information, please visit <http://www.fullerton.edu/research/>

Research and Grant Development (RGD)

RGD staff assist faculty by helping to identify current and potential funding sources for their research and creative activities. Staff work with principal investigators in creating and developing project ideas, help identify possible collaborators and partners, and assist faculty with grant writing and editing. During the academic year faculty workshops are scheduled that address all stages of the grants and contracts process, from initial concept development to proposal approval and proposal submission.

Research Compliance

The Research Compliance Officer (RCO) serves as the primary contact for all research compliance and related regulatory requirements. Activities include oversight for the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUD), plus oversight of compliance-related policies such as Responsible Conduct of Research and Conflict of Interest.

For additional information, visit http://www.fullerton.edu/research/research_compliance/

Office of Grants and Contracts (OGC)

OGC staff assist faculty in the review and interpretation of funding agency guidelines, proposal preparation and review, obtaining university approvals, and submission of grant application to external funding agencies. This office also serves as lead in the review of grant awards and in the issuance, review, and negotiation of contracts, subcontracts, and related agreements.

For additional information, contact OGC at ext. 2106 or visit <http://www.fullerton.edu/research/ogc/>

Grant Post Award Processing

A Grant Post Award Assistant (GPA) serves as a consultant/resource to grant Principal Investigators (PIs) and

to department/college staff in helping to manage the various aspects of external grants (e.g., tracking budgets, ordering supplies, hiring students, processing travel, check requests, consultant payments, subcontracts, faculty release/additional pay requests, etc.). The GPA works closely with the Office of Sponsored Programs to provide appropriate orientation and training to PIs and to department/college staff regarding Auxiliary Services Corporation procedures.

The Office of Sponsored Programs (OSP) - see also the Section Beginning on Page 52

OSP oversees the post-award administration of grants and contracts awarded to the University through the CSU Fullerton Auxiliary Services Corporation. Services include invoicing and grant accounting review and submission of required reports handling audits and negotiation of the University's Indirect Cost (IDC) agreements.

For additional information, contact OSP at ext. 4110 or visit <http://www.csufasc.org/sponsoredprograms.aspx> and click on the Sponsored Programs link.

Faculty Early Retirement Program (FERP)

Eligible tenured faculty who have reached the age of 55 may elect to participate in the Faculty Early Retirement Program (FERP). This program allows participants to be granted a service retirement and continue to be employed full-time for one semester in the academic year or to be employed half-time both semesters in the academic year. Under the current policy, participants are entitled to the yearly period of employment for no more than five consecutive academic or fiscal years. Refer to the Article 29 of the Faculty Collective Bargaining Agreement for additional information.

Pre-Retirement Reduction in Time Base (PRTB)

Pre-Retirement Reduction in Time Base (PRTB) is a program that allows eligible faculty to work less than full-time for up to five years prior to retirement while continuing to accrue full service credit toward retirement. Eligible faculty members must be tenured and employed in the Cal State University (CSU) for at least 10 years full-time with the five years immediately preceding PRTB having been continuous full-time employment, and must meet the age requirement of 55 years of age through 64 years of age (63 years if a member of the State Teachers' Retirement System) at time of request. Contact Human Resources, Diversity and Inclusion (HRDI) at ext. 2425 or visit the HRDI website (<http://hr.fullerton.edu/>) for more information.

Visas and Immigration Status

Some faculty members will have questions pertaining to immigration status and visas. These individuals should contact the Human Resources, Diversity and Inclusion, Employment Services in CP-700 or at ext. 2425. Information can also be found at the Immigration page on Human Resources, Diversity and Inclusion website: <http://hr.fullerton.edu/employmentsrvcs/Immigration/asp>.

Separation

Resignation

An academic employee who does not plan to return the following year should present a written resignation to his/her Department Chair before April 15th. Letters of resignation are routed from the Department Chair to the College Dean and staff within Human Resources, Diversity and Inclusion (HRDI) for appropriate disposition and record keeping. The employee is responsible for returning all University property, including keys and library materials as well as all outstanding property/equipment. All employees should use the separation process accessible at http://hr.fullerton.edu/payroll_benefits/SeparationFromUniversity.php. Forms to secure retirement account refunds are available in Payroll, Benefits and Retirement Services (CP-770, ext. 2521).

Retirement

Faculty members who plan to retire should inform their Department Chair in writing and provide a planned effective date. These letters are directed to the President but routed via the Department Chair, College Dean, Office of Faculty Affairs and Records, and the Provost and Vice President for Academic Affairs. Faculty members need to contact Payroll, Benefits and Retirement Services (CP-770, ext. 2521) regarding retirement eligibility and continuation of benefits.

End of Temporary Appointment

Appointment letters to temporary employees (lecturers) indicate that appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments or any further appointment rights. No other notice will be provided. The employee is responsible for returning all University property, including keys and library materials, as well as all outstanding property/equipment. All employees should use the separation process accessible at http://hr.fullerton.edu/payroll_benefits/SeparationFromUniversity.asp. Forms to secure retirement account refunds are available in Payroll, Benefits and Retirement Services (CP-770, ext. 2521).

IV. Policies Concerning Faculty and Expectations of Faculty

Absences/Missed Class Meetings

Classes should always meet on the days, at the times and in the locations listed in the University class schedule. In the event that a faculty member is unable to meet with a class, the Department Chair must be notified directly, normally before the class meeting and, in any case, as soon as possible. This information should not be left with an administrative assistant or other department employee, if at all possible. The faculty member who knows in advance of an absence must either work with the Department Chair to arrange for a qualified colleague to meet the class, or the faculty member must provide special assignments to the students. California regulations specify that if a faculty member is absent from campus without leave for five days or more, he or she is considered to have resigned. For questions or guidance on other classroom and instruction policies, consult with your Department Chair, UPS 230.010, or the Associate Vice President for Academic Programs.

Academic Freedom and Responsibility

It is the responsibility of each faculty member to abide by the guidelines set forth in the Statement on Professional Ethics (2009) of the American Association of University Professors (AAUP). This is delineated in UPS 230.000, Reaffirmation of Statement of Professional Responsibility.

The Academic Senate of the California State University has endorsed the AAUP 1940 Statement of Principles on Academic Freedom and Tenure and its 1970 Interpretive Comments.

Academic Integrity

When a faculty member has alleged that a student has performed an act of academic dishonesty (e.g., cheating on examinations or assignments, unauthorized collaboration, plagiarism, falsification/fabrication of University documents, or helping someone else commit an act of academic dishonesty), the faculty member must follow the process outlined in the policy on Academic Dishonesty, UPS 300.021.

When a faculty member has penalized a student for an act of academic dishonesty, the student has a right to formally contest the allegations and/or the penalty under the Academic Appeals policy, UPS 300.030. In this process, the faculty member assumes the burden of proof and must provide evidence in support of the charge that the dishonesty occurred.

For further information, contact the Department Chair and/or the Associate Dean of Students (located in TSU-235 or by calling ext. 3211). Definitions and additional information regarding academic integrity issues as well as the appeal process for faculty can be obtained in UPS 300.021 and UPS 300.030.

Accessible Technology Initiative (ATI)

In 2006, the Cal State University (CSU) started the Accessible Technology Initiative (ATI) to assure full access to information resources within the CSU to all individuals with disabilities. This commitment is articulated in Executive Order 926 (EO 926), the CSU Board of Trustees Policy on Disability Support and Accommodations.

This initiative consists of three main objectives:

- Ensuring accessibility to all instructional material for all students (please also see “Book Orders”)
- Ensuring accessibility to all web sites, web content, and web application for all individuals
- Ensuring the procurement of accessible instructional materials

The entire CSU community is committed to providing information resources and technologies that are fully accessible for persons with disabilities. Faculty members in particular are strongly encouraged to consider disabled students when preparing instructional materials and assignments.

Training and information pertaining to the Accessible Technology Initiative is available at:

- Faculty Development Center located in PLS-237 or by calling ext. 4722
- Office of Disability Support Services located in UH-101 or by calling ext. 7582 or 5306

For further information, please see:

CSU Accessible Technology Initiative home page: <http://www.calstate.edu/accessibility/>

Executive Order 926: <http://www.calstate.edu/eo/EO-926.html>

CSU Professional Development for Accessible Technology Website: <http://teachingcommons.cdl.edu/access/>

Faculty Development Center ATI Website: <http://fdc.fullerton.edu/technology/ati.php>

Office of Disability Support: <http://www.fullerton.edu/DSS/>

Campus Updates Regarding ATI: <http://www.fullerton.edu/ati/>

Animals in Teaching and Research

The use of live vertebrate animals in research and instruction is governed by federal regulations under two different statutes and two different agencies (U.S. Department of Agriculture and the National Institutes of Health). For work with wildlife, additional state or federal permits may also be required. Any research or instructional project that involves live vertebrate animals requires the approval of the Cal State Fullerton Institutional Animal Care and Use Committee (IACUC) prior to initiating any work. Faculty should contact the Research Compliance Coordinator in the CSUF Office of Research and Sponsored Projects or the IACUC Chair for guidance on regulations, assistance on protocols, and other information related to the IACUC. Normally, new IACUC applications are reviewed by the IACUC Chair before being submitted to the IACUC. Application forms to request IACUC approval may be obtained from the Office of Research and Sponsored Projects or at http://www.fullerton.edu/research/research_compliance/iacuc.php. For information on animal carcass management, please contact Environmental Health and Safety (ext. 7233).

Book Orders/Instructional Materials

In order to ensure campus compliance with the Americans with Disability Act (ADA) and the Higher Education Opportunity Act (HEOA), it is important that faculty members provide instructional material information for every class they are assigned to teach. Instructional materials include: textbooks, Open Educational Resources, class supplies, course packs, lab books, materials from non-campus vendors, etc. As required by HEOA, all instructional materials are listed in the class schedule at time of registration for students, and those courses not requiring instructional material must be noted as such. Any changes to instructional material need to be communicated in a timely manner, ensuring accuracy for Disability Support Services and enabling the department to prepare materials in accessible format when making necessary accommodations.

Campus due dates* for instructional material are:

- Fall Term - April 15
- Spring/Intersession Terms - October 15
- Summer Term - March 31

*If a due date falls on a weekend, the following Monday will become the due date.

The department chair and/or the department's textbook coordinator can provide faculty members with more information regarding this process.

Class Cancellation

As stated in UPS 230.010, faculty members have a responsibility to meet their scheduled classes. Faculty members who know in advance that they will be unable to teach a class due to a professional obligation (e.g., attending a conference) should either work with the Department Chair to arrange for a colleague to cover the class or give students special class assignments that will cover the material that would have been presented had the faculty member been present. In the case of unexpected illness, this may not be possible, but in any event, the faculty member should, if possible, contact the Department Chair as well as the students in the class.

For further information, please see:

http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20200/UPS%20230.010.pdf

Class Lengths/Breaks

Cal State Fullerton follows the Carnegie convention for class time: 50 minutes per week equals one unit. The majority of classes offered at CSUF are 3-unit classes; hence, they meet for a total of 40 actual hours ($40 = 3 \times 16 \times (50/60)$) during the 16-week term. For 3-unit classes meeting three times a week, class time is 50 minutes, while class time for 3-unit classes meeting twice per week is 75 minutes. If a 3-unit class meets once per week, the 150-minute class is scheduled in a 165-minute block to include a 15-minute break midway through the class period.

