

New  
Faculty  
Survival  
Guide

2017-  
2018



Stanislaus  
State

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# Acknowledgements

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I would like to offer thanks and appreciation to the numerous people who annually revisit the various text sections that reflect their areas of service, expertise, and day-to-day interactions on the campus. Thank you faculty, staff, and administrators. This document would not be a living and useful one without assistance and support in the updating and refining process.



I am appreciative of the work of the Faculty Development Committee during 2016-17. The Committee continues to focus on providing a well-rounded program of professional development opportunities for faculty at all levels of service to the university. I appreciate the time and efforts of Drs. Mandy Huang, Anysia Mayer, Augustine Avwunudiogba, Bob Koehler, Chris Bradshaw, Jennifer Cooper, Marty Giaramita, Jake Myers and Stuart Sims during a very active academic year at the John Stuart Rogers Faculty Development Center.

This guide could not have been produced without the patience, organizational talent, typing, and editing skills of Emy Barsley, Coordinator of the Faculty Center for Excellence in Teaching and Learning.

Continued thanks and appreciation are offered to the original *New Faculty Survival Guide* Committee who wrote this document during 1999-2000. The source for much of their work can be linked to a masterful faculty guide developed by our sister university, CSU East Bay. We continue to appreciate their willingness and permission to utilize their format and organizational approach to create our own unique document that grows and expands.

Enjoy this survival guide. I hope it will prove to be a valuable resource for you as you begin and continue your work at CSU Stanislaus.

Marina M. Gerson, Director

Faculty Center for Excellence in Teaching and Learning

# Reminder

This guide serves as an informational handbook for new full-and-part-time faculty, providing an introduction to the university and to basic professional responsibilities. We hope we've made this edition of the New Faculty Survival Guide as informative and accurate as possible, but as with any large and collaborative work, errors can creep in. If something in this guide doesn't seem quite right, or if you are using this information to make a crucial decision, be sure to check with the official sources listed in the Survival Guide. We expect that this guide will provide you with important information, and also with suggestions for how to track down more details as needed. Remember, this is not an official statement of policies and procedures. We urge faculty members to alert us of updates and revisions so that this guide will continue to be useful to new faculty for years to come.

This New Faculty Survival Guide is not meant to supersede the Collective Bargaining Agreement between the Board of Trustees and the California Faculty Association, or established rules and regulations that govern the system, the university, and the faculty in particular. New faculty should be aware that the official statement of University policy and procedures with regard to faculty at CSU Stanislaus is the CSU Stanislaus Faculty Handbook, available on the Web at [www.csustan.edu/FacultyHandbook/](http://www.csustan.edu/FacultyHandbook/). In case of any conflict between the contents of this guide and the provisions of the primary sources, the primary sources prevail. You will find a bibliography of important primary resources at the end of Chapter 1.

You will also find a short response form at the end of this guide where you can jot down ideas for improving the Survival Guide based on your experiences throughout the year. We will incorporate your suggestions for improving this guide in our next edition if you send us the review page by the end of the academic year. Thank you in advance for your interest improving this guide for future colleagues.

# Message from the President

Welcome to California State University, Stanislaus. I am so pleased that you chose to join us. Stanislaus State is truly an exciting place for faculty. The beauty of our campus is that it is small enough to allow you to really connect with your students, colleagues and community, yet large enough to offer many resources to support your professional interests. National accolades continue to come our way including a recent ranking by Money Magazine as number one among public institutions for helping students to exceed expectations.



We are a University that is committed to student success and providing a high-quality learning experience with a strong focus on general education in the liberal arts and sciences. We believe all students should leave here with a broad set of fundamental skills that will serve them throughout their lives, regardless of their chosen major, and we put a special emphasis on writing across all disciplines. Our students are eager to learn, to interact with faculty, to gain experience in their field, and to serve the community.

Student success begins with teaching excellence, and we are committed to supporting your professional development. In addition to the research and scholarship opportunities available to you, Stanislaus State is fortunate to have the Faculty Development Center, a beautiful facility that provides access to workshops, events and other activities for your academic and personal enrichment. Please watch for future activities and programs. Last year, we launched a new Untenured Faculty Organization (UFO) and are looking for leaders, so please let me know if you are interested.

You will also find the campus community and local community to be invaluable resources. Our faculty and staff are committed to student success and are always available to provide assistance, advice and support as you navigate your first year at Stanislaus. And we are continually building and strengthening our relationships with the local community, creating ties that lead to rich opportunities for community service and experiential learning.

I trust you will enjoy your time at our beautiful campus. We have tremendous pride in Stan State, and we hope you will too. Please join me in spreading the word about this great University so that it — and our students, faculty and staff — receive the recognition that is so richly deserved.

I look forward to seeing you and your guest at our Fall Faculty and Staff Reception at our home later this month. I wish you all the best during your first year here and beyond.

Sincerely Ellen Junn

# Message from the Provost

To our newest Warriors:

It is such an honor to be one of the first to welcome you to Stanislaus State. Welcoming new faculty is always an exciting time for me personally. That is because each of you brings a refreshing vibrancy, impressive expertise in your individual fields, and diverse life experiences that enrich our campus in so many ways.

As one of the 23 campuses that comprise the California State University system, the largest and most diverse higher education system in the nation, Stanislaus State prides itself on being accessible and affordable, while also delivering high-quality education to our students. As the only public, 4-year university in our 6-county region, Stanislaus State plays a critical role in mobilizing the next generation of innovators and leaders in the Central Valley. As a designated Hispanic Serving Institution and with a population of over 70% first-generation college students, Stan State is truly a game-changer for many in our community. Our commitment to student success, in particular the success of non-traditional and first-generation college students, has been highlighted by a number of national accolades including a recent ranking by *Money Magazine* as number one among public institutions for helping students to exceed expectations.

Our faculty members are the most critical component to achieving student success at Stanislaus State. You are the ones entrusted to guide the minds of our students and impart upon them knowledge, skills, wisdom, new perspectives, and so much more. Without you and without our students, we are without purpose. So, let me be one of the first to say – we are so glad you are here!

This year's New Faculty Survival Guide is intended to help you navigate your first several years with us at Stan State. Let this be your go-to place for information about the many amazing resources available to both part-time and full-time faculty. Stan State offers a robust schedule of informational workshops, faculty development opportunities and exciting activities put forward by the Faculty Center for Excellence in Teaching and Learning housed in our beautiful John Stuart Rogers Faculty Development Center – so take advantage! Most notable in the lineup of exciting development and networking opportunities is our newly initiated Untenured Faculty Organization (UFO) that seeks to connect and support our new and untenured faculty as you begin your journey toward promotion and tenure.

I wish each of you the very best as you pursue your personal and professional goals.

With excitement and gratitude,

**Kimberly Greer, Ph.D.**

# Message from the Speaker of the Faculty & Chair of the Academic Senate

Greetings, and welcome to California State University, Stanislaus! Our campus, like the entire Cal State system, has a strong tradition of active faculty participation in the governance of the university, an ongoing engagement that maintains a strong faculty voice. This participation ensures the primacy of faculty voice in bedrock issues like quality of curriculum, retention and promotion of personnel, and the protection of academic freedom. As well, faculty members collaborate through governance to resolve concerns of the general faculty, draft and review policies affecting faculty and students, and more.

I invite you to review our faculty handbook, which has much useful information about the structures of faculty governance, including the Academic Senate, standing committees of the AS and general faculty, and various policies. It can be found online at <https://www.csustan.edu/faculty-handbook>

Also, service in shared governance really is one of the best ways to learn about our institution and the CSU system, to meet and collaborate with your colleagues from across campus, and to make a positive, notable difference in our community. I hope that each of you values our ability to actively participate in governance, and will help to sustain the fundamental, collective contributions of our faculty. Please consider becoming involved in the shared governance of the university. You will find opportunities to participate at the department, college, university, and system levels, in a variety of ways.

Please contact me with any issues that arise at [cmdavis@csustan.edu](mailto:cmdavis@csustan.edu)

Again, welcome to our community, and I look forward to meeting and working with you.

Cathlin Davis

Speaker of the Faculty & Chair, Academic Senate

Professor of Liberal Studies



# I. Introduction

## Teaching and Learning

The importance of excellent instruction at CSU Stanislaus is reflected in the campus mission statement and in the commitment of its faculty and administration. In order to facilitate this effort, the university faculty and administration established the Faculty Center for Excellence in Teaching and Learning in 1998. The Center, located in the new John Stuart Rogers Building, provides support for faculty in a range of areas, including teaching technology and professional development. Call Ext. 3216 for more information and specific services and programs.