Classroom Assignments

The Scheduling Office is responsible for the assignment of general-use classrooms for instructional use and special events. The Initial Schedule Building Entry Phase is decentralized, giving the departments the liberty to establish the class schedule with their own initial rights allocated for room assignments set by the Office of the Provost and Vice President for Academic Affairs and the individual's College Dean's offices. During the initial entry phase, departments must work with their Dean's office to determine the allocated timeslots to utilize. Departments may contact the Scheduling Office to make requests if a large-room capacity or branch campus rooms are needed. The large rooms will also have initially allocated timeslots designated to each individual college, and the Scheduling Office will only reserve unallocated time slots.

After the initial entry phase, all class scheduling is centralized with all general-use room assignments' "ownership" reverting back to the Scheduling Office. All departments must contact the Scheduling Office by emailing scheduling@fullerton.edu to request room availabilities to secure a room before offering sections of a course or moving existing sections. Initial rights room allocations (general-use and non-general use) assignments may not be changed without approval from the Assistant Vice President of Academic Operations and Finance.

NOTE: Disability Support Services (DSS) may need to deliver accessible furniture to accommodate a student in a specific course(s), where existing furniture is not accessible. Please allow delivery by Moving Services and ensure furniture being removed is *not* removed by anyone except Moving Services.

Classroom Emergency Information

All faculty members must know the following emergency information and relay this information to their students at the start of the semester: (a) identify the location of fire alarm pull stations; (b) review both location and content of evacuation maps including an outside meeting area for your department or class [instruct students to identify at least two exits from their location in the building]; (c) review emergency procedures in case of fire, medical emergency, hazardous materials release, and earthquake; (d) invite any students with special needs to speak privately with the faculty member about specific requirements in the case of an emergency and make appropriate arrangements; (e) identify the location of the nearest phone to use in case of an emergency; and (f) practice emergency procedures during campus emergency drills.

Classroom Enrollment Limits

During registration, Department Coordinators have the ability to adjust enrollment maximums for a particular course section(s) in the system to accommodate registration needs. However, departments must verify the capacity of the room with the Scheduling Office before making any adjustments. Any change in room capacity must be coordinated through the Office of the Provost and Vice President for Academic Affairs.

The need for verification is due to safety concerns for the students and instructor. Room capacities are set by Facilities Planning, Environmental Health and Safety, and the Fire Marshal with change requests reviewed and coordinated through the Office of the Provost and Vice President for Academic Affairs. Over-enrollment in a room creates a potential fire hazard if the capacity exceeds the standards determined by the Fire Marshal. If the official capacity of a room comes into question, all of the above offices must be consulted before any change in official capacity takes place.

Class Size and Teaching Load

The normal teaching load for a full-time faculty member at Cal State Fullerton is 15 weighted teaching units (WTUs) per week, three of which are allocated for faculty members to engage in research and service activities. Hence, the actual teaching load of a full-time faculty member would normally be four 3-unit classes, but faculty members may find some of their teaching obligations being reassigned due to research productivity, curriculum development, or other service activities. In addition to their teaching duties, faculty members are expected to advise students and hold appropriate office hours. The campus policy on faculty office hours is available in UPS 230.020.

Article 20 of the Collective Bargaining Agreement (CBA) discusses faculty workload. Typically, the Department Chair makes a recommendation of a faculty member's teaching assignment to his/her College Dean, who is considered the appropriate administrator under the CBA. Section 20.3 details the factors that should be considered when making an individual's class assignment.

Commencement

Commencement is considered to be a working day for full-time faculty members, and all are encouraged to attend the event. Ceremonies are held over a two-day period after final exams in May with a University-wide ceremony followed by separate college and department ceremonies. The Commencement schedule can be located at the Commencement website (<http://www.fullerton.edu/commencement/>) or by calling ext. 4723. Further information about college ceremonies can be provided by the Deans' offices.

Commitment to Civility

Members of the University community are committed to ensuring an environment where learning and the creation and dissemination of knowledge are foundational goals and where freedom of speech and expression are viewed as essential characteristics of a community of scholars. Faculty members should act to support a climate where civility is valued, appreciated, and expected and where all members of the community are treated with dignity, respect, and care. Creating and maintaining a civil environment is the responsibility the entire Cal State Fullerton community and part of the University's mission and values. The Senate policy on civility is given in UPS 100.060, A Commitment to Civility at CSUF.

Copyright Statement

As the legal and ethical distribution of intellectual property is a fundamental component of education, all members of the Cal State Fullerton academic community are expected to respect copyright law and to model responsible behavior when distributing materials to students.

Copyright, under Title 17 of the U.S. Code, begins at the moment of creation and thereby provides incentive for creation and innovation. CSUF faculty members retain copyright for their research and course materials they create. To enjoy the privilege of copyright, it is necessary to respect the copyright of other authors.

When using a course management system, individual faculty members are responsible for determining the legality of distributing materials protected by copyright. While the law does not make a distinction between electronic and paper, its requirements for different media can vary. As a result, distributing films, music and other formats can create unique circumstances.

Copyright has a time limit after which the information is free to be transformed and distributed in any way necessary. This temporal limit is known as the public domain and is generally applicable to anything published before 1923. U.S. Federal publications are also in the public domain.

Many online materials are available through a Creative Commons license. While not everything in the commons is open to redistribution, Creative Commons enables many authors to allow public use of their works, with attribution, in non-profit ways.

As often as possible, materials should be distributed by linking to the Pollak Library databases. The Pollak Library dedicates a considerable amount of its budget to license articles and electronic e-books for the use of the campus community. Linking allows the library to track usage of these materials; subscriptions that do not receive a significant amount of hits are subject to cancellation.

Often when considering whether it is lawful to distribute materials, a fair use analysis is necessary. Fair use (Section 107 of the Code) is an exception to copyright that allows for sharing copyrighted materials without the copyright holder's permission. Each piece of information requires a specific assessment. Using a fair use checklist can often help make the decision easier.

Whenever a claim of fair use is made, materials must be clearly attributed with a copyright notice. In addition to proper attribution, these works must be accessible only to enrolled students behind a password protected site and only for a limited time.

Using the same article repeatedly will typically have a significant effect on the market for that work. In these and other pertinent cases, permission can be sought directly with the copyright holder through the Copyright Clearance Center or by placing the material in a coursepack through the Titan Shops Bookstore. All articles distributed through Titan Shops coursepacks are cleared for copyright before distribution. Please ensure that the materials are not available in the Library's electronic databases before placing them in a coursepack.

For further information, please see: <http://libraryguides.fullerton.edu/fair-use>.

Course Fees and Sale of Materials

Fees associated with specific classes are regulated by Cal State University (CSU) system policy (see <http://www.calstate.edu/eo/EO-1054.html>). Students may not be charged for materials or services used in classes without formal campus review and approval, and faculty may not sell materials for student classroom use directly to students. Materials such as books, manuscripts and normal classroom supplies are sold through the campus or other bookstores (refer to "Book Orders/Instructional Materials" above).

Course Cancellation

In developing a department's class schedule, the Department Chair strives to balance student need with available resources. In some cases, course demand is insufficient to justify its offering, and the course must be canceled. Such actions should be taken as early as possible to allow students enrolled in such a course to find other classes to take and to allow possible reassignment of the faculty member. As indicated in Article 12.5 of the Collective Bargaining Agreement, if a class assigned to a temporary faculty member is canceled prior to the third class meeting, the faculty member is to be paid for the class hours taught. If it is canceled after the third class meeting, the temporary faculty member shall either receive full pay for the class assignment or be provided an alternative work assignment.

Degree Requirements

The minimum number of semester units necessary for a bachelor's degree—including courses for the major, general education, all university requirements, and free electives (exclusive of remedial courses; i.e., courses numbered 0-99)—is: 120 for the Bachelor of Arts, 132 for the Bachelor of Fine Arts, 120 for the Bachelor of Science, and 132 for the Bachelor of Music. For additional information, see the Graduation Requirements for the Bachelor's Degree section in the University catalog. Degree requirements can be found at: <http://catalog.fullerton.edu/> and select "Degree Programs" on the left hand side of the page.

A master's degree requires a minimum of 30 approved semester units. The Doctorate of Education (Ed.D.) degree requires a minimum of 60 approved semester units, and the Doctor of Nursing Practice (DNP) degree requires a minimum of 36 approved semester units.

Disaster Service Worker

California Government Code sections 3100-3109 have been amended from the original version passed in 1950 and apply to CSU employees. They now refer to public employees not as "civil defense workers" but as "disaster service workers." California Government Code Section 3100: "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law." California Government Code section 3101: "The term 'disaster service worker' includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed."

California Government Code sections 3102-3103: "All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation... set forth in Section 3 of Article XX of the Constitution of California." California Government Code section 3107: "No compensation nor reimbursement for expenses incurred shall be paid to any disaster service worker by any public agency unless such disaster service worker has taken and subscribed to the oath or affirmation required by this chapter."

On a practical level, University employees should report to their supervisors immediately following a disaster for further instructions. Additionally, Disaster Service Workers are automatically covered in case of injury and duties are assigned based on their training or ability. All questions pertaining to this requirement should be referred to the Office of Faculty Affairs and Records (MH-128, ext. 2125). General information about Disaster Service Workers can be addressed to the University Emergency Preparedness Coordinator at ext. 3572 or the Emergency Preparedness website at <http://prepare.fullerton.edu>.

Distance Education

In practice, “distance education” identifies educational offerings in which faculty and students are not physically proximate and therefore rely upon special media for accessing course content, faculty/student, and student/student interactions. The medium most often used for this interaction is the Internet (online). A growing number of online courses are currently offered through Cal State Fullerton’s Learning Management System, TITANium (Moodle). In addition, there are currently ten complete master’s degree programs (MS in Education - Educational Technology concentration, MS in Education - Elementary Curriculum and Instruction concentration, MS in Education - Reading concentration, MS in Education - Secondary Education concentration, MS in Education - Special Education concentration, MS in Environmental Engineering, MS in Information Technology, MS in Instructional Design and Technology, MS in Software Engineering, and MS in Statistics) as well as two bachelor of arts continuation programs (Business Administration and Sociology), which are currently offered completely online. A number of the additional online degree programs are in the Western Association of Schools and Colleges (WASC) approval process. Several certificate programs offered through Extended Education are also offered online.

In an online course, students access materials through TITANium or another approved online learning management system. Some online education is asynchronous, where students can review course materials, watch lecture streaming videos, or post to discussion forums at any convenient time. Other instruction is synchronous with real-time lectures or discussions utilizing web conferencing technology.

In addition to the Internet-based distance education courses, Interactive Televised Instruction courses are delivered synchronously between the Fullerton and the Irvine and Garden Grove campuses, as well as other satellite locations through the use of video-conferencing technology. Classroom activity including classroom presentation and audio and video interactions can be shared among the participants at all locations.

Online Education and Training

Online Education and Training serves the entire CSUF community by providing a comprehensive array of services relating to design, development, implementation, and evaluation of courses, certificates, programs, and degrees offered online. The Online Education and Training team includes individuals with expertise in teaching and learning, instructional design, multimedia, 3-D environments, and course management system support.

Teaching and Learning

Online Education and Training employs instructional designers who are experienced in teaching and learning theory and instructional methods proven for distance learning. These designers specialize in instructional strategies that most effectively accomplish the online program learning goals.

Instructional Design

Online Education and Training provides instructional design services that encompass everything from consulting with the instructor on effective online designs and appropriate tools for accomplishing the learning goals, to the creation of course content designed to produce the desired outcomes.

Multimedia

Online Education and Training offers multimedia services including complete audio and video production services, digitization of existing analog video, video streaming, and 2-D and 3-D animation production.

Advanced technologies such as Chroma key (green screen), Flash, and Aftereffects are employed to produce engaging and interactive learning content.

Course Management System Support

All Online Education and Training staff are fully versed in the functionality of the TITANium Course Management System. Assistance in setting up course sites including course banner design and creation, developing pedagogically sound menu structure, and loading course content is available. They can also assist with assessment design and answering questions concerning the use of the course management system.

Faculty Self-Support Services

Online Education and Training maintains a limited number of workstations equipped with hardware and software for faculty to produce their own voice-over PowerPoint lectures, recording software for creating presentations of computer activity, and various other presentation creation tools. Faculty using these tools have complete support from Online Education and Training staff.

Note that all Online Education and Training staff are experts in the use and technical support of TITANium and associated software, as well as providing solutions to many other technical issues dealing with distance education. However, some issues are beyond their scope due to limited access to TITANium and other Information Technology systems.

Driving on University Business

The following are required for a University employee in active, state-funded pay status or an individual designated as a University volunteer to drive either a University vehicle or a private or personal vehicle on University business:

- A valid California or other state driver's license appropriate for the type of vehicle being driven.
- Written approval from an individual authorized to grant such approval.
- Completion of an INF 254 form so that University Police may review the employee's or volunteer's driving record to determine whether it is acceptable according to criteria developed by the University. If accepted, the employee or volunteer must maintain a good driving record. This form need only be submitted once.
- Completion of the University's defensive driving course, which is available online. This training must be renewed every four years.
- Completion of an STD 261 form if the employee or volunteer would like to drive a private or personal vehicle on University business.

The forms noted above are available at the following link: <http://rmehs.fullerton.edu/forms/>. Please contact Professional and Organizational Development in Human Resources, Diversity and Inclusion at ext. 4354 for information regarding how to enroll in the online training mentioned above.

University employees or volunteers should note that an employee's or volunteer's personal automobile liability insurance is the primary coverage if at fault in an accident that occurs when driving a private or personal vehicle on University business. This insurance may also be primary if an employee or volunteer rents a vehicle. While the normal practice of insurance carriers is to allow occasional use of personal vehicles for business

purposes, University employees or volunteers should confirm this with their carrier. In addition, the University's automobile liability coverage does not provide for damages to private or personal vehicles used on University business. However, a University employee may seek relief for out-of-pocket expenses such as a deductible by filing a claim with the Chancellor's Office. Please contact Risk Management at ext. 7346 on how to file this type of claim.

University vehicles may only be used to conduct University business and may only be driven by University employees or volunteers. They may not be loaned or leased to any non-state entity including University auxiliary and affiliate organizations or to students. For additional information, please contact Risk Management at ext. 7346.

Drug Free Workplace/Campus

The University is committed to maintaining a workplace free from the unlawful manufacture, possession, distribution, dispensation or use of controlled substances as defined in schedules I through V of the Controlled Substances Act (21 U.S.C Section 812 and 21 C.F.R. Part 1308). Employees directly engaged in the performance of a contract or grant awarded by any federal or state agency must refrain from the above as a condition of employment on the federal or state contract or grant. Employees directly engaged in the performance of a contract or grant awarded by a federal agency must notify the Director of Faculty and Staff Labor Relations within five days of conviction of any criminal drug conviction for a violation occurring in the workplace.

Employees who violate campus drug and alcohol policies may be subject to discipline or may be required to satisfactorily complete an appropriate substance abuse program. For additional information, please review President's Directive No. 1 and CSU Executive Order 930.

Emergency and Disaster Information

In the case of a campus emergency requiring police, fire or medical assistance, call 911 or use the blue emergency phones located throughout the campus grounds and parking lots. The call will be answered by a University police dispatcher. Explain the problem calmly and give the location of the emergency.

In the event of a natural disaster, fire, or other emergency situation, remain calm and follow the emergency procedures posted in every building on campus.

During building evacuations, do not use the elevators. Proceed to designated Evacuation Areas as directed by Building Marshals, identified by their orange vests, or other campus authorities. In an earthquake, always "Drop, Cover and Hold On." The primary goal is to protect your head from injury. Do not run for an exit. Often it is better to stay indoors after an earthquake until directed to evacuate, or you feel it is unsafe to stay indoors.

A notice to Shelter in Place can be caused by either harmful environmental conditions or dangerous situations, such as bomb threats or a person with a weapon. When sheltering against environmental conditions: Go indoors, seek shelter in a room and block fumes from coming in around the door. Stay calm and follow directions from authorities. When sheltering against dangerous situations, remember the phrase: "Run, Hide, Fight." Move away from the dangerous situation as quickly as possible. If this is not possible, find a secure place and lock the door or barricade it with heavy items. Silence all electronic devices, darken the room, and

stay quiet. If a secure shelter is not available, be prepared to take action for your survival. When confronted by University Police, show your hands and follow their instructions.

A map of campus Evacuation Areas and information on preparing for emergencies can be obtained through the Emergency Preparedness website at <http://prepare.fullerton.edu> or by calling the Emergency Preparedness Coordinator at ext. 3572.

The iFullerton app now has information on what to do during an emergency and how to get prepared, along with on-campus and local weather information.

Environmental Health and Safety

The Environmental Health and Safety Office (EHS) is responsible for implementing the University's health, safety, and environmental programs and policies. EHS works with University Risk Management to monitor the effectiveness of these programs, provide training and education, and ensure the overall institutional compliance with relevant environmental laws and regulations. Additionally, EHS develops and maintains programs for hazardous material management, waste disposal, chemical and biological safety, radiation safety, fire prevention, food sanitation, and indoor air quality as well as provides guidance in identifying, evaluating, and correcting safety hazards.

Faculty members engaged in research or instructional activities involving hazardous material or equipment or engaging in activities that require special licenses or permits are required to receive specialized training before commencing these activities. Examples of academic activities requiring prior training include work with chemicals (solvents, flammable substances, caustics, and acids), radioisotopes, controlled substances, animals, compressed gases, lasers, and high voltage. Call EHS at ext. 7233 for more information.

Comprehensive information regarding EHS programs and direct access to safety guidelines and procedures is available at the EHS website (<http://rmehs.fullerton.edu/>). To report a hazard or obtain additional information, call ext. 7233, send an email to safety@fullerton.edu, or send a report using the "Report a Hazard or Liability" form found at <http://rmehs.fullerton.edu/CampusSafety/>.

Examinations and Tests

The preparation of examinations and the assignment of grades is normally the responsibility of the individual faculty member. For some departments where there are common exams across all sections, a department subcommittee may be responsible for preparing some or all of the exam questions. The posting of grades from examinations or other forms of assessment may not reveal the names, campus identification, or social security numbers of students receiving the grades.

DSS provides a large number of testing accommodations to students with disabilities (700 - 800 during finals and 5,591 in 2015-2016). Faculty and students participate in arranging accommodated exams with DSS support. In 2016-2017, DSS will manage all testing accommodations through an online data base, TITANable (see <http://www.fullerton.edu/dss/titanable/index.php>).

Final examinations, if required by the instructor, are to be given at times scheduled by the University. Once

established, the final examination schedule may not be changed unless approved by the Department Chair and the College Dean. An instructor shall not shorten the academic semester by scheduling a final examination before the week scheduled for final examinations. No major examinations shall be given during the last week scheduled for instruction unless there is also to be a final examination at the time assigned in the Class Schedule. When a take home final examination (or paper/project) is due during the final exam period, it shall be due no earlier than the date scheduled for the final examination in that class. Department Chairs and the Deans of each college shall be responsible for ensuring that this policy is followed (see UPS 300.005).

Makeup final examinations may be given for reasons of illness, verified emergency, or other serious and compelling reasons approved by the instructor.

With respect to final examinations, faculty have the right and the responsibility to provide careful evaluation and timely assignments of appropriate grades each term. The faculty shall report course grades for their students through online grading available via their Common Management System (CMS) Faculty Center link in the Portal. Grades are to be posted by the instructor by the published deadlines, which shall be no fewer than six days after the day of final examinations. Department Chairs and Program Coordinators shall be responsible for assuring that instructors record and post grades online by the designated deadline. For additional information, consult UPS 300.010, UPS 300.016, UPS 300.020, UPS 300.030, and the University catalog.

Field Trips

The University views a “field trip” as an “off-campus group learning activity led by a faculty or staff member who travels with the group.” Field trips do not include off-campus assignments such as internships or visits to a local museum where a student acts independently of a group assignment. Field trip participants are limited to University faculty members, staff, volunteers, and enrolled students. In extraordinary circumstances, a spouse, parent, or child may participate in a field trip due to the length or purpose of the trip. For more information, please contact Risk Management at ext. 7346.

Faculty responsibilities concerning field trips include the following:

- Make any field trip a component of the course requirements and include this activity in any course syllabus. Student Travel Accident Insurance, which can provide medical expense benefits to an injured student and is administered by Risk Management, is only available if the field trip is listed as a course requirement.
- Inform and discuss with students the known risks associated with the field trip.
- Work with Disability Support Services to ensure accessibility of the field trip.
- Instruct and discuss with students how to properly and safely handle situations reasonably likely to occur during the field trip. Inform and discuss with students campus emergency procedures and explain their application to the field activity.
- Inform and discuss with students their right to not participate in a field trip based on their perception of the risks involved. See UPS 420.105.
- Exercise a degree of supervision over the activity appropriate for the degree of hazards involved.
- Ensure that only those students who have signed an Academic Field Trip Waiver of Liability and Hold Harmless Agreement may participate in the field trip. All participants, including University employees, should sign the Academic Field Trip Participant List for the field trip. Copies of these documents should be taken on the field trip and provided both to the department office and to Risk Management. These forms are available at the following link: <http://rmehs.fullerton.edu/forms/>. For some field trips, a student conduct agreement should be considered.
- Inform and discuss with students UPS 330.232 and any department policy related to student use

- of alcohol and illegal drugs on field trips. Ensure that no alcoholic beverages or controlled substances are transported in a University or privately owned vehicle used on the field trip.
- Call 911 immediately concerning any incident involving serious injury or death, multiple injuries, extensive property damage, or whenever appropriate. Contact University Police at ext. 2515 or Risk Management at ext. 7346 as soon as possible.

For additional information concerning field trips, please contact Risk Management at ext. 7346 or visit the following link: <http://rmehs.fullerton.edu/academicsafety/>.

Graduate Studies

The Office of Graduate Studies (OGS) provides University-wide support for graduate students and graduate education. OGS also leads curriculum development for graduate programs, including new degree programs, concentrations, and courses. Activities carried out by OGS include reviewing of student records (similar to the review done by the Admissions and Records Office for undergraduate students) and indicating on CMS that the degree requirements have been attained (posting the degree). OGS also reviews completed master's theses and doctoral dissertations prior to publication. Several scholarship and fellowship programs for graduate students at Cal State Fullerton are administered through OGS. OGS provides a number of services for graduate students, including academic skills workshops, a mentoring program, new graduate student orientation, and writing tutoring. The website for OGS is <http://www.fullerton.edu/Graduate/>.