## Faculty Development

Faculty development programs have been created on the CSU Stanislaus campus to support a climate that recognizes and values excellent instruction for a diverse student body. These programs support and encourage faculty to become even better teachers—teachers able to meet new challenges posed by changing students, changing demographics, changing societal needs and expectations, and changing technology. Furthermore, faculty development programs enable faculty to expand their intellectual, teaching, and scholarly horizons, helping them discover and apply for grants and other research-related assistance and initiate and complete scholarly, creative, and professional projects. In addition to the offices listed above, the Office of Research and Sponsored Programs, at Ext. 3493, is dedicated to assisting faculty members in finding the funding and support they need to carry out their research, scholarly, and creative activities. Departments, colleagues, and the university also offer a variety of faculty development opportunities from travel funds to sabbaticals. Many, though not all, of these are described in this guide.

## Professional Competence

Faculty members are expected to remain abreast of developments in their disciplines and maintain a high level of competency in their professional fields through means appropriate to each discipline. Faculty are encouraged to read departmental Retention, Promotion, and Tenure (RPT) elaborations and discuss specific department and university expectations with their chairs. Elaborations are University Retention, Promotion and Tenure Committee (URPTC) approved descriptions of the criteria departments use to determine retention, promotion, and tenure.

## Professional Organizations

Most faculty belong to national and/or international professional organizations, but as members of a comprehensive state university, it is also appropriate and important to participate in local and regional professional societies.

## Nature of Student Body

Teaching at CSU Stanislaus is exciting, rewarding, and challenging. Our student body, one of the most diverse in the nation, reflects the population of the Central Valley of California. Students come with a variety of backgrounds, expectations, and levels of preparation. Many are first-generation college students. The average age of our student population is 23. Sixty-five percent are women. Some students have learned English as a second language, and a cluster are international students. Because most students work at jobs on and off campus, the average class load of a CSU Stanislaus student is lower than on traditional campuses, and the resulting degree time is slightly longer. As a commuter campus, Stanislaus draws most of its students from the surrounding communities. The defined service area is a six-county area larger than the state of Vermont. In order to serve these outlying areas, CSU Stanislaus has a satellite campus in Stockton, a televised distance-learning site in Stockton and encourages fully online, web-based courses.

## Purpose of this Guide

This guide is designed to give new faculty an overview of their responsibilities and to provide answers to the questions that new faculty most frequently asks. We hope that you will find this guide a useful reference as you prepare and teach your classes, meet with students, and consider the various facets of your professional life.

This guide will help you with your everyday concerns as a university employee. We have included information on areas such as benefits, sabbaticals, instructional resources, and also on 'nuts and bolts' topics, such as parking and photocopying. The guide is intended to inform you of your roles and responsibilities as a faculty member in the CSU system and on the CSU Stanislaus campus. In writing this guide, the authors considered the importance and significance of professional duties on a campus that values teaching within a diverse society. We provide strategies for successful planning and teaching a class, and for advising students on academic issues and areas outside the classroom. We summarize rules for dealing with sticky issues such as academic dishonesty, confidentiality, and grade disputes. And we conclude several of the chapters with pertinent questions and tips to help readers focus on key areas.

In short, the *New Faculty Survival Guide* is intended to be a helpful reference for everyday questions from faculty who are teaching, advising, conducting research, and participating in the community on and beyond this campus.

## Sources for Official Information

A number of official documents govern faculty life in the CSU and at CSU Stanislaus. We strongly urge new faculty to familiarize themselves with these documents and consult with them whenever questions arise. In addition, the Office of Faculty Affairs at Ext. 3392, or email [FAffairs@csustan.edu](mailto:FAffairs@csustan.edu), is available for consultation and support on a range of professional and ethical issues.

## Governing Documents

- [California Education Code and Title 5: Education](#)
- [Chancellor's Executives Orders](#)

- [Unit 3 Faculty Collective Bargaining Agreement MOU](#) (Memorandum of Understanding between CFA and the CSU)
- [Constitution on the General Faculty, CSU Stanislaus](#)
- [CSU Stanislaus Faculty Handbook](#)
- [CSU Stanislaus University Catalog](#)
- [CSU Stanislaus Schedule of Classes](#)

## Additional Documents

- [CSU: Access to Excellence, 2008](#)
- [CSU Stanislaus Reaccreditation](#)
- [Strategic Plan - Framing the Future, 2008](#)

## II. Governance

### Our Goals

The Faculty Center for Excellence in Teaching and Learning (FCETL) is dedicated to building a learning-centered community, and to improving student learning by supporting faculty in ways that make teaching a more satisfying, and productive activity. This is done by coordinating, consolidating, enhancing, and expanding existing faculty development services at CSU Stanislaus. The center:

- Provides practical advice on the integration of innovative pedagogies designed to improve instruction.
- Finds ways to support and encourage research, scholarship, and creative activities, as well as other related professional development activities.
- Assists faculty interested in integrating instructional technology to improve their teaching.
- Works to create a collegial environment of shared purpose and mutual support, and to cultivate a conversation about teaching and learning on campus.

### Our Mission

"The primary mission of the CSUS Faculty Center for Excellence in Teaching and Learning is to support faculty in their roles as teacher, learners, scholars, and members of the university and wider community as a means of enhancing student learning. Enhancement of faculty skills, professional fulfillment, and promotion of collegiality and a sense of campus community are integral to this mission. Faculty Center for Excellence in Teaching and Learning staff take a visionary role, to promote the spirit of innovation and collaboration among faculty, staff, students, and administrators at CSU Stanislaus. Faculty Center for Excellence in Teaching and Learning services are available to all university faculty at all stages of their professional careers, as well as student teaching assistants." Academic Senate 16/AS/97

### Our Vision

The Faculty Center for Excellence in Teaching and Learning (FCETL) is a vibrant, high-profile, easily accessible facility combining a variety of current faculty support offices in a location where faculty can meet to get to know each other, discuss issues of mutual concern, discover faculty development resources, and experiment with instructional technology.

## III. Academic Year

### Academic Year Calendar

The Academic Year Calendar lists in yellow the academic workdays that faculty on academic year appointments are expected to work. The calendar also notes official holidays observed by the campus. You should receive a new calendar annually. The calendar can be found at [www.csustan.edu/HR/](http://www.csustan.edu/HR/)

Also see: [College Year Calendar](#) from the University Catalog

### Summer Term

The purposes of summer term are to provide students an opportunity to accelerate program completion and to serve the increasing number of new students enrolling at CSU Stanislaus.

Although summer term is typically 10 weeks and consists of two separate sessions (six weeks and four weeks), faculty members may choose to offer courses of varying lengths depending on the need of students. During summer term, faculty members are encouraged to offer a variety of regular catalog courses in all disciplines. Classes may be offered on site in Turlock, and Stockton, online, and via instructional television at the university's distance-learning sites.

### Workload, FTE, and Unit System

The primary professional responsibilities of instructional faculty members are teaching, research, scholarship or creative activity, and service to the university, profession, and community.

Faculty members have additional professional responsibilities such as advising students, participating in department meetings and activities, campus and system-wide committees, maintaining office hours, working collaboratively and reproductively with colleagues, and participating in traditional academic functions.

The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as preparation for class, evaluation of students' performance, program assessment, syllabus preparation and revision, and review of current literature and research, including instructional methodology in the subject areas. Research, scholarship, and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members frequently are expected to perform.

The professional responsibilities of faculty members include research, scholarship and creative activities that contribute to their currency and allow them to make contributions within the classroom and to their

professions. The professional responsibilities of faculty members are fulfilled by participation in conferences and seminars, through academic leaves and sabbaticals that provide additional opportunities for scholarship and preparation, and through a variety of other professional development activities. It is understood that instructional faculty members may not normally participate in all activities identified above during each academic term or year. (See article 20.1 of the Unit 3 Collective Bargaining Agreement for more information.)

The composition of professional duties and responsibilities for individual faculty cannot be restricted to a fixed amount of time and will be determined by the appropriate administrator after consultation with the department and/or the individual faculty member.

In general, the average full-time faculty workload is 30 weighted-teaching units. The exact workload is determined in consultation with the department chair and is based on a variety of factors, including department and student needs, class size, advising obligations, course units, graduate teaching, as well as past practices in the department, released and assigned time. For a full description of faculty workload issues please consult Article 20 of the Unit 3 Collective Bargaining Agreement.

## Work Year

The CSU has three standards forms of full-time faculty employment.

- Academic year employee: This form is by far the most common faculty appointment. An academic year employee's work year consists of not more than 180 workdays.
- Ten-month work year: The employee works the number of fiscal year workdays within the assigned 10 months.
- Twelve-month work year: the employee works the number of fiscal year workdays within the assigned 12 months.

## Teaching Summer Term

Teaching during summer term is voluntary; faculty members who teach in the summer receive additional compensation. Faculty interested in teaching Summer Term should contact their department chairs. The process for approving and scheduling summer courses follow normal campus procedures.

## CSU Stanislaus Stockton Center

The university operates a branch in Stockton to serve the needs of San Joaquin County residents. Functioning as an upper-division and graduate campus, the facility makes use of live instruction, distance-learning technologies, computer labs, a Library Access Center, bookstore, student lounge, student

information center, and health services. Classes are taught by resident faculty as well as by faculty from the Turlock campus. Courses taught at the Stockton Center are counted as part of the normal workload for Stanislaus faculty.