The academic standards for graduate students are delineated in UPS 410.106. UPS 270.102 spells out the functions of graduate committees and advisors while UPS 330.163 details the culminating experiences for master's programs.

Grants and Contracts (See Section on Research Support)

Injuries/Hazardous Condition Reporting

If an employee, including a student employee, or a University volunteer becomes ill or is injured while at work, please contact Risk Management at ext. 5626 or 2824 for assistance. Staff in Risk Management will direct you how to respond, including whether another University employee may transport the injured/ill employee or volunteer to receive medical care. Call 911 from any campus phone or cell/smart phone for all injury or illness that requires more than basic first aid. University Police will respond and determine the appropriate response.

If any injury or illness occurs after hours and treatment is needed, the injured/ill employee should seek treatment and contact Risk Management the next work day. Any injury or illness should also be reported to the employee's or volunteer's Department Chair or supervisor and an "Employee/Volunteer Injury/Illness" form should be completed, which can be found at http://rmehs.fullerton.edu/_documents/forms/Employee-Injury-Form-fillable.pdf.

If a student becomes ill or is injured during a class activity on campus, please call 911 from any campus phone or cell/smart phone. University Police will respond and determine the appropriate response. If the activity is off campus, and the injury requires more than basic first aid, please call 911 and contact Risk Management at ext.

4937 when possible. A “Student/Visitor Injury/Illness” form should also be completed, which can be found at <http://rmehs.fullerton.edu/>.

All hazardous conditions or situations should be reported using the “Report a Hazard or Liability” form, which can be found at <http://rmehs.fullerton.edu/CampusSafety/>.

Institutional Review Board (IRB)

The Cal State Fullerton Institutional Review Board (“CSUF IRB”) is a University committee appointed by the President to review and safeguard the use of human participants in research pursuant to Federal Code of Regulations (45 CFR 46). The responsibility and authority for implementing and administering policies and procedures that protects the dignity, rights, and welfare of human participants is delegated to the IRB, subject to review by the Academic Senate and the University. The IRB reports to the Academic Senate and University annually, and more frequently if required by the Senate. CSUF receives federal funding and has agreed to adhere to the Office for Human Research Protections (OHRP) regulations for use of human participants in research and has signed an assurance letter with the Department of Health and Human Services that all CSUF protocols that involve human participants will be reviewed for compliance with these regulations before each researcher collects data.

The membership of the IRB and the qualifications of the members shall comply with federal policy (45 CFR 46.107, IRB Membership). The CSUF IRB consists of faculty members who have the professional competence necessary to review research activities. The College of Health and Human Development, the School of Nursing, the Department of Kinesiology, the Department of Psychology, and the Department of Sociology shall each have a permanent representative as voting members on the Board. At least two other faculty members from other departments (particularly those academic units that submit significant numbers of IRB protocol applications annually) comprise the committee. Additional members include a non-voting student; the Director of the Student Health and Counseling Center; the Director of Environmental Health and Safety; a community representative not affiliated with the University; and the Associate Vice President for Research, Creative Activities and Technology Transfer (non-voting member). The members of the IRB shall select a Chair and Vice Chair from among the voting members of the IRB and in conjunction with appointment periods. Staff support to the IRB is provided by the Office of Graduate Programs and Research.

CSUF IRB accepts applications year round. CSUF IRB applications are reviewed at three levels: Exempt, Expedited, and Full Committee. The CSUF IRB meets as a full committee one time per month.

International Teaching/Travel Opportunities

At Cal State Fullerton, faculty members are actively involved in numerous international programs and activities, which are becoming increasingly important in defining the University’s mission as a “regional university with a global outlook.” Faculty members play an important role in internationalizing the campus, whether it is through internationalizing the curriculum, promoting and leading study abroad programs, integrating international student experiences into their classroom discussions, or encouraging student research projects overseas. Through international agreements established with more than 100 exchange partner institutions all over the world, opportunities are abundant for international teaching and travel.

The appropriate campus policy documents for establishing international agreements are:

- UPS 320.102 International Education Policy
- UPS 411.100 Curriculum Guidelines and Procedures: Courses
- UPS 450.200 Special Sessions

Faculty members should also be familiar with the following Cal State University Chancellor's Office Executive Orders:

- EO 1080 International Agreements
- EO 1081 Study Abroad and Exchange Programs
- EO 1082 International Students

Faculty members may be able to take advantage of the following funding opportunities:

On-campus:

- Instructionally Related Activities funding administered by Associated Students, CSUF, Inc.
- International Travel Grant for Teaching, Scholarly and Creative Activity
- Department, program or college funds

Off-campus:

- Fulbright faculty scholar programs: <http://www.iie.org/fulbright>

Required Foreign Travel Liability Insurance and Approvals: Because travel outside the United States (U.S.) carries additional risk, faculty members traveling internationally on University business must request foreign travel liability insurance prior to departure. A similar requirement exists for students who travel internationally. These requests can be made online; please contact University Risk Management in Human Resources, Diversity and Inclusion (HRDI) for assistance (CP-700 or ext. 7346). Please note that travel to countries designated as "High Hazard" or for which a U.S. "Travel Warning" is in place requires the campus President's approval. Travel to designated areas presenting a "war risk" requires both the campus President and the Chancellor's approval. University Risk Management coordinates all such approvals on behalf of faculty members. For additional information, please refer to the "Safety/Risk" tab on the HRDI website <http://hr.fullerton.edu>.

Internships and Community Engagement

Departments coordinating academic internships, service-learning, and/or other experience-based learning activities for students off campus must comply with University procedures and provide the proper precautions to ensure students' safety. The Center for Internships and Community Engagement (CICE) reviews sites and positions and documents student placements for participating departments and colleges. In addition CICE offers a variety of resources and assistance to faculty, including mini-grants, resources for training and professional development, and networking with other community engagement faculty. CICE collects documentation about community engagement courses, students, and hours from all colleges every semester. Contact them in LH-206, ext. 3746 for information on procedures and guidelines to ensure student safety and compliance with Chancellor's Office risk management policies, or go to the center's website (<http://www.fullerton.edu/cice/>).

Jeanne Clery Act Annual Security and Fire Safety Report

In compliance with the Jeanne Clery Disclosure Act, the Annual Security and Fire Safety Report (ASFSR) contains information and statistics about reported crimes that occurred on campus, such as sexual assault, domestic violence, dating violence and stalking, for January 1 through December 31 of the most current year and the three previous calendar years. Hate crime categories involving national origin and gender identity bias are also now included in the report as are institutional procedures and programs pertaining to these crimes. The ASFSR also contains information regarding campus security and personal safety including topics such as crime prevention, fire safety and statistics, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus.

University Police collects crime reports from a variety of campus personnel that the Clery Act considers to be Campus Security Authorities, or CSAs. These faculty and staff have significant responsibility for student and campus activities, such as Professional staff in the Student Life and Leadership office, Director of Student Housing and Residential Life, Resident Assistants, Athletic Coaches, Student organization advisors and the Title IX Coordinator. All CSAs have an obligation to forward information to University Police about offenses reported to them for inclusion in this report. Questions about CSAs can be directed to the Clery Compliance Coordinator in University Police at 657-278-4308.

The ASFSR is posted on the California State University Police website by October 1st each year. You can obtain the 2015 report at <http://police.fullerton.edu/documents/ASFSR2015.pdf>. Paper copies are available at the University Police Department at the corner of Gymnastics Drive and State College Blvd., or by calling (657) 278-4308.

Keys to Campus Offices and Rooms

Keys to all campus buildings are issued through University Police. Key request forms must be authorized by the Department Chair and completed by the requesting department. Requests on yellow card stock Key Request Forms (for desk, cabinet, podium keys and buildings currently on the old key system) will be sent to University Police, logged in, and then forwarded to the lock shop to be filled. These key requests will usually be filled within one to two weeks. To check if keys are ready, call ext. 4308. When picking up keys, individuals must present Faculty/Staff identification or picture ID.

Requests for keys to the gates or doors of buildings that are on the new system must be on a blue card stock Key Request Form. These requests will be completed by the requesting department with an authorized signature and must be brought in person to University Police by the individual receiving the keys with picture ID, and the keys will be immediately issued. Keys can be picked up at University Police station Monday through Friday between the hours of 8:00 a.m. and 6:00 p.m. and on Saturday from 8:00 a.m. until 1:00 p.m. Unclaimed keys will be returned to the Lock Shop after 30 days.

Lost keys can be replaced at a fee, currently \$25.00 per lost key and \$100 per Grand Master key. If the original keys are found and returned to University Police within three months, any fees paid will be refunded.

College Park faculty must get keys through their Department. Contact your Department office for details. Irvine Campus faculty must request office keys at the Irvine Campus Front Desk.

For further information, please see: <http://police.fullerton.edu/policeservice/Default.php> or call (657) 278-4308.

Library Resources

The Pollak Library offers faculty members a variety of resources and services. An extensive collection of research databases, for example, is available via the Pollak Library website. In addition, faculty members may use their TitanCard to borrow books, periodicals, and other materials from the Pollak Library, and they may request to borrow material from other libraries through the interlibrary loan program (ILLiad). The Pollak Library also offers faculty members the ability to embed library resources into TITANium courses as well as to request assignment-based library instruction for their students. Library faculty members are available to assist the CSUF community in person at the Pollak Library's Reference and Research Services Desk, by appointment or online through its virtual reference services.

For further information, please see:

<http://www.library.fullerton.edu/research>

<http://www.library.fullerton.edu/services>

<http://libraryguides.fullerton.edu/faculty>

<http://www.library.fullerton.edu/ask>

Lost and Found

The main campus Lost and Found location is at the University Police Department. Lost personal items will be retained at the Lost and Found until either claimed by the owner or placed in storage by the University Police. Items stored for at least six months will be offered for sale at public auction. To inquire about lost items, call ext. 4308. Regarding the loss of state property, the person discovering the loss must report the loss to his or her department head. Administrators, in turn, must notify the Assets Manager of the loss. Prompt notification to University Police of the theft will initiate an investigation that can aid in the property's recovery. For additional assistance or questions, consult with your Department Chair.

Loyalty Oath

California Government Code Sections 3100-3109 outline the requirement that all state employees, including Cal State Fullerton faculty members, must take and subscribe to the oath or affirmation set forth in Section 3 of Article XX of the California Constitution prior to the start of employment. University faculty and staff are asked to complete this requirement as part of the University's sign-in process.

Individuals who have questions about or may object to this requirement should contact an Associate Vice President for Human Resources, Diversity and Inclusion or the Executive Director for Risk Management to discuss those questions or concerns. These administrators can be reached at ext. 2425.

Non-Discrimination

The University maintains a commitment to an academic environment that values human dignity and diversity. Consequently, any forms of discrimination or discriminatory harassment are prohibited. Discriminatory

behavior includes derogatory and/or disparaging language or actions and condemnation or insults based upon race or ethnicity, nationality, genetic information, religion, sexual orientation, gender, age, disability, marital status, or veteran or military status of another.