## Additional Employment Within the University

Most CSU Stanislaus faculty members have a normal assignment equivalent to one full-time position. Under certain circumstances, however, you may be eligible to work for pay up to 25 percent over a normal assignment. These overages may be approved only when the tasks are of a substantially different nature from your primary or normal assignment, when the overage is funded from non-general fund sources, or when you have accrued part-time assignments on more than one campus. If you participate in university-sponsored workshops, conferences, special educational programs, research, honors programs or summer course instruction, you may be compensated for additional work up to 25 percent above your full-time appointment. For more information, please contact Faculty Affairs at Ext. 3392.

## Outside Employment

You may work as a private consultant outside the university provided your activity does not interfere with your primary obligations to the university. As a private consultant, you may not use state facilities, equipment, or supplies. Also, you should make it clear that you do not represent the university or the foundation and that the university's name is not used in a way that implies university endorsement of your activity. You may be required to provide a written statement detailing the amount and distribution of time devoted to continuous outside employment.

## Team Teaching

The university is interested in fostering interdisciplinary and interdepartmental course work. If you are interested in teaching a class with another faculty member, discuss your ideas with the department chair and college dean.

## Commencement

**Commencement** is the concluding event of the academic year, in late May or early June, and recognizes graduating students' academic achievement. All faculty members are encouraged to attend the ceremonies. The faculty wear academic regalia and sit in a special faculty area symbolic of the faculty's role as teachers and mentors of the graduating students. Faculty may rent or purchase academic regalia from The Bookstore as needed.

CAUTION: It can be quite warm in Turlock in late May-early June. Wear lightweight clothing to commencement.



# IV. Teaching

## Overview

The *University Catalog*, the *Schedule Informational Guide*, and past syllabi in the department all are useful documents to consult as you construct your class. They will help you understand how the university and department view the class and its role in the university's curriculum, as well as what basic content (and often teaching strategies) are the norm for the course.

## Schedule of Classes

The *Schedule of Classes* and the *Schedule Informational Guide* provide a wealth of information. In it you will find information about class offerings, as well as meeting days and times, rooms, instructors' names, grading options, and the final examination schedule. To facilitate academic advising for registration, the *Online Schedule of Classes* is generally available to students three weeks prior to the Priority Registration Period. Students should always be directed to this web site for course offerings.

The *Schedule Informational Guide* includes registration and fee payment deadlines and procedures, contact names and numbers for each department, important dates, fees, registration information, information about remote sites, how to register on the Web, and a summary of math, English and writing proficiency requirements and options.

## Syllabus

A syllabus is an important document that contains vital information regarding course content, student learning objectives, requirements, major assignments, forms of evaluation, expectations of student participation, and contact information. It is a powerful way to communicate with your students, to help set them at ease, and to avoid unnecessary confusion. You are encouraged to visit the CSU Stanislaus Develop Your Syllabus website at [www.csustan.edu/office-assessment/develop-your-syllabus](http://www.csustan.edu/office-assessment/develop-your-syllabus)

Remember that your students will regard the syllabus as a contract. Be sure to include accurate and useful information.

In Spring 2014 a "Syllabus Requirements" policy-2/AS/14/UEPC- was approved. The policy indicates:

1. All courses shall have a syllabus and the syllabus shall be made available to students at or near the start date of the course.
2. The syllabus shall include, but not be limited, to the following:
  - a. Student learning outcomes or learning goals;

- b. The instructor's grading policy;
- c. Attendance information;
- d. Policy on assignments, due dates, and make-up work;
- e. Required texts and other materials;
- f. Faculty contact information

The more information you give students, the more the syllabus will help them prepare for and succeed in your class. You also might consider including:

- A course description (to concur with the description in the catalog) highlighting major themes and topics covered, course prerequisites, expectations, and objectives.
- Format of quizzes, papers, and other assignments.
- Schedule of reading assignments.
- Statement on cheating and plagiarism, including consequences.
- Emergency Information.

Ideally, students should receive the syllabus on the first day of the class. If you make changes in the course requirements, you can avoid confusion by communicating these changes to students in writing.

Department offices have previous course syllabi on file to use as a guideline. These are syllabi that were part of the course approval process and may contain useful information about textbooks, course requirements that can help you construct your own syllabus.

## Class Meetings

All classes must be held in the spaces and during the times listed in the official *Schedule of Classes* (please check the Web or PeopleSoft for the most current information) unless you follow procedures for changes of classroom and meeting times established by the university. If the room to which you have been assigned is too small, too large, or inappropriate for your pedagogical style, the person to contact about room availability is Noah Dunavan, Class Schedule Coordinator Ext. 3899. Be sure to alert your department chair and department secretary to any changes. If you need to reschedule, cancel, or move a class, you should talk to your department chair. Of course, you may use your judgment when scheduling special sessions such as class meetings outside, trips to the labs, the library, the art gallery, etc. If you schedule a field trip off campus, see the section on field trips in this chapter.

## Scheduling Campus Facilities

A number of rooms are available on campus for university-related events such as club activities, meetings, guest lectures, or study sessions. For university groups there are no rental fees associated with room use.

There may be fees for services provided by a campus department, such as Facilities Services, Public Safety, Office of Information Technology, or Campus Catering. Events are subject to review by the Campus Risk Manager and special event liability insurance may be required. Please see the Special Event Safety Plan:

<http://www.csustan.edu/RiskManagement/Documents/SpecialEventSafety-PlanONCampus.pdf>

## Student with Disabilities

By university commitment and by law, students with disabilities are entitled to participate in academic activities and to be tested in a manner that accurately assesses their knowledge and skills. They also may qualify for particular accommodations that ensure equal access to lectures, labs, films, and other class-related activities. Contact Disability Resource Services at Ext. 3159 or information about making accommodations.

## Grading Policies

Each course at the university is approved for one of the three following grading options:

1. Courses graded exclusively Credit-No Credit.
2. Courses graded by the letter with the student option to receive Credit-No Credit.
3. Courses graded exclusively by letter grade.

Plus-minus grading option: You have the option of awarding plus or minus letter grades, with the exceptions of A+, F+ and F-. *You must state your intention to use the +/- grading system on your syllabus.*

## Academic Grades

Letter

### **A/A-(Excellent):**

Student has demonstrated a high level of competence in meeting course objectives.

### **B+/B/B- (Good):**

Students has demonstrated a more-than-satisfactory level of competence in meeting the course objectives.

### **C+/C/C- (Satisfactory):**

Students has demonstrated a satisfactory level of competence in meeting the course objective.

### **D+/D/D- (unsatisfactory):**

Student has demonstrated only a barely passing level of competence in meeting the course objective.

Note: Students receiving a D- still will earn units for having taken the course unless stipulated by the major or by other university requirements, such as Writing Proficiency test. Students must earn a C- or better to receive credit for the WP requirement.

**F (Failure):**

Student has not demonstrated a minimally passing competence in meeting the course objectives.

## Credit-No Credit

**CR (Credit):**

Student has demonstrated at least a satisfactory C- level of competence in meeting course objectives in an undergraduate course, or a B- for graduate level courses.

**NC (No Credit):**

Student has not demonstrated minimally satisfactory competence in meeting Undergrad course objectives in an undergraduate level course, or a B- for graduate level courses.

## Administrative Symbols

**WU (Withdraw Unauthorized):**

Student did not withdraw from the course and failed to complete course requirements. The WU is used for courses graded A-F when assignments and/or course activities are insufficient to make an evaluation of academic performance. This symbol is not for use with the courses graded exclusively Credit-No Credit. The WU is calculated as an F for the purposes of grade point average.

**I (Incomplete Course):**

Student has not completed the course requirements because of reasons beyond his/her control. Course must be completed within a time limit set by the instructor (no more than one calendar year following the end of the term in which the grade was assigned). Note that an incomplete grade is only appropriate when requested by the students and when the student has met course requirements to a significant extent. It is better not to assign an I if the student would have to attend many class sessions the next time offered, or if the student has completed less than half the work for the class. Incompletes will convert to an IC (equivalent to an F) or an NC if the instructor does not submit a grade for the student within one calendar year after the end of the term in which the course was taken.

**RD (Report Delayed):**

No grade reported by the instructor. RD grades may not be assigned by the instructor, and will convert to a NC or WU one semester after assignment.

**RP (Report in Progress):**

Indicates that work is in progress and has been evaluated and found to be satisfactory, but that a precise grade must await completion of additional work, which normally requires more than one term to complete (e.g. master's thesis).

**AU (Audit):**

The recorded grade if the students enroll as an Auditor in a class and fulfill attendance requirements but is not receiving credit. Students may only register as an auditor in an open class, with the instructor's permission, after Priority Registration.

Details about the grading system, including grade point computation, can be found in the Academic Standards section of the University Catalog.