Faculty members' allegations based upon the above are handled through the grievance process, which may include the procedures contained in Executive Order 1096 (Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties). Allegations raised by non-faculty employees will be processed through the procedures contained in Executive Order 1096.

Executive Order 1097 (Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Students and Systemwide Procedure for Addressing Such Complaints by Students) deals with discrimination involving students. Additional information may also be obtained from the Office of Human Resources, Diversity and Inclusion (CP-700) or by calling ext. 2425. For further information, please visit: http://hr.fullerton.edu/faculty_staff_relations/DiscriminationHarassment.php.

Office Hours

Each full-time faculty member is expected to hold a minimum of three office hours each week. In addition, an attempt should be made to accommodate students who are unable to meet during office hours on a "by appointment" basis or via email in order to provide the opportunities for student-faculty interaction outside of the classroom. Part-time faculty members are expected to make themselves available to their students for one office hour per week for each three-unit class taught. A schedule of office hours and the office phone number must be posted next to the faculty member's office door with a copy provided to the department.

In the event that a faculty member will be unable to meet during scheduled office hours, the Department Chair must be contacted directly and in advance, if possible. In any event, the Chair must be notified as soon as possible.

Although office hours are normally held in faculty offices, less formal but professional and appropriate academic environment such as laboratories, department lounges, and the Titan Center, may also be used for meetings with students. The Department Chair must be notified in advance in the event office hours are scheduled out of the faculty's office.

Office of Sponsored Programs (OSP)

The CSU Fullerton Auxiliary Services Corporation Office of Sponsored Programs (OSP) provides specialized services to faculty members with a high level of support and assistance in managing all sponsored projects. OSP provides post-award administration and support for externally funded grants and contracts and cooperative agreements in areas of research, training, and other scholarly activities awarded to the University.

OSP is responsible for new project setup, new project orientations, review and approval of expenditures, invoicing, budget reallocations, expense transfers, reporting, and project close-out. The Sponsored Programs

staff is responsible for review and administration of all awards in accordance with the terms and conditions outlined in the award as well as all applicable federal and state regulations. OSP strives to provide all CSUF faculty and staff the highest level of customer service while protecting and maintaining the integrity of our campus community. For additional information, OSP can be contacted at ext. 4110 or at <http://www.csufasc.org/ospstaffdirectory.aspx>.

Parking

Parking for Faculty

Faculty members have two options to purchase a parking permit. A permit may be purchased each semester (either online through the campus portal or in person at the Parking and Transportation office), or faculty members may choose to have their parking fees deducted monthly via payroll deduction.

The payroll deduction option is available by applying in person at the Parking and Transportation office. An upfront payment of two months of deduction is required to initiate the payroll deduction process. Payroll deduction will ensue on the third month of permit ownership indefinitely, until the permit owner cancels their participation by surrendering their permit to Parking and Transportation.

Faculty members who teach at both Cal State Fullerton and another CSU campus are eligible to receive a reciprocity parking permit. Faculty members must bring in the other CSU's parking permit and a copy of their CSU ID to the Parking and Transportation office to receive the reciprocity permit.

A complimentary motorcycle parking permit will be issued to faculty members who have purchased a semester parking permit or payroll deduction parking permit. Faculty members are required to present their motorcycle registration to the Parking and Transportation office in order to receive a complimentary motorcycle permit.

For further information please see: www.parking.fullerton.edu.

Parking for Guest Lecturers

Parking for guest lecturers is complimentary. To secure a complimentary parking permit for a guest lecturer, a request must be submitted at least 72 business hours in advance of the guest's arrival. The request must be made online at the Parking and Transportation website via Parking Request Online (PRO) and will need to include the five digit schedule number for the class.

For further information please see: www.parking.fullerton.edu/permitrequest.

Preference for Available Temporary Work/Order of Assignment

If a department determines that it needs to assign new and additional work to temporary faculty members after all other required assignments are made, then work must be offered to qualified temporary faculty members in the department who have performed satisfactorily in the order of assignment detailed in Article 12 of the Unit 3 Collective Bargaining Agreement (CBA). Please refer to the CBA for more information.

Proposing a New Course

Academic units (departments/division/programs) or individuals or groups within the University community may initiate new course proposals for regular, short duration, remedial, special, variable topic and graduate courses. Regular courses constitute an integral part of the University curriculum and appear in class schedules, master plans for degree programs, and the University catalog.

In general, a new course takes two semesters to move from initial proposal to final approval. UPS 411.100 details the guidelines and procedures pertaining to proposing a new course.

Please consult with your Department Chair, or the Chair of your Department Curriculum Committee, for more information on the curriculum process. Curriculum is submitted via an online system called Curriculog that is accessed via the CSUF Portal. For more information on Curriculog please consult the Office of Academic Programs website: <http://www.fullerton.edu/academicprograms/>.

Proposing a New Program

An individual or group within the academic community may originate a program proposal and submit it for approval. Degree programs include: undergraduate majors; minors; options, concentrations and emphases within degree programs; and master's and doctoral degrees. Preliminary consultation with the Office of Academic Programs is encouraged at the early stages of developing any new degree proposal.

New degree programs require full review through approval of the Cal State University (CSU) Chancellor's Office and CSU Board of Trustees. They are also reviewed by the WASC Senior College and University Commission (WSCUC). New minors require full review through Presidential approval and notification of the Chancellor's Office. New options, concentrations, or emphases within a major require full review through Presidential approval and notification of the Chancellor's Office. Information regarding guidelines and procedures for proposing new programs can be found in UPS 410.103.

Please consult with your Department Chair, or the Chair of your Department Curriculum Committee, for more information on the curriculum process. Curriculum is submitted via an online system called Curriculog that is accessed via the CSUF Portal. For more information on Curriculog please consult the Office of Academic Programs website: <http://www.fullerton.edu/academicprograms/>.

Religious Holidays

Although the State of California does not recognize the vast majority of religious holidays, some students and faculty members observe the holy days within their respective denominations. Students who observe religious holidays should not be penalized for such absences, and faculty members should permit students to make up missed work or exams. Faculty members should make arrangements in advance with their Department Chairs to have their classes covered or appropriate assignments made when they observe such days.

Requests from Outside Speakers

Faculty members are sometimes approached by outside organizations, including employers, asking to make presentations in their classes concerning internships, jobs and other career-related services for students. Some of these organizations collect personal information from students. This is not appropriate and should not be permitted.

Faculty members who are approached by an outside organization or an individual who asks to make an announcement in class should be aware of the following:

1. Only organizations, including employers that work through the Cal State Fullerton Career Center have been granted legitimate and controlled access to students. None of these will directly contact faculty members asking for time in their classes.
2. Faculty members may question the credentials of anyone asking for access to their class. Contact the Career Center should any organization or individual ask to make announcements in your class before granting access to that individual or organization.
3. Faculty members are also encouraged to contact University Police (ext. 2515) if they observe any questionable activities regarding campus visitors.

Questions about these issues may be directed to the Director of the Career Center (ext. 2499).

Research Misconduct

UPS 630.000, "Policy for Investigating Instances of Possible Research Misconduct," defines "research misconduct" as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results:

1. Fabrication is making up data or results and recording or reporting them.
2. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
3. Plagiarism is the appropriation of another person's ideas, processes, results or words without giving appropriate credit.
4. Research misconduct does not include honest error(s) or differences of opinion. Substantiated research misconduct may result in, among other things, removal from a project, reimbursement of funds, withdrawal of manuscripts or articles pending or published, and/or disciplinary action.

Security/Student Disruption/University Police

Although it is rare, faculty members may encounter students whose behavior is disruptive in class. Should this occur, faculty members should talk with those students and clearly define the particular behavior that is considered inappropriate. If the student continues disruptive behavior, the faculty member should inform his/her Department Chair and contact the Dean of Students. After consulting with the faculty member, the Dean of Students might talk with such students to clarify their perception of the situation and, as necessary, underscore

that disruptive behavior must stop. The Dean of Students has responsibility for handling student disciplinary procedures. For more information, contact the Dean of Students located in TSU-235 and at ext. 3211.

Faculty members should immediately report all incidents of acts or threats of violence to University Police at ext. 2515, or, if the situation seems life-threatening, call 911. In other situations not requiring an immediate response, any faculty, staff or student may report a behavior or situation of concern by filling out the “Behavior of Concern” electronic form at: <http://police.fullerton.edu/BehaviorConcern/report.aspx>. Upon submittal, these reports are reviewed by University Police personnel and the University’s Behavior Intervention Team.

University Police offers a Safety Escort Service to all faculty, staff and students. It is provided for safe passage across the campus during the evenings and throughout the night by the Community Service Officer Program.

The University Police Department is open and staffed with police dispatchers and sworn police officers 24-hours a day, every day of the year. Faculty, staff, and students are encouraged to report any situations of concern immediately to the University Police. University Police can be contacted by dialing 911 in case of emergency, by phone at ext. 2515, or in person at the campus police station at State College Boulevard and Gymnasium Drive. The University Police also staff a Community Resource Center in Student Housing, Monday through Friday, 8:00 a.m. until 10:00 p.m. For further information, please see: <http://police.fullerton.edu>.

Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking

Cal State Fullerton adheres to three Cal State University systemwide Executive Orders dealing with this issue. Executive Order 1095 is the “Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy.” Executive Order 1096 is the “Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties” while Executive Order 1097 is the “Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Students and Systemwide Procedure for Addressing Such Complaints by Students.”

For further information, please see: <http://www.calstate.edu/eo/eo-1095-rev-6-23-15.html>; <http://www.calstate.edu/eo/eo-1096-rev-6-23-15.html> and <http://www.calstate.edu/eo/eo-1097-rev-6-23-15.html>.

Smoking

Presidential Directive No. 18 prohibits smoking on the Cal State Fullerton campus. Smoking is defined as inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe, or other lighted smoking product, including electronic cigarettes. The policy also states that the sale or distribution of any tobacco product, including smokeless tobacco products, is prohibited, and sponsorship of a University activity or event by a tobacco product manufacturer is prohibited unless explicitly authorized in writing by the University President or designee. The policy applies to smoking in all interior and exterior campus areas and locations as specified below:

- Buildings (including residence halls), structures (including parking structures), and outdoor areas owned, leased, or rented by the University or one of its auxiliaries whether located on or off the

Fullerton main campus.

- Vehicles owned, leased, or rented by the University or one of the University's auxiliaries.
- Vehicles on University-owned, leased, or rented land or in University-owned, leased, or rented parking structures.

Staffing Formulas

Staffing formulas, also known as course classifications, determine the character (lecturer, seminar, lab, etc.) and size of a class. Because the choice of staffing formula also has consequences for faculty workload, it is important to consult with your Department Chair before submitting the course proposal as they will help determine the appropriate staffing formula for the course.

For additional information, please see: <http://www.fullerton.edu/academicprograms/> and insert "staffing formulas" in the search box.