## Academic Probation, Disqualification and Reimbursement

Any undergraduate whose GPA falls below 2.00 at the end of a semester will be placed on academic probation. Occasionally, a student is admitted on academic probation. Students who complete a semester with a grade point in deficiency while they are on probation are subject to academic disqualification, which may be appealed for cause. The complete policy statement is in the Academic Standards section of the University Catalog.

## Class Rosters

Once registration begins, student enrollment in course sections may be verified online using the myCSUSTAN Faculty Center Class Rosters. Generally, department secretaries can look up any student information you may need. Contact Enrollment Services at Ext. 3264 for more information about PeopleSoft, if you have more specific needs.

Students on the wait list are NOT officially enrolled and must register by using a Permission Number given by the instructor or by submitting an Add form with the instructor's signature. Instructors do not have authority to allow a non-registered student to remain in the course, although it is understood that faculty will want students who are adding the course to attend class sessions. An instructor should assume that all non-roster and wait-listed students are not yet officially registered in the course. Please refer them to myCSUSTAN to verify their enrollment, or to submit a permission number.

## Credit by Exam

CSU Stanislaus grants credit to those students who pass examinations that have been approved for credit system-wide. These include Advanced Placement Examination, International Baccalaureate Examinations, and College Level Examinations Program (CLEP) examinations.

A currently or formerly enrolled student who has special preparation may challenge courses only as determined and approved by the department. In some cases it may fall on the instructor of record to construct a challenge examination. For more information, see the University Catalog sections on course challenge examinations and credit by examination.

## Textbooks

One of your primary responsibilities in preparing to teach a course is selecting textbooks, including required and recommended books for students. Check with the department chair regarding department procedures for ordering textbooks. All textbook ordering is coordinated through the campus bookstore. Faculty receives ordering information in the middle of each previous semester. If you know that you will be using the same required and recommended books the next semester please notify the bookstore prior to the end of the semester. This will assist students financially.

## Custom Texts and Readers

You may wish to develop custom course readings, cassettes, videotapes, and multimedia packets. Be sure to read about copyright concerns in the "Legal and Ethical Issues" chapter of this guide before copying materials for the classroom use. Contact department chairs and secretaries to learn about department procedures.

## Faculty Attendance

As a faculty member, you are responsible for meeting with your assigned classes and being present for your office hours both during the semester and the final examination period. It is very important that you notify your department chair whenever you have to be absent from class. If you have to miss office hours, notify your department secretary and ask to have a notice posted on your door.

From time to time you may decide that particular classes should be adjourned to enable students to participate in appropriate guest lectures, academic convocations, or special seminars. Be certain that such activity furthers the academic goals of the students in that particular class. Check with your department chair before adjourning a class.

## Financial Aid and Scholarships

Financial aid programs assist students in meeting the cost of education. The Office of Financial Aid and Scholarships determines eligibility for federal and state financial aid programs (grants, loans, and work-study), and administers the University's scholarship programs. It also administers a short-term (sixty day) loan program for enrolled students.

Each year all financial aid applicants must submit a new application, and supporting documentation if requested, to confirm their continued eligibility for financial assistance. Since funds in some programs may be limited, it is extremely important that students submit their applications by the priority filing deadline of March 2, and that they promptly respond to communications from the Financial Aid office Ext. 3335.

## Forgivable Loan Program

The Forgivable Loan Program provides financial assistance to graduate students. The purposes of the program are to increase the pool of individuals with the qualifications, motivation, and skills needed to teach a diverse student body in the California State University System, and providing financial assistance to doctoral students who show promise of becoming strong candidates for CSU instructional faculty positions. It is a competitive program directed by the California State University, but open to doctoral students across the country. Contact the Graduate School at Ext. 3129.

## Add-Drop-Withdraw Procedures

The following information applies to Fall, Spring, and Summer Terms. For specific information on add-drop-withdraw dates for the University please refer to the *Schedule Informational Guide*.

## Permission Numbers

Permission Numbers are a set of codes unique to each class section which the instructor may give to individual students to allow the students to add the class via the myCSUSTAN web registration system. Permission Numbers will appear on the Class Rosters available to instructors on the myCSUSTAN Faculty Center web page. Each Permission Number can be given to students at any point in the registration period until the last day to add, and will override the following registration restrictions:

Any course that has "Instructor Consent Required" and does not require a Special Registration or Individual Study form.

Any course for which the student **does not** meet the major or class level prerequisite.

**Any class that is full.**

## Course Section Adds

Students may add a course section without a signature or Permission Number through the 5th day of instruction via the web or in person at Enrollment Services or at the Stockton Campus. The 6th day through the 20th day of instruction requires a signature or Permission Number. Adding a name to your class roster does not register the student. Students still must register online with a Permission Number or turn in an Add Form to Enrollment Services.

## Course Section Drops

Students may drop from the course through Census Day. Census Day is the 20th day of instruction for the Fall and Spring, and for the Summer term, it varies. See the Online *Schedule Informational Guide* for specific dates. A student can drop a course via the Web or in-person at Enrollment Services or at the Stockton campus. Non-attendance or non-payment of fees does not automatically cancel a student's course enrollment.

## Withdrawal from the University

Students choosing to withdraw entirely from all courses may do so by completing an approved Add-Drop Form or Withdrawal Form at the Enrollment Services Office or at the Stockton Campus prior to Census. Withdrawals after Census Date are permissible only for serious and compelling reasons - reasons clearly beyond the student's control. See the University Catalog or the Faculty Handbook for more specifics.

## Withdraw from a Course After Census Date

After the Census Date, withdrawals from a course are only permitted for serious and compelling reasons, i.e. for reasons clearly beyond the student's control. See the University Catalog for details.

## Student Study Load

Students at CSU Stanislaus vary in the number of units for which they register in a semester. One unit is equivalent to one hour of classroom work per week in most classes; the CSU Stanislaus definition of a full-time course load for undergraduates is 12 or more units. Enrollment for more than 16 units in Fall or Spring is permitted beginning the first day of classes by obtaining the Add Form approval signature of the major department chair.

Each student should spend two hours of outside preparation for every hour spent in class.

## Waiting Lists



Students may waitlist a course, provided that the department has allowed that option for the course. Waitlisted students are not enrolled in the section for which they are waitlisted. The wait list information is available on the Class Rosters on the myCSUSTAN Faculty Center for faculty review. Check with the department secretary to learn how to access this information. Waitlisted students are not officially in a course until they have registered with a Permission Number or submitted an approved Add Form to Enrollment Services or the Stockton campus and have been officially added to the Class Roster. Please encourage students to do so.

## Auditors

With the instructor's permission, admitted students may register in courses as auditors without credit. Auditors are not authorized in a full course. Enrollment will be permitted only after Priority Registration. To add a class for audit, a registered student must file an instructor approved Add/Drop form at the Enrollment Services Office. See the University Catalog for more information.

## Census Date

The enrollment closure Census Day is the 20th day of instruction for the Fall and Spring semesters, and it varies for Summer Term. See the Online *Schedule Informational Guide* for specific dates. As noted in the "Instructor Disenrollment Responsibilities" on the next page, instructors should assign an Instructor Withdraw (IW) on a roster prior to the Census Date. Faculty must sign the roster and return this to Enrollment Services on or before the Census Date. It is important that the print and enrollment as of the Census Date be accurate because this is the information the university uses to report class enrollment to the Chancellor's office.

## Canceled Course Section

Once enrollment begins, the department has the responsibility of notifying students should the section be changed or canceled. The department may contact the formerly enrolled students by emailing them from the Class Roster in the myCSUSTAN Faculty Center.

## Instructor Withdrawal Responsibilities

Students who register for a class and do not attend the first class meeting should notify the instructor or the departmental office no later than 24 hours after the first class meeting of their intent to remain in the course. A student who fails to do so may then be dropped administratively from the class by the instructor. If a student misses any other class sessions within the first 7 calendar days of the start date without notifying the instructor, the instructor may IW the student. If a student who registers for an online class fails to logon to the course website within 48 hours of the start date (8am, Pacific Time), the

instructor may IW the student. (Courses are assumed to begin on the start date of the semester, unless otherwise specified in the schedule of classes.) An instructor may also administratively drop a student who does not meet the catalog prerequisites for the class. These instructor withdrawals are done by the instructor, following established procedures, through the Director of Enrollment Services. These administrative drops shall be without penalty and must be filed by the instructor with the Director of Enrollment Services no later than the census date. At the end of the fourth week of instruction there shall be a campus-wide enrollment update; if the instructor fails to administratively drop a student who has not attended class, it is still the student's responsibility to drop the class through the Enrollment Services Office.5/AS/14/UEPC – Instructor Withdrawal Policy

## Open University Enrollment

Students who are not interested in seeking a degree, or who have not been admitted as regular students, may enroll on a space-available basis with the permission of the instructor in any regularly scheduled course offered by the university. This type of enrollment, through University Extended Education, is then recorded on the student's transcript. If a student later wishes to have Open University credit applied toward a degree, a maximum of 24 units is allowable for a baccalaureate degree and nine units for a graduate degree. In all cases, permission of the major department is required.

## Delivery of Registration Requests by Census Date

Course enrollment and instructor disenrollment are not accepted by Enrollment Services after the Census Date. Faculty is not authorized to allow any non-registered student to continue class attendance.

## Tape recording and Videotaping Classes

Audio or video recording (or any other form of recording) of classes is not permitted unless expressly allowed by the faculty member as indicated in the course syllabus or as a special accommodation for students who are currently registered with the Disability Resource Services Program and are approved for this accommodation.

Recordings allowed as special accommodations are for the personal use of the DRS-approved student, and may only be distributed to other persons who have been approved by the DRS program. Faculty may require the student sign an Audio/Video Recording Agreement, which they may keep for their records.

## Field Trips

Field trips and other off-campus activities can provide an important dimension to a student's learning experience. These activities should be directly related to the content of the course. Before scheduling a field trip, consult with college dean and department chair for information and required forms.

You and your department chair should discuss insurance coverage, provisions for emergency health treatment for students, and where you and your students can be reached in case of emergency. Also refer to the Risk Management website for field trip guidance

<http://www.csustan.edu/RiskManagement/AcademicFieldTripGuidelines.html>

In addition, it is important to plan for the unique needs of students with disabilities who are traveling away from campus. The Disabled Student Services office, at Ext 3159, can help in planning for the needs of such students. Also, refer to the discussion of "Field Experiences Under Condition of Risk" in the "Legal and Ethical Issues" chapter of this guide.

## Service Learning

The principal goal of Service Learning is the promotion of student learning through active participation in meaningful service directly related to course content. The Office of Service Learning is a resource office for faculty. Staff are available to discuss any aspect of experiential education that faculty might be considering and can assist in developing community partnerships, syllabus generation, exploring funding opportunities and connecting faculty on campus that use this as a pedagogy. Staff will assist with project site coordination and student volunteer orientations. The office can also assist with building project driven collaborative and inter-disciplinary partnerships revolving around service projects that meet community needs. Currently, in the CSU system over 2500 courses are offered with a service component and more than 51,000 students have participated in service learning courses. At CSU Stanislaus, over 2,000 students have had the opportunity to participate in service-learning courses. Please contact Julie Fox at Ext. 3311 for assistance.

## Assessment for Student Learning in the Classroom

Assessment is the continuous process faculty engage in to understand and improve student achievement. Assessment of student learning is based on clear and explicit learning outcomes reflected in the course syllabus, and the results of student assessment are used by faculty in planning and improving in their courses and programs. Assessment Mentors are available to assist programs with the development of student learning outcomes, creating or revising rubrics/assessment measures, interpreting assessment findings, and "closing the loop" for continuous program improvement. The [Office of Assessment](#) and [Faculty Center for Excellence in Teaching and Learning](#) also house a variety of resources available for the implementation and evaluation of student assessment techniques. Please refer to the *Principles of Assessment of Student Learning* at <http://www.csustan.edu/OAQA/PrinciplesofAssessment.html> for specific information on assessment of student learning at CSU Stanislaus.

## Student Attendance

As a faculty member, you have a right to expect students to be punctual and to attend class regularly. Departments have varying policies on attendance: In some departments, for instance, students may be dropped from a class if they do not attend the first class session of the term. Students who have stopped attending a class should be IW'd by the instructor prior to the Census Date.

When students are absent from class, they are responsible for informing you of the reason of the absence and arranging to make up class work and assignments. You should include an attendance and lateness policy in your syllabus.

## Smoking or Eating in Class

Smoking is prohibited in campus buildings; smoking is permitted outdoors only.

CSU Stanislaus has no general regulations about eating in classrooms. However, signs have been posted outside some rooms where eating and drinking are prohibited because of carpeting or equipment. For instance, eating and drinking are not permitted in any labs. Remind students that several classes meet daily in most classrooms and that trash and debris should be properly disposed.

You may also set your own policy prohibiting eating or drinking in class. If you do, note the policy in your syllabus. Smoking is permitting outside and 30 feet from the entrance of any building.

## Responding to Emergencies in Class

Students look to faculty members for instructions and support during an emergency. You should familiarize yourself with your classroom, with the building and its emergency exits, and with the location of white campus phones. In case of an emergency such as fire, direct the students to remain calm, review the situation, and communicate the appropriate escape route from the classroom. Be sure that all students have evacuated before you leave the classroom.

<http://www.csustan.edu/RiskManagement/Documents/EmergencyPreparednessforStudentHandout.pdf>

<http://www.csustan.edu/emergency/PrepareYourself4Emergency/CampusMaps/EvacuationGatheringAreas.html>

## Classroom Medical Emergency

Whenever a medical emergency occurs, immediately contact Emergency Services by dialing 911 from any phone. Provide a description of the nature of the medical emergency and the location. Stay on the line with the police until emergency personnel arrive.

## Earthquakes

Familiarize yourself in advance with all classrooms you occupy. Make a mental note of the potential hazards, such as broken window glass. In the event of an earthquake, advise all classroom occupants to duck under their desks, grab hold of the desk legs and cover their heads. Remain in your classroom until the fire alarms sound to evacuate, you are comfortable with having the students leave the building, or you have received further instructions from a building marshal/monitor, public safety representatives, or public address announcement. Be certain all room occupants have left the room before you. Close the door, if possible, as you leave.

## Classroom Visitors or Speakers

A faculty member may wish to invite guest speakers to the classroom. Guest speakers can enliven a course and provide valuable expertise and outside experience to stimulate student's learning. Invited speakers can also enhance and complement the professional expertise of the faculty. Instructors intending to invite guest speakers to campus should discuss with the department chair such details as courtesy parking permits and possible honoraria.

Individuals who are not enrolled in your class may observe or visit your class, but they should get your permission ahead of time. Visitors can include colleagues or faculty observing your review process (see RPT review in chapter X). In some departments, such visitations are part of the normal review process.

You can enhance your teaching skills by inviting colleagues, on an informal basis, to observe your class and provide feedback. Likewise, you may gain insights by observing classes of your colleagues. Arrangements must be made in advance.

The Faculty Center for Excellence in Teaching and Learning can provide information about peer review strategies designed to make this a worthwhile experience. Faculty Center personnel are also available to observe classes on either a formal or informal basis.

## Peer Review

Feedback from peers and students is essential for developing teaching skills. In addition to informal feedback from other faculty members, and formal peer review, a written evaluation is usually part of the performance review process. Faculty colleagues can bring valuable insights to assist you with the teaching.

You should request information from your department chair about when and how peer review of your teaching can take place.

## Student Evaluations

Student evaluations provide another essential point of view. All faculty offering courses at CSU Stanislaus during an academic year are required to have students evaluate their teaching. Evaluation forms are distributed by each department during the final two weeks of the semester. Currently, the university requires faculty to use the Individual Development and Educational Assessment (IDEA) short form for the mandatory course evaluations. The Collective bargaining agreement includes information regarding the evaluation of courses, and local campus policy clarifies implementation of the contract requirements. Information can be found at [www.csustan.edu/faculty-handbook/evaluation-faculty](http://www.csustan.edu/faculty-handbook/evaluation-faculty)

When you administer the student evaluation forms in class, make sure confidentiality of students is protected and students feel free to make comments without fear of reprisal. You should leave the classroom while the evaluations are being completed. The evaluation period is the two weeks before finals, and results are available one month after the evaluation period. One copy will go into the faculty member's personnel file, one copy to the department chair, and one copy to the faculty member. Some departments administer their own evaluation forms along with the IDEA instrument. The department's evaluation form does not replace the IDEA evaluation form in the RPT file.

Because formal student evaluation feedback comes "after the fact," you will find it helpful to get informal students feedback earlier in the semester so you can make changes and improvements before the formal evaluations at the end of the semester. The Faculty Center for Excellence in Teaching and Learning can provide useful suggestions for gathering this kind of information.

Since 1993, the short form of IDEA has been used by all teaching faculty. In September, all faculty and administrators who teach are sent a form to identify the classes to be evaluated for that academic year. The specific courses are determined in consultation with your department chair. If you and the chair cannot agree on the classes to be evaluated, then each selects half. You may find it helpful to get feedback on your teaching on more than these required courses. Faculty may have all of their classes evaluated using the IDEA short form. You have the choice of whether or not to include these additional evaluations in your Retention, Promotion, and Tenure file. Arrangements to evaluate additional classes must be made at the same time that you and your chair determine which mandatory courses to include in your RPT file. Once the form is complete, the faculty member and department chair sign the form. The evaluation packets are prepared by the Senate Office (Ext. 3400) and sent to departments before the evaluation period.

## Final Exams

In general, courses have examinations or other graded material during the term and a final examination during finals week. At the beginning of the term, you should inform your students of your expectations for the final examination.

Final examinations are administered or due only during the final exam week and only at the time scheduled by the university. If you need to make an exception, consult your department chair. Final exam schedules are listed by normal class meeting time in the Schedule of Classes.