Summer Session Teaching

Faculty members may be assigned summer session teaching as an additional and voluntary assignment for additional pay. The provisions that cover summer term employment include the work assignment, salary paid, and benefits provided as detailed in Article 21 of the Unit 3 Collective Bargaining Agreement. In summary, summer teaching assignments are made by the President or designee, with priority given to all probationary and tenured faculty members to satisfy a prescribed percentage of the summer faculty (at the time of this revision, 35% of Cal State Fullerton's summer faculty must be permanent or probationary.) Once that percentage is reached by the campus, additional teaching assignments may be made to qualified lecturers in keeping with the order of appointment described in Article 21. Due to accreditation standards, certain departments and colleges may consider the academic or professional qualifications of the faculty when making summer course assignments. Faculty members who agree to teach in summer session must ensure that their personal/professional calendars permit them to meet their full obligations. Faculty members shall not miss any scheduled classes in order to attend to other personal or professional business (including attendance at professional conferences) without the express, advance, written permission of their College Dean. For additional information, contact your Department Chair or refer to Article 21 of the CBA.

Syllabi/Course Outlines

Syllabi or course outlines must be compatible with approved course proposals and objectives on file in the Office of the Associate Vice President for Academic Programs and with course descriptions in the University catalog. Syllabi/course outlines must be provided to students in writing within the first full week of classes. Information about what must be included in your syllabus/course outline is governed by UPS 300.004. At minimum, the syllabus/course outline must give detailed information on the following: material to be covered in the course, grading policy, class assignments, examination dates and make-up policy, required or permissible materials or equipment that may be used in testing situations, required or permissible materials and/or equipment for the course, faculty information, students' rights to accommodations for documented disabilities, academic integrity, and emergency procedures. For courses approved for general education (GE), the syllabi must also identify the GE category the course satisfies as well the learning goals associated with that category. Furthermore, it should also include a statement describing how the GE writing requirement will be met and assessed in the course.

Syllabi must also meet the standards for compliance with ADA.

For additional information, please see: <http://www.fullerton.edu/academicprograms/>.

Teaching Schedule

A faculty member's instructional assignment (teaching schedule) is delineated in section 20.2b of the Collective Bargaining Agreement. This section states the following: "The instructional assignments of individual faculty members in the classroom, laboratory, or studio will be determined by the appropriate administrator after consultation with the department chair or designee and/or the individual faculty member. The department or other appropriate unit's overall instructional or course assignments shall be consistent with department and student needs." Section 20.3 goes on to state: "a. Members of the bargaining unit shall not be required to teach an excessive number of contact hours, assume an excessive student load, or be assigned an unreasonable workload or schedule. b. In the assignment of workload, consideration shall be given at least to the following factors: graduate instruction, activity classes, laboratory courses, supervision, distance learning, sports, and directed study. Consideration for adjustments in workload shall be given to at least the following: preparation for substantive changes in instructional methods, research, student teacher supervision, thesis supervision, supervision of fieldwork, and service on a University committee. c. In determining what is "excessive" or "unreasonable" under this section, the items listed under 20.3(b), as well as the number of students seeking to take courses in the academic area, the distribution of student enrollment, the level of support provided the program, and the effects of the introduction of new instructional technologies, and the prior practices of the University shall be among the primary elements to be considered. The parties agree that consideration of the prior practices of the University shall include the calculation of Weighted Teaching Units in prior years."

Title IX

The CSU is committed to creating and sustaining an educational and working environment free of sex discrimination, sexual harassment, sexual misconduct, dating and domestic violence, and stalking. The safety and well-being of the campus is a priority. Executive order 1095 sets forth the CSU policy concerning the implementation of Title IX. <http://www.calstate.edu/eo/eo-1095-rev-6-23-15.html>

Most University employees have a duty to report sex discrimination, sexual harassment, sexual misconduct, dating and domestic violence, and stalking incidents when they are on notice of them. When a victim tells the Title IX Coordinator or another University employee about a sex discrimination, sexual harassment, sexual misconduct, dating and domestic violence, and stalking incident, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Reports may be made directly to either the Title IX Coordinator or the Title IX Administrator listed below. All members of the campus community may also submit a claim form located at http://hr.fullerton.edu/faculty_staff_relations/FileATitleIXComplaint.asp.

Students: Any student who believes he or she has been a victim of sexual misconduct may visit the WoMen's Center (UH-205) to obtain information about various support services for men and women. For more information, visit <http://fullerton.edu/womencenter/>. Incidents involving other forms of harassment and/or discrimination should be brought to the attention of the Title IX Coordinator (please see: http://hr.fullerton.edu/faculty_staff_relations/ProgramAdministration.php).

Employees: Any employee who believes he or she is a victim of sexual misconduct, harassment, and/or discrimination should bring the matter to the attention of his/her supervisor or manager and, the Title IX Coordinator (please see: http://hr.fullerton.edu/faculty_staff_relations/FileATitleIXComplaint.asp).

If it happens on this campus, we need to know about it!

If faculty members would like to speak directly with a trained member of the campus community, they may contact any one of the individuals listed below:

TITLE IX COORDINATOR/DISCRIMINATION, HARASSMENT, AND RETALIATION ADMINISTRATOR

Mary Becerra, MPH

Langsdorf Hall - 809

mbecerra@fullerton.edu / 657-278-2850

TITLE IX ADMINISTRATOR

Dr. Berenecea Johnson Eanes, Vice President for Student Affairs

Langsdorf Hall - 801

bjeanes@fullerton.edu / 657-278-3221

DISCRIMINATION, HARASSMENT, AND RETALIATION (DHR) ADMINISTRATOR

María Osorio, Director of Faculty Labor Relations and Compliance

College Park - 700

mosorio@fullerton.edu / 657-278-7169

Inquiries may be referred to the Title IX Coordinator or Title IX Administrator identified above or to the Office of Civil Rights, United States Department of Education. For further information, visit <http://www.ed.gov/> for the address and phone number of the U.S. Department of Education Office for Civil Rights that serves your area, or call 1-800-421-3481.

Travel

Individuals traveling on official University business must familiarize themselves with and adhere to the Cal State Fullerton Travel Policy. Travelers must ensure they have documented authorization to travel prior to embarking on the trip and/or prior to making non-cancellable travel arrangements by completing a Campus Business Travel and Prepayment Request form. Travelers should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant and necessary for the purpose of the trip.

Because travel outside the United States (U.S.) carries additional risk, faculty members traveling internationally on University business must request foreign travel liability insurance prior to departure. A similar requirement exists for students who travel internationally. These requests can be made online; please contact University Risk Management in Human Resources, Diversity and Inclusion (HRDI) for assistance (CP-700, ext. 7346). Please note that travel to countries designated as “High Hazard” or for which a U.S. “Travel Warning” is in place requires the campus President’s approval. Travel to areas designated as presenting a “War Risk” requires both the campus President and the Chancellor’s approval. University Risk Management coordinates all such approvals on behalf of faculty. For additional information, please refer to the “Safety/Risk” tab on the HRDI website at <http://hr.fullerton.edu>.

Visiting Faculty/Invitations to Other Faculty

The campus policy on visiting scholars is given in UPS 108.000. As indicated in this policy, the University typically does not provide housing, travel or other financial support for visiting scholars. There are two categories of visiting faculty: those from the U.S. and those from abroad.

From the U.S.

Scholars from other universities may occasionally request permission to work on the Cal State Fullerton campus. All such invitations are made after appropriate consultation with the Department Chair and Dean and approval by the Provost and Vice President for Academic Affairs. Informal or short-term arrangements with colleagues or academic contacts cannot be made without a formal request and approval. For more information, contact your Department Chair or Dean.

From Abroad

CSUF welcomes visiting scholars from abroad for stays of varying duration in order to conduct research, teach and/or consult with faculty members at the University. Such visits are in keeping with the University's mission as a "comprehensive, regional university with a global outlook," as the participants contribute to the internationalizing of the campus. Visiting foreign scholars and faculty members are participants in the "Exchange Visitor Program" regulated and administered by the U. S. Department of State. All invitations are made by the Associate Vice President for International Programs after appropriate consultation with the Department Chair and Dean and approval by the Provost and Vice President for Academic Affairs. For more information, please contact your Department Chair and the International Programs office in UH 244 or by calling ext. 2787.

Whistleblower Complaints

What to Report

Improper acts by a state agency or employee, such as:

- Violation of state or federal law.
- Noncompliance with an Executive Order, a Rule of Court, the State Administrative Manual, or the State Contracting Manual.
- Misuse or waste of state resources.
- Gross misconduct, incompetence, or inefficiency.

Some of the most commonly reported improper acts include misuse of state property, improper travel expenditures, and time and attendance abuse.

Executive Orders 929 (see: <http://www.calstate.edu/eo/EO-929.html>) and 1058 (see: <http://www.calstate.edu/eo/EO-1058.html>) give CSU policy related to Whistleblower Complaints.

Complaints Are Investigated

The California State Auditor investigates complaints and reports the results of substantiated allegations to the:

- Head of the employing agency.
- Legislature, Governor, and appropriate law enforcement agencies
- General public, keeping identities confidential

Whistleblowers Are Protected

The Whistleblower Protection Act requires the California State Auditor to protect your identity.

It also prohibits intimidation, threats, or coercion by state employees that could interfere with your right to disclose improper governmental activities.

If you feel that you have been retaliated against for reporting an improper governmental activity, you should report this immediately to one of the following agencies:

- State and court employees: write to the State Personnel Board at 801 Capitol Mall, MS53, Sacramento, CA 95814
- University of California (UC) employees: contact the locally designated official for the UC facility at which you are employed.
- California State University employees: write to the Vice Chancellor of Human Resources at 401 Golden Shore, Long Beach CA 90802 or contact the appointed campus administrator.

How To Report

- Call the Whistleblower Hotline at 800-952-5665 (phone) or 916-322-2603 (fax)
- Mail information to:
Investigations
California State Auditor
P.O. Box 1019
Sacramento, CA 95812
- Submit a complaint online to <http://www.auditor.ca.gov/hotline>.

V. Information Technology Services

Audio/Visual Technology Support

Audio/Visual (AV) Technology Support is responsible for the support and maintenance of IT and AV equipment in 188 smart classrooms in all academic buildings around the campus. Classroom Support hours are 7:00 a.m. - 7:30 p.m., Monday through Friday. For evening classes beginning at 7:00 p.m., it is recommended that all equipment is checked prior to the start of class, as Classroom Support will not be available after 7:30 p.m. For immediate classroom assistance if there is a technical issue with the equipment in a classroom while teaching, please call ext. 2277 from the classroom phone.

Smart Classroom Key

To obtain smart classroom keys, please bring a photo ID to the Academic Technology Center (ATC) in the Faculty Commons (PLS-237). Please allow at least 30 minutes as you will be required to complete training prior to obtaining the key. If you would like to complete training prior to your visit to the ATC you can access the training at the following link: <http://www.fullerton.edu/ITTraining/other/smartclassroom/>. Bring the certificate of completion and a photo ID to the ATC.

To replace a missing key, the instructor must file a lost key report with University Police and pay the fine for the missing key. The instructor can then bring copies of these documents to the ATC to obtain replacement keys.

Smart Classroom Pen

Faculty members who are assigned to teach in the academic classrooms that have Epson Bright Links technology will be contacted for optional smart pen training held in the ATC (PLS-237). Once trained, faculty members can check out a smart pen that will allow them to use the integrated white board technology in those rooms. Faculty members will be able to check out a pen each semester they are assigned to teach in a classroom that has the interactive white board.