Illness or an accident may prevent a student from taking the final exam at the scheduled time. In such cases, you should assign a makeup exam, or, if appropriate, a grade of Incomplete. If you become ill or have an emergency during exam week, contact your department to arrange for someone to proctor your exams or collect final papers.

## Grade Reporting

Faculty members are required to record grades for all students listed on the Grade Roster either by the online Grade Roster on the myCSUSTAN Faculty Center or by submitting a printed roster to Enrollment Services within three days after the last day of finals. Grade Rosters may be printed from the myCSUSTAN Faculty Center. These reported grades are normally available to students via the web within a couple of business days. For assistance with the myCSUSTAN please contact the OIT Helpdesk.

## Grade Appeal Policy

Detailed grade-appeal procedures are included in the Faculty Handbook, the Student Handbook, and the University Catalog. Appeal procedures are available only for review of alleged capricious grading and not for review of the judgment of an instructor in assessing the quality of a student's work.

## Questions to Ask Yourself before the Teaching Begins

- If my class has been taught by other instructors, have I discussed the approaches they took and examined copies of their syllabi?
- Have I reviewed options for course materials? Would customized texts or reader options be more useful than standards texts? Have I checked with my department to see when textbooks orders are due?
- Have I considered ways in which audiovisual materials or computers might be usefully incorporated into my class?

- As I designed my class, did I consider a variety of teaching strategies and activities that could enhance students learning to the material?
- Have I scheduled laboratory sessions (particularly computer lab sections) with the appropriate person?
- Does my syllabus summarize course objectives, grading criteria, reading and writing assignments, and due dates for papers?
- As I designed my course, did I build in methods for students to evaluate their grades and progress throughout the semester?
- Did I provide for ways in which students can let me know what they are learning and what problems they are encountering throughout the course?
- Have I developed class assignments and activities that will truly help students explore and master material?
- Am I familiar with the department's policies on grading, add-drop, and attendance?
- Have I visited the assigned classroom to make sure it has the necessary equipment and number of seats?
- Am I familiar with emergency routes and white campus phone locations in the building where I will be teaching?
- Am I familiar with my department's policies on waiting lists?
- If I have disabled students in my class, do I know how to best accommodate their needs?
- If I have planned for a guest speaker, have I discussed the plans with the department chair?
- If an emergency occurs, do I know what to do?

## Additional Suggestions on Teaching From the Counseling Services

Faculty members play a critical role in helping students who may have disabilities. Once a student's disability has been verified, faculty can work with the student and staff in Disability Resource Services to develop academic adjustments that permit the student to fully access lecture and course materials.

The following suggestions come from Counseling Services. Many of these teaching tips are valuable for all students. We include the advice here:

- Encourage students to make an appointment during office hours to facilitate self-disclosure. Ask students how you, as a faculty member, can assist in facilitating course material.
- Provide a detailed course syllabus, if possible, before class begins. Include complete bibliographic information on reading assignments to facilitate obtaining textbooks on tape. Announce additional reading or writing assignments at least four weeks in advance.



- Clearly spell out expectations before the course begins (e.g., grading, material to be covered and due dates).
- Start each lecture with an outline of material to be covered during that class period. At the conclusion of the lecture, briefly summarize key points.
- Speak directly to students and use gestures and natural facial expressions to convey further meaning.
- Present new technical vocabulary on the blackboard, use an overhead projector, or handout. Terms should be used in context to convey greater meaning.
- Give assignments both orally and written form to avoid confusion.
- If possible, select a textbook with the accompanying study guide for optional student's use.
- Provide adequate opportunities for question and answers, including review sessions.
- Allow students to tape-record lectures to facilitate their note taking.
- Provide, in advance, study questions for exams that illustrate the format, as well as the content of the test. Explain what constitutes a good answer and why.
- If necessary allow students with disabilities to demonstrate mastery of course material using alternative methods (e.g., extended time on exams, exams in a separate room, providing responses by tape recording their answers).
- Permit use of computers, simple calculators, scratch paper, electronics spellers, and dictionaries during exams.
- Encourage students to use campus support services (e.g., assistance in ordering taped textbooks, alternative-testing arrangements, specialized study aids, peer support groups, study skills workshops, developmental skill courses, or academic tutorial assistance).

# V. Instructional Resources

## Overview

As a faculty member at CSU Stanislaus, you have access to a range of services and resources to help support your teaching and research. You can find assistance for many things, from creating a multimedia PowerPoint presentation for your class to getting room fixtures repaired. Below are descriptions of the offices you will most commonly deal with for instructional materials, resources, and support.

## University Library

The University Library is located on the second and third floors of the Vasche Library building. A satellite location – The Library Access Center – is available on the CSU Stanislaus-Stockton campus.

*The mission of the University Library is to provide access to information resources and services that facilitate teaching, learning and research, and to provide an environment that encourages and enables those in our diverse community to expand their intellectual, cultural and artistic horizons.*

At present, the University Library owns over 390,000 volumes and acquires approximately 3,000 to 4,000 new books each year. The Library also provides access to over 7,800 electronic books and maintains an extensive reference collection. The Library sustains a collection of DVD and VHS tapes that can be used in classes. The University Library also maintains several discovery tools to facilitate searching and accessing the Library collections, as well as materials owned by other libraries worldwide.

The University Library subscribes to over 150 different online resources, including full-text electronic journal collections, research databases, academic e-book collections, and online reference materials. With these resources, the Library provides the campus community with electronic access to the full-text of over 16,000 scholarly journals and 35,000 newspapers, popular magazines, and professional/trade publications. Additionally, the Library maintains over 600 print periodical subscriptions.

Other collections maintained by the Library include federal, state, and local documents (the Library has been a partial repository for federal and state documents since 1965); a juvenile collection containing over 9,000 volumes of award-winning and notable titles in children's literature; University Archives, comprised of documents relating to University history; and Special Collections, consisting of a diverse group of collections of book and manuscript materials relating primarily to local history research.

You can access all of these resources through the Library's website at <http://library.csustan.edu/>

Within the Library, campus community members have access to desktop computers; laptops, iPads, and e-book devices for student check-out; study spaces including group study areas, the East and West Reading Rooms; and wireless network access. Furthermore, reference librarians are available and dedicated to offering reference services in a variety of mediums, access services for distance learning programs, and instruction. Librarian goals include supporting and supplementing classroom, independent, and faculty research; and providing users with lifelong skills in identifying, locating, and evaluating information.

### **Library Hours**

Monday - Thursday: 8 a.m. to 12:00 midnight

Friday: 8 a.m. to 5 p.m.

Saturday: 9 a.m. to 5 p.m.

Sunday: 11 a.m. to 7 p.m.

Changes or exceptions for holidays, finals week, time between terms, and intersession or summer sessions are available from the Library's website.

### **Borrowing Privileges**

Most library books circulate to undergraduate students, faculty spouses and immediate family for 28 days. Faculty can borrow books for up to one year.

### **Reference Services**

To assist faculty and students in the location and use of varied information resources, librarians are available for consultation in person at the Reference Desk, via online chat, by phone or email, and by appointment. See Library reference web page at <http://library.csustan.edu/ask>

### **Research Skills Instruction**

Instruction is available for all courses. Sessions can be conducted in the University Library's computer instruction room or in Turlock and Stockton classrooms. To make an appointment for class instruction, complete the Online Instruction Request Form available at <http://libguides.csustan.edu/instruction>

### **Course Reserve**

At the request of the course instructor, Circulation Desk staff will place materials on reserve for students' use. Call 667-3234 (on-campus extension 3234) for more information. At the beginning of a term, at least

two to three days notice is needed to place materials on reserve. Forms for reserving materials may be obtained at the Circulation Desk or from the Library website at <http://library.csustan.edu/course-reserves>

## **LINK+**

LINK+ is a consortium of academic and public libraries in California and Nevada that allows Stanislaus students, faculty, and staff to borrow books not available from the University Library. Requests are easily made online from the University Library Catalog with a few simple steps and generally arrive in two to three days. The Library provides this service at no cost to students, faculty, and staff.

## **Interlibrary Loan (ILL)**

The University Library maintains an active Interlibrary Loan department (ILL). This department obtains materials not owned by the Library from an international partnership of libraries. Books not available via the Library's print or electronic collections or through LINK+ may be requested through Interlibrary Loan (ILL). Articles not available via the Library's electronic or print collections may also be requested through ILL. The Library provides this service at no cost to students, faculty, and staff. It is a valuable resource for faculty conducting specialized research that requires access to materials outside of the scope of the Library collection. Interlibrary Loan requests may be made online from the Library's website. Call the ILL office at 667-3236 (on-campus extension 3236) or consult the ILL web page at <http://library.csustan.edu/ill>

## **Requesting Purchase of Materials for the Library Collection**

The Library allocates funds to each academic department to develop the Library collection. A faculty member who wishes to request the purchase of library materials should consult his or her department's Library Representative. Questions that cannot be resolved at the departmental level should be directed to the office of the Dean of Library Services at 667-3232 (on-campus extension 3232).