Assistance with Technology Needs

The main point of contact via email or phone for computing support is the Help Desk. The Help Desk provides a great deal of support to faculty members and can help via phone with software, hardware, and network-based questions. The Help Desk can be reached at ext. 7777 or helpdesk@fullerton.edu during the hours of Monday - Friday 8:00 a.m. - 8:00 p.m., Saturday 8:00 a.m. - 5:00 p.m.

Help with Campus Mobile Devices

Faculty members may walk into the Academic Technology Center (ATC) (PLS-237) for support with any campus mobile equipment. This includes repairs and troubleshooting any issue a user may be facing. New devices can be picked up at the ATC when a client has been notified that the equipment is ready for pick-up. Additionally, the ATC collects equipment from faculty members who are upgrading to a new device or otherwise permanently returning state equipment assigned to them for their use. Personal mobile equipment can be brought into the center if faculty members need assistance setting up Wi-Fi or email. Personal equipment cannot be left for service.

Student IT Help Desk

The Student IT Help Desk provides technical support and resources to students for campus related technologies.

- Student IT Help Desk: 657-278-8888
- Email: StudentITHelpDesk@fullerton.edu
- Chat: Via Portal (Online IT Help)
- Submit a ticket: Via Portal (Online IT Help)
- Walk-in: Student Genius Center (SGC) at Pollak Library North, first floor

Please visit <http://sts.fullerton.edu> for more information.

Email Accounts

Campus e-mail accounts are available for all faculty employees. Department IT Coordinators (DITC) are responsible for submitting requests for e-mail account creation for all Faculty members.

TitanCard

TitanCard is your official identification card issued by the University. In addition to serving as a photo ID card and providing access to campus facilities, TitanCard can also be used as a stored value card for various campus services. For more information, please visit the Pollak Library to obtain your card.

iFullerton

iFullerton is a campus mobile application available for free download for a variety of mobile devices at <http://www.fullerton.edu/mobile-apps.aspx>. With this app, you can look up your course information, access the Learning Management System, check the academic calendar, and get CSUF messages.

Features:

- Customize the home menu icons from the Edit tab bar
- Get important campus notifications
- Browse all courses in the course schedule
- Lookup building locations from your schedule using the campus map
- Access your course information from the campus Learning Management System
- Campus Directory: Lookup faculty email / phone number / office location
- Lookup your Titan debit card balance
- Check parking availability in the parking structure
- View the campus Academic Calendar
- Campus dining locations and hours
- Campus Portal
- Campus Webcams

- Read CSUF News feed
- Social Media (Facebook, Twitter, YouTube)
- Academic Advising
- Weather
- Titanium Communities
- Library
- Titan Radio / TV

Phone Services

Questions about setting up phone services or the operation of phones may be directed to the faculty member's Department IT Coordinator (DITC).

Portal

Faculty, staff, students, and alumni have access to campus online resources through the Cal State Fullerton portal system. To login, go to the portal system login site at <https://my.fullerton.edu>.

The Faculty/Staff Portal provides secure access to email, TITANium, Human Resources information, and other information that is personalized to the user, including employment and benefits information.

Some of the other features currently available through the Faculty/Staff Portal:

- Access your courses in Titanium
- Lookup your Titan debit card balance
- Academic Advising
- Titanium Communities
- Library
- Check Email
- Access Titan Online
- View Webcams on Fullerton and Irvine campus
- Lynda.com Online Training
- Career Center
- NBC Learn
- Titan Apps
- Qualtrics
- Online IT Help available for students
- Digital Printing Services
- Web Meetings
- Access Virtual Computing Lab
- Curriculog

Software

Faculty and Staff can order software from Information Technology for office and at-home use. Please visit the Information Technology website for a complete list of software titles available.

TITANium

TITANium is the campus Learning Management System (LMS) based on Moodle.

- Details on TITANium are available at <http://fdc.fullerton.edu/>
- Support requests for TITANium may be directed to lmsadmin@fullerton.edu
- Walk-in support is available at the Faculty Commons (PLS-237)

Wireless Services

IT provides a fast reliable wireless network across campus for Faculty, Staff, and Students. For more information on how to connect to CSUF wireless network, please visit <http://wireless.fullerton.edu/>.

Announcements and System Status

Visit the IT home page for important technology announcements and system status.

VI. Policies Concerning Students and Expectations of Students

Academic Appeals

A student who alleges capricious or arbitrary treatment by a faculty member in the assignment of a course grade has the right to file an appeal of that grade. In such cases, the student assumes the burden of proof and must provide evidence in support of the charge. Procedures and timelines are described in UPS 300.030, Academic Appeals, and UPS 300.031, Academic Appeals Board.

Academic Safety

The University is committed to providing its students a safe environment in which to learn and study. Faculty members facilitate student safety by (a) informing students of risks inherent in the class or lab that involve hazardous substances, equipment, or procedures; (b) instructing students on how to properly and safely handle hazardous items or activities; (c) exercising a degree of supervision over class or lab activities appropriate to the hazards involved; (d) ensuring that students wear all required personal protective equipment; (e) enforcing all applicable safety policies developed by the department and Risk Management/Environmental Health and Safety; and (f) informing students of campus emergency procedures and explaining their application to the instructional setting. To find out more about a faculty member's responsibility for student safety at the University, please refer to the Risk Management/Environmental Health and Safety website at <http://rmehs.fullerton.edu/academicsafety/> and the Emergency Preparedness website at <http://prepare.fullerton.edu/>.

Adds/Drops, Change of Program

Procedures for adding and dropping classes (Change of Program) are described in the online Registration Guide and University catalog. Such procedures vary depending upon the time in the semester that request is made.

For further details, please see <http://www.fullerton.edu/admissions/> and select the "Faculty/Staff" tab near the top of the page.

Adding Classes

During the first week of classes, all classes must be added through Titan Online, except for those courses indicated as "restricted." For these restricted classes, an electronic permit must be placed in the registration system by the department. After the permit is placed, students must complete the registration process through Titan Online by the deadline that is posted each semester.

During the second week of classes, the student must obtain an electronic permit, which is issued by the academic department for all classes on the Fullerton campus and closed classes at Irvine (open classes on the Irvine campus do not need a permit.) The student is required to access Titan Online and complete the registration process before the permit expires at the end of the second week of classes.

During the third and fourth week of classes (late add period), the student must submit a Petition for a Late Addition of Classes form signed by the instructor, Department Chair, and Dean (or designee) to the Admissions and Records Service Center in LH-114.

The final deadline for adding courses is set and announced in the online Registration Guide each semester. For any question regarding registration issues or procedures, contact your Department Chair or the Admissions and Records Service Center at ext. 7601.

Administrative Drop

If a student is absent without notifying the instructor or departmental office no later than 24 hours after any meeting missed during the first week, the student may be administratively dropped from the class by the instructor. Faculty members may also administratively drop students who do not meet the prerequisites for the course. Each semester, the Office of Admissions and Records distributes the procedures for submitting administrative drops. Faculty members should print a copy of their class list from Titan Online, and for each student to be dropped, write next to the name “NS” if the student is a “no show” or “NP” if the student does not meet prerequisites for the course.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) strives to help students achieve their academic, professional, and personal goals. Counselors can help students improve coping skills, strengthen personal relationships, navigate the college transition, recover from traumatic experiences and engage in self-exploration. CAPS offers brief counseling for individuals and couples, group counseling, psychiatric services, referrals, crisis intervention, and workshops to eligible Cal State Fullerton students. CAPS counselors are also available to consult with faculty and staff about concerns related to student mental health. In addition, CAPS offers a doctoral internship training program (pre-doctoral internship) for graduate students in counseling and clinical psychology. Live counselors are available to assist students after hours via phone at (657) 278-3040.

CAPS staff members are required by law and professional ethics to protect the confidentiality of all communications with clients. Client information and client records cannot be released to anyone outside of CAPS without the client’s written permission. Client records are kept separate from academic, administrative, disciplinary, and medical records. No information (except those that are legally mandated) about a client’s contact with CAPS (including whether a student is a client at CAPS) is released without the written consent of the client. Legally mandated exceptions to confidentiality include: where there is reasonable suspicion of abuse or neglect of children, dependent adults, or elderly persons; where the client presents a serious danger of violence to another; where the client is likely to harm himself/herself unless protective measures are taken; and where a judge issues a court order to release information.

For further information, please see: <http://www.fullerton.edu/shcc/caps/>.

Students with Disabilities Enrolled in Class

The University is committed to supporting all students and providing reasonable accommodations, access, and support services which promote student success. Students with temporary or permanent disabilities may receive assistance and support through the Office of Disability Support Services (DSS) in UH-101, ext. 3112. This Student Affairs department is responsible for collaborating with others to *make the University's educational, cultural, social, digital and physical facilities and programs accessible to students* with orthopedic, systemic/chronic, perceptual, psychological/emotional, and/or learning disabilities.

Students with a disability are entitled to receive reasonable accommodations after DSS has reviewed their disability-related documentation and conducted an initial interview. Following this review, DSS professional staff will collaboratively determine and recommend appropriate accommodations. *A memoranda, Letter of Accommodation (LOA), will be generated by DSS specifying accommodations which the student will present to his/her professors/instructors for facilitating classroom accommodations.* Presentation of these memos to faculty members will normally take place during the first few weeks of each semester. Students must meet with their DSS counselor a minimum of once each academic year in order to review and update, as needed, their accommodations. New students are encouraged to make multiple appointments in their first semester. This ensures that all their accommodations are set up properly.

Faculty members should be aware that students present DSS with documentation throughout the semester. Once evaluated, the University is required to provide accommodations; consequently, students may present accommodation memos later in the semester. *Faculty members are not obligated (nor encouraged) to accommodate students before receiving the memo from DSS.* However, a student who has been interviewed but unable to meet with their counselor before a test or quiz is scheduled can request a special memo from DSS for that particular class.

DSS provides a range of academic accommodations for students with disabilities, including accessible formats of instructional materials, readers, note-takers, tutors, ASL Interpreters for deaf students, alternative testing, Disabled Persons (DP) parking information, application assistance, and referral to other resources both on and off campus regarding housing, transportation, health services, and advocacy. In addition, the DSS department provides limited personal counseling, career counseling, diagnostic assessments, and academic advising.

Faculty members *may be required to modify their methods of instruction* to accommodate the needs of students with disabilities. Examples of modifications include: making their face visible to a student to read lips, using accessible instructional media or PowerPoints, reading aloud material written on a whiteboard, or re-arranging classroom group work during discussions to accommodate deaf/hard-of-hearing students or students with psychological conditions. Students often require accommodations with respect to exams, including extended time to complete exams, ASL Interpreters for instructions, braille or large-print exams and answer sheets, and transcribers. Testing accommodations will be managed through an electronic data base, TITANable, starting in fall 2016. Video tutorials on the DSS web site explain how students and faculty utilize the Test Accommodations online.

Questions about accommodations for students with disabilities should be directed to DSS at ext. 3112. *Some accommodations are unique or more procedural, such as allowing for absences or providing for changes in deadlines due to medical issues.* These will be discussed with faculty on a student by student basis. Accommodations recommended must take into consideration the essential knowledge and skills being evaluated, that are integral to a course.