## **CSU Stanislaus-Stockton Library Access Center**

The CSU Stanislaus-Stockton Library Access Center (LAC) is located in the Acacia building on the Stockton campus. Circulating materials from the University Library can be delivered on request to the LAC via courier service in two to three working days. In addition, the LAC provides access to course reserves and ILL materials. Computers within the LAC offer access to Library databases, online catalogs, and the Internet. For more information, call 664-4410 (on-campus extension 4410).

## **University Archives & Special Collections**

The University Archives is a repository for materials concerning the history of California State University Stanislaus and includes documentation in the form of press releases, newsletters, catalogs, photographs, the

student newspaper *The Signal*, campus yearbooks, local newspaper articles, and other ephemera from the various campus entities. The Library also houses a Special Collections unit that contains a variety of collections of local and regional interest. Notable collections include the Sayad Assyrian collection, the Dias Photographic collection, Assemblyman Winton's legislative papers, and a City and County Historical Documents collection (primarily Stanislaus County). The Library also holds a rare book collection that features a representative collection of California fine printing. Please call 664-6538 (on-campus extension 6538) or email [specialcollections@library.csustan.edu](mailto:specialcollections@library.csustan.edu) for inquiries or to arrange a special consultation appointment.

## Office of Information Technology

([www.csustan.edu/oit](http://www.csustan.edu/oit))

The Office of Information Technology (OIT) provides a broad range of technology services to faculty, students and staff. The Associate Vice President and Chief Information Officer reports to the Vice President of Business and Finance and holds university-wide responsibility for providing leadership for all aspects of campus information technology including academic, instructional and administrative technologies and their associated supporting infrastructure and services.

OIT services to the faculty include:

### Instructional Computing Support Labs

OIT operates eight computer laboratories for instructional support. All labs are for student use and support both Windows and Mac OS operating systems. In addition, there are two open labs (L145 and N201) and the Library Collaboratory in which no classes are scheduled. Details on the hardware and software available in the labs can be found at <https://www.csustan.edu/oit/client-services/computer-labs>

### Office Computers

If your office does not have the computer equipment necessary for your instruction and research, please discuss the needs with your department chair. Please note that university-provided computing systems must be used in accordance with policies that are available for review on the OIT web site.

### Phone and network connections

Most Offices on campus are cabled for a minimum of one telephone and one data/network connection. If this is not the case, or you need more services, please contact the OIT Help Desk in L150, call Ext. 3687 or e-mail [HelpDesk@CSUStan.edu](mailto:HelpDesk@CSUStan.edu)

## **Technology support**

The Office of Information Technology provides centralized technical support for university owned computer equipment, computer labs, classroom and media equipment, and related services. Our centralized and consolidated Help Desk located in L150 provides support for technology on campus. You can reach the Help Desk at Ext. 3687 or via e-mail at [HelpDesk@CSUStan.edu](mailto:HelpDesk@CSUStan.edu). When classes are in session, the Help Desk is open M-Th 7:30 AM - 8 PM and Fridays 7:30 AM - 5 PM. When classes are not in session the Help Desk is open M-F 8 AM - 5 PM.

Other helpful documents are also available under Publications at <http://www.csustan.edu/oit/Publications.html>

## **Instructional Design & Multimedia Digital Services for Faculty**

Learning Services offers pedagogical and technical assistance to faculty in the systematic design, development, and application of multimedia, digital technology to instruction and are a valuable resource for navigating the waters of technological, ADA accessibility, and copyright issues. Scanning photos and documents, CD & DVD recording, locating illustrations, handling international standard video playback, providing training and assistance with Blackboard and lecture-capture, building fully-online courses, PowerPoint, file format conversions, and digital video editing are some of the most frequently requested services. There is also a limited library of software and hardware that faculty may use on their own in the Learning Services location. Please call 667-6511 to discuss your instructional needs.

[www.csustan.edu/oit/LearningServices](http://www.csustan.edu/oit/LearningServices)

## **Televised Distance Learning**

CSU Stanislaus has classrooms reserved for courses transmitted by video conferencing over the Internet - three in Turlock (DBH-150) and three at the Stockton campus. Some courses can be transmitted over cable television to the Turlock community. Lectures and presentations can be archived and made available for student review over the Internet via MediaSite, our streaming video service.

Faculty offer many upper division general education courses as well as courses in a variety of majors via distance learning. Staff is available to assist instructors with the pedagogical and technological transition to teaching both televised and web-based courses. These offerings extend higher education to community members in our six county service area who, because of work, childcare, or distance, may not be able to attend classes on the Turlock campus or during traditional hours. Staff can be contacted at 667-3171 or [www.csustan.edu/oit/LearningServices](http://www.csustan.edu/oit/LearningServices)

## **Media Production**

To enhance and serve the needs of course instruction, the Learning Services department of OIT has a video

production facility and is able to create video content and capture lectures for faculty. Staff is available to consult on and assist in creative aspects of productions whether simple or complex. Finished media productions and resources can be delivered to their target audiences by DVD, digital file, or on the Internet via streaming video. A local cablecast channel can also show programming to both the campus and the Turlock community. Satellite-delivered content (such as conferences and special programming) can be downloaded and recorded. Please call staff at x3171 to discuss your needs.

### **Classroom Technology**

All scheduled classrooms are "smart" rooms and have projectors, sound systems, DVD and VHS players. Laptop computers or other digital devices can be connected to the systems via the "Smart Box" located in the front of the classrooms. For assistance with this equipment, please contact the OIT Help Desk in L150, call x3687 or e-mail [HelpDesk@CSUStan.edu](mailto:HelpDesk@CSUStan.edu)

### **Reservation of Equipment and Materials for Classroom Delivery**

Requests for equipment should be made by contacting the OIT Help Desk in L150, calling Ext. 3687, or e-mailing [HelpDesk@CSUStan.edu](mailto:HelpDesk@CSUStan.edu)

Orders must be received by 12:00 PM on the business day *before* it is needed. Equipment will be delivered to the classroom and set up by staff prior to the time request. Upon request, the staff will demonstrate the operation of equipment for faculty and staff members.

### **Check-out of Equipment and Materials**

Media equipment including laptops, projectors, tape recorders, etc. is available for check out to faculty for instructional use, with priority given to scheduled credit classes. Equipment is available to faculty for classroom use. Requests for equipment to be checked out should contact the OIT Help Desk in L150, call Ext. 3687 or e-mail [HelpDesk@CSUStan.edu](mailto:HelpDesk@CSUStan.edu) at least one working day (24 hours) prior to the time needed. Requests with less lead time can be accommodated if the equipment is available. The borrower can pick up equipment from and return it to the, OIT HelpDesk in L150.

### **Equipment Problems with Classroom Equipment (Installed or Delivered)**

Staff is available to demonstrate classroom equipment to faculty. Any equipment that fails to operate properly should be reported as soon as possible by contacting the OIT Help Desk in L150, calling Ext. 3687 or e-mailing [HelpDesk@CSUStan.edu](mailto:HelpDesk@CSUStan.edu).

A replacement will be provided as quickly as possible. Faculty assistance in alerting the OIT staff of malfunctioning equipment is important in helping in to keep the equipment in working condition. To conserve power and lamp life, we ask that faculty turn off all equipment at the end of their classes.

### **Videotape Services**

DVDs and videocassette tapes may be duplicated if the request can be satisfied under copyright rules, as determined by Learning Services. There is a nominal materials charge for duplication.

VHS videotapes and DVDs from countries on different video standards can be viewed by appointment with Learning Services. Foreign standard tapes are subject to the same copyright restrictions as that of commercially produced domestic tapers.

### **Exam Scoring**

ScanTron machines for scoring exams are located in Physical Education (FH100A), Bizzini Hall (C134C), the Naraghi Hall (N324A), the Stockton Center and Demergasso-Bava Hall (P149). Student answer forms and faculty key forms are available for purchase in the bookstore. Item analysis forms for faculty are provided by OIT and usually are available in the Scantron machine rooms. For additional forms please contact the OIT Help Desk at 667-3687 or e-mail [HelpDesk@CSUStan.edu](mailto:HelpDesk@CSUStan.edu)

### **Web-Based Learning Management System**

Blackboard is the web-based learning management system adopted by the campus. It is a powerful, secure, and easy-to-use method of enhancing teaching and learning by giving instructors the ability to post course content, communicate with students, administer tests and surveys, and manage grades online.

Blackboard effectively supplements classroom (incl. televised courses) and hybrid courses, as well as facilitating the complete delivery of fully online courses. A large number of resources and tutorials for both faculty and students are available on the Blackboard login page: [www.csustan.edu/blackboard/HelpPage.html](http://www.csustan.edu/blackboard/HelpPage.html) For information about and assistance with using Blackboard in your courses, call 667-3898.