Discrimination on the basis of disability is illegal under 42 USC § 12132, §504 of the Rehabilitation Act of 1973,

and the American with Disabilities Act (as amended). For additional information, please consult with DSS (UH-101) at ext. 3112. *Faculty are not advised to refuse an accommodation which has been authorized by DSS, but should consult with a counselor or the Director regarding any questions or concerns they have.* Additional information may also be found in CSU Executive Order 1097 and on the Disability Support Services website (www.fullerton.edu/dss).

For further information, please see: <http://www.calstate.edu/EO/EO-1097-rev-6-23-15.html>.

Disputes/Problems with Students

Occasionally, students may voice their disagreement with faculty members over the evaluation of student work, the assignment of grades or course requirements. If a student dispute should arise, the faculty member should work to resolve the situation effectively with the student in a professional and timely manner. However, if the dispute cannot be resolved with the professor, the student should be directed to the Department/Division Chair. Faculty members should remain professional and considerate at all times when handling student disputes. For additional information, see the Student Bill of Rights and Responsibilities (UPS 300.000), the procedures for Academic Appeals (UPS 300.030), and the procedures for Academic Appeals Board (UPS 300.031).

Dropping Classes

Students who wish to drop a course may do so during the first and second weeks of classes using Titan Online. After the second week of classes, students may withdraw from a course only due to documented serious and compelling reasons and by submitting a Request for Withdrawal form with the required signatures to the registration center in LH-114. The final deadline for course withdrawal is set and announced in the online Registration Guide each semester.

For any question regarding registration issues or procedures, contact your Department Chair or the Admissions and Records Service Center at ext. 7601.

Grading (Use of +/- Grading)

In reporting the course grade, faculty members can choose whether or not the final grade incorporates plus/minus (+/-) grading (e.g., A-, B+, C-) or the final grade does not incorporate +/- grading (e.g., A, B, C). The system that will be used must be disclosed to students on the syllabus. It is worth noting that if a student must earn a grade of C or better in a course, a grade of C- may not be sufficient. In terms of calculating a student's Grade Point Average, a grade of A+ and A each count as 4.0, a grade of A- counts as 3.7, a grade of B+ counts as 3.3, a grade of B counts as 3.0, etc. Even if a faculty member uses +/- grading, s/he may not assign a grade of F+ or F-.

For further information, please see: http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS300.020.pdf.

Grading Symbols

There are several administrative grades the University and the California State University (CSU) use for various purposes.

Audit (AU)

The symbol "AU" is used in those instances where a student has enrolled in a course either for information or other purposes not related to the student's formal academic objective. Enrollment as an auditor is subject to permission of the instructor, provided that enrollment in a course as an auditor is permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status. A student who is enrolled for credit may not change to audit after the fourth week of instruction. An auditor is not permitted to take examinations in the course; therefore, there is no basis for evaluation or a formal grade report.

Incomplete Authorized (I)

The symbol "I" signifies that a portion of required course work has not been completed and evaluated in the prescribed time period owing to unforeseen but justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to initiate the request, bring pertinent information and any substantiating documentation to the instructor, and reach agreement with the instructor on the means by which the remaining course requirements will be satisfied in order to convert the "I" to a letter grade. The forms to be used to initiate this process are available in the department offices and the Admissions and Records Services Center (LH-114).

An Incomplete (I) must be made up within one year following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. An extension of this time due to extraordinary reasons may be granted upon request.

Incomplete Charged (IC)

If the Incomplete (I) is not converted within the prescribed time limit or any extension, it will be replaced by "IC" (Incomplete Charged) and will count as a failing grade in calculating grade point average and progress points. More detailed information on the use of the I and IC grades is contained in UPS 300.017.

Report Delayed (RD)

The symbol "RD" is used when a delay in the reporting of a final grade is due to circumstances beyond the control of the student. The symbol may only be assigned by the registrar and must be replaced as soon as possible with a substantive grading symbol. An RD will not be included in calculation of a grade-point average. Whenever this symbol is used, an explanatory note must be included in the transcript legend. The registrar will notify both the instructor of record and the Department Chair within one week of the assignment of an RD.

Report in Progress (RP)

The symbol "RP" is used in connection with thesis, project or similar courses that extend beyond one academic term. RP indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a final grade must await completion of additional course work. Cumulative enrollment in

units attempted may not exceed the total number applicable to the student's educational objective. Work is to be completed within a stipulated period, which may not exceed one year, except for graduate degree theses or projects for which the time may be longer. However, the time period may not exceed the overall limit for completion of all master or doctoral degree requirements. The President or designee may authorize an extension of established time limits.

Withdrawal (W)

Withdrawal from a class after the mini-census date (the first two weeks of the semester) is signified on the student's academic record by a grade of "W." Such grades are not included in the calculation of the student's grade point average. The authorization for a student to withdraw from a course after the census date and prior to the last 20 percent of instruction in a term shall be granted for only the most serious and compelling reasons. Poor academic performance is not evidence of a serious and compelling reason for withdrawal. Withdrawals shall not be permitted during the final 20 percent of instruction except in appropriately documented cases that the student cannot complete the semester (e.g., medical provider verification, court/legal documents, military orders) and when an Incomplete is not practicable. Such withdrawals must be due to circumstances beyond the student's control. There is an 18 unit maximum on withdrawals during the student's undergraduate career.

Withdrawal Unauthorized (WU)

When the student has not withdrawn from a class appropriately and when there is no clear indication of the student's academic performance in the class, the instructor may assign the administrative grade of WU – withdrawal unauthorized. The most common use of the grading symbol "WU" is in instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A – F). The instructor shall report the last known date of attendance by the student. The symbol "WU" shall be identified as a failing grade in the transcript legend and shall be counted as units attempted but not passed (equivalent to a grade of F) in computing the grade point average.

Credit/No Credit Option (CR/NC)

Students may choose in certain courses to select the nontraditional Credit/No Credit grading option. Courses which have this optional grading pattern available are listed in the class schedule. Instructors will not be made aware of whether a student has chosen that option and will assign a letter grade to the student's work. It will then be converted to CR (Credit) for satisfactory [equivalent to "C" (2.0) or better in undergraduate courses; "B" (3.0) or better in graduate courses] and NC (No Credit) for less than satisfactory work.

Inappropriate Consensual Relationships

The importance of individual faculty-student contact is clear, especially when this contact includes the encouragement of the student's academic development. Occasionally, it is possible that a faculty member's interests in a student's well-being might be misunderstood, and faculty members and students might attract the romantic interest of one another. Therefore, faculty must avoid acting in a way that a student might interpret as encouraging anything beyond a professional relationship. In the event that any inappropriate student behavior should develop, the faculty member must consult with his/her Department Chair or Dean immediately. He or she in turn will involve the Title IX Coordinator and/or, Human Resources, Diversity and Inclusion (HRDI), who may meet with the student for advice or counseling.

CSU employees shall not enter into a consensual relationship with a student or employee over whom s/he exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority. For additional information, consult CSU Executive Orders 1096 (<http://www.calstate.edu/eo/eo-1096-rev-6-23-15.html>) and 1097 (<http://www.calstate.edu/eo/eo-1097-rev-6-23-15.html>), or contact the Title IX Coordinator or the Discrimination, Harassment, and Retaliation (DHR) Administrator listed in the Title IX section above.

Late Add

The campus late add policy is given in UPS 300.013. This policy states that no student will be allowed to add any course after the census date except upon the approval of the Department Chair and the Dean.

Open University

Open University allows students who are not currently in an admitted status at Cal State Fullerton to enroll in undergraduate and graduate-level courses on a space-available basis with instructor and department approval. Open University is administered by University Extended Education, and per UPS 450.400, all Open University students must consult with an academic advisor prior to registering for a class. For further information, please see: www.ou.fullerton.edu.

Petitioning to Add Class

Beginning the third week of classes and continuing through the University's census date, students may, with the instructor's permission, enroll in closed classes using a Late Add Petition form which is signed by the instructor, Department Chair, and Dean. After the Late Add Petition form is signed, it is the student's responsibility to file the form at the Admissions and Records Service Center in LH-114 in a timely manner. Additional information is available in the online Registration Guide or from Admissions and Records.

Plagiarism

Plagiarism is defined in the Academic Dishonesty Policy (UPS 300.021) as the act of taking the work (words, ideas, concept, data, graphs, artistic creation) of another whether that work is paraphrased or copied in verbatim or near verbatim form and offering it as one's own without giving credit to the source. When sources are used, acknowledgment of the original author or source must be made through appropriated citation/attribution.

For additional information, consult the University catalog or the Associate Dean of Students, Student Conduct, (located in TSU-235 or by calling ext. 4436).

Any case of plagiarism alleged to be committed by a faculty member should be reported to the College Dean or the Deputy Provost and Associate Vice President for Academic Affairs.

Plagiarism is considered a serious offense.

Recording and Transcription of Class Content by Students

Student recordings of class content includes audio recording, photography, video recording, scanning, screen capture, and the like. Each faculty member has the choice to permit or disallow class content to be recorded or transcribed by students except when such action is mandated by the Americans with Disabilities Act or by other federal or state laws. Students who have disabilities, who receive accommodations from Disability Support Services (DSS), and who have an accommodation plan, are permitted to make audio or video recordings or have class content transcribed (which includes real time captioning/computer aided transcription).

Students who do not have disabilities and/or who are not registered with DSS may make recordings or have class content transcribed only with the prior consent of the instructor. Such consent is at the sole and absolute discretion of the instructor. UPS 330.230, Recording and Transcription of Class Content by Students, details the campus policy on recording and transcription of class content.

Retention or Use of Student Work

All student work, research, and creative activity submitted in fulfillment of the requirements for a degree, program, course, or other certification by the University, whether or not produced employing State of California resources and materials, is the property of the student and must be returned. However, such work may be retained by the University, faculty or other academic employees for a reasonable period of time for the purpose of evaluation.

In all cases of delayed grades (I, RP, RD), the materials submitted must either be returned to the students or be retained until a final grade is assigned.

Different from scholarly or creative materials, a student has no right to the return of written work resulting from a test or examination. However, the student does have the right to examine and discuss tests and examinations with the faculty member involved and, at the option of the faculty member, these materials may be returned to the student. Examinations not returned to the students shall be retained on file for one semester after the last day of the semester in which the course was taken except when they become part of an academic appeal, in which case they shall be retained until the appeal has been concluded.

Information concerning the retention of student work can be found in UPS 320.005

Faculty who publish/co-publish with students must take appropriate steps to acknowledge all student contributions to the work.

Risk Activities and Student Right of Non-Participation

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

The student who at any time comes to believe that the risks to himself/herself, whether physical or psychological,

are excessive has the responsibility to withdraw from participation at that time and to inquire of the instructor whether there are alternative means of fulfilling the requirements without penalty. If there are none, the student may petition for withdrawal from the course without penalty or appeal for an appropriate modification of the activity. The appeal may be made either to the Chair of the department concerned, or to the College Dean, or both.

Student Privacy

The privacy of student records is strictly protected under requirements provided for in the federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and the California Education Code §67100 et seq. Generally, the law requires that written consent of the student must be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions. California State University, Fullerton has adopted a set of policies and procedures concerning implementation of the statutes and regulations on the campus. Information on student privacy is contained in the President's Directive No. 17: Student Privacy and Education Records. If you have questions, please contact the Office of the Dean of Students.

For further information, please see: <http://president.fullerton.edu/directives/>

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