### **Plagiarism**

Plagiarism is a complex, problematic issue for students, faculty, and even skilled researchers. Faculty can help students foster good research skills and methods, and reduce plagiarizing by providing examples of primary and secondary sources and by offering practice activities to summarize, paraphrase, and cite works correctly. Most references, such as the *MLA Handbook*, provide detailed analyses of appropriate and inappropriate uses of source material. Requiring a bibliography, notes, and several drafts before submitting



the final version also helps reduce the possibilities of plagiarism. In addition, the CSU System has a license agreement with TurnItIn.com (TII), a web-based system to assist faculty with identifying plagiarism from sources both on the Internet and in TII's growing database of digital sources. For more information about TII, creating an account, and using it, call 667-3898.

<http://www.library.csustan.edu/lboyer/plagiarism>

<http://www.library.csustan.edu/gorenstein/helpguides/plagiarism.htm>

<http://plagiarism.org>

<http://turnitin.com>

### **Phone and Network Connections**

Most Offices on campus are cabled for a minimum of one telephone and one data/network connection. If this is not the case, or you need more services, please contact the OIT Help Desk in L150, call Ext. 3687 or e-mail [HelpDesk@CSUStan.edu](mailto:HelpDesk@CSUStan.edu)

## **Faculty Center for Excellence in Teaching and Learning**

The Faculty Center is located in the John Stuart Rogers Faculty Development Center (JSRFDC). The center is dedicated to building a learning-centered community, and to improving student learning by supporting faculty in ways that make teaching a more satisfying and productive activity. The center was founded in fall of 1998 to consolidate and expand the range of faculty development services offered on campus.

The Center houses a Teaching and Learning Resource Center with books, periodicals, and videos on a range of teaching and learning topics and a knowledgeable staff for consultations regarding teaching, assessment, and other related professional development issues. The Center also provides services such as recording of classes, workshops, institutes, and programs. Whatever your question, from constructing a syllabus to improving students' motivation, feel free to drop by the Center and browse through the resource materials and/or talk with the staff. The Center is dedicated to supporting your efforts to be as innovative and creative as possible in your teaching. If you would like to see the Center develop other services or programs, please call Ext. 3216.

## **Bookstore**

The Bookstore is operated by contract with Barnes & Noble. You can contact bookstore staff at 667-3161 or via the bookstore web site at [www.csustan.edu/bookstore/](http://www.csustan.edu/bookstore/) The Bookstore website is accessible via the CSU Stanislaus homepage, A-Z Directory, Bookstore. Visit the bookstore website and see what special services are offered faculty on the "Faculty Services" pages:

- Online Textbook Adoptions
- Faculty Center Network: quick access to extensive textbook information, request desk copies, and features like subject ranking and book usage data.
- Textbook Information
- Additional Services: special orders, specific supplies.

The Bookstore can be contacted at Ext. 3161.

The Campus Bookstore sells the textbooks and course materials required for classes. The Bookstore also carries general fiction and nonfiction books, reference texts, stationery items, college spirit clothing, health and beauty aids and other items. A percentage of the revenue generated by purchases at the bookstore goes back to the university to support various academic programs and scholarships.

## Desk Copies

The Bookstore does not order desk copies, however, it sends desk copy forms to your department and keeps a supply at the store. You can also write publishers directly using college or department letterhead. Addresses are available in the National Association of College Stores Directory of Publishers, available at The Bookstore, or in "Books in Print," available at the bookstore and the library. Bookstore staff members are happy to provide additional help for ordering desk copies.

## Other Services

The Bookstore carries a full selection of books by campus authors and can arrange book signings and prepublication receptions. The bookstore can prepare bibliographies for classes you are teaching or for academic research purposes. Bibliographies are drawn from national lists of best-selling titles in your area of study. The bookstore can order any book in print, free of delivery or service charge, and can acquire books published by foreign presses. The bookstore also offers gift certificates.

## Clerical-Secretarial Assistance

Departments vary in the amount and nature of the assistance staff can provide faculty in preparing class materials. While many departments do not provide typing or computer services, most department staff

makes photocopies from camera-ready copy, order texts and instructional supplies, and handles classrooms changes.

Check with your chair for more information on how photocopying and other instructionally related tasks are handled within your department.

## Student Assistants-Graders

Funding may be available for students to help you with grading papers or handling certain types of activities or assignments. If you have very large classes or have special need for assistance, check with your department chair for the types of help available.

## Reprographic Services

A reprographics guide with services available can be obtained upon request. Reprographics is located in MSR 010 (Mary Stuart Rogers Building) for your printing, copying, and bindery needs. Copy machines are located around campus and can be accessed by copy card. To obtain a copy card, contact your department to see if one is available. To obtain a new card, contact Reprographics at Ext. 3013.

## Photocopy Machines

Photocopy machines are generally available for your use in the departments. Check with the department chair and secretary to find out specific office policy. Coin-operated copy machines are located upstairs in the Vasche Library. You will generally need a copy card to run these machines. These machines are maintained by Reprographics, Ext 3013.

# VI. Academic Advising

## Overview

Advising students formally and informally is an important part of every CSU Stanislaus faculty member's responsibility. On this learning-centered campus, most teaching faculty find that they advise students almost every day: helping students select classes, giving suggestions for choosing a major, or referring students to other offices and people on campus.

Each semester you will be asked to set aside time on a weekly basis for office hours. If you find you cannot attend a posted office hour be sure to notify your department chair or secretary and arrange to have notice of your absence posted on your office door.

It is important, of course, that your advising be useful and accurate. Keep the *University Catalog*, the *Schedule Informational Guide*, and the campus telephone directory handy if you encounter problems. Whenever you are asked to advise in areas with which you are unfamiliar or not professionally trained, refer students to offices or individuals who can provide expert assistance. If you are not sure about a particular referral, a quick phone call to check what office is appropriate can help avoid passing students unnecessary from one office to another. If you would like more information on advising, contact the Advising Resource Center at Ext. 3304.

## Advising Resource Center

The Advising Resource Center, Ext. 3304 monitors the progress of students requiring remediation, and offers general education advising to new students who have not yet been assigned faculty advisors (typically, undeclared majors.) The Parents Program is also provided by this office.

## New Student Orientation

This comprehensive program is designed to enhance the educational experience for incoming CSU Stanislaus students by providing information about University policies and procedures, G.E. course requirements, major academic advising, and student programs and services. During these hands-on sessions, University faculty and staff assist students with course selection and academic advising. Students benefit by gaining a deeper understanding of campus life, student responsibilities and academic success strategies. For more information please contact the New Student Orientation Office at 664-6757 or visit the website at [www.csustan.edu/studentlife/nso/](http://www.csustan.edu/studentlife/nso/)

## Parents Program

The CSU Stanislaus Parents Program offers the families of our students the opportunity to stay connected to the university by providing information, resources, and venues for family involvement. Please refer all parent-related questions to the Parents Hotline (209) 664-6632.

## Transfer Students

When advising transfer students (or students who have received credit in some other way, such as Advanced Placement exams), be sure to ask them to bring a copy of their degree audit report with them. There are several individuals available who can answer questions about the degree audit report. The Advising Resource Center has academic advisors who can meet with students on a walk-in basis. In addition, an evaluator from Enrollment Services can be contacted during their walk-in hours, by email or phone. A student's assigned evaluator is determined by their last name, go the Enrollment Services website for more information. Finally, the university articulation officer, Gabriela Nuno (at Ext 6835) in the Enrollment Services Office maintains the curricular articulation agreements with major schools and other two-year colleges regarding the lower division prerequisite courses for undergraduate major programs. Degree audit reports are completed for the student by their New Student Orientation. The report will list courses that the major department may utilize to satisfy the academic major requirements under the section "Additional Courses". For additional information on evaluation of transfer credit policies and procedures see the "Course Credit" section found on the "Academic Policies, Procedures and Standards" page of the *University Catalog*.

## General Education

The CSU Stanislaus General Education program (GE) is designed to provide students with a range of skills and breadth of knowledge that will complement their major and contribute to their becoming truly educated individuals. General Education classes also help to increase students' chances of success in their major classes and in their entire academic experience. GE requirements are listed in the *University Catalog* and the *Schedule Informational Guide* and are discussed in detail below.

The purpose of General Education is to provide a common education experience for students, regardless of major field of study. A total of 51 units are required in the five subject areas of communication skills, humanities, natural sciences and mathematics, social sciences, and individual resources for modern living. Students take 42 of these units at the lower division level where they are exposed to ideas from a broad range of disciplines, and a further 9 units at the upper division level where they study three non-major subjects in more depth. Note: It is important that students taking these upper division classes do so no earlier than the semester in which they achieve junior standing. Upper division courses taken before achieving junior status will not count toward satisfying the GE requirements.

The Summit offers students the opportunity to take their upper division GE classes as a cluster of two-three closely related courses. Further information can be obtained from the Faculty Director of General Education at Ext. 6764.

There is also a multicultural education requirement that addresses multicultural, ethnic studies, gender, or non-western cultures issues. Note that some of these classes which count for the multicultural requirements can also be used for other areas of the GE program. These courses are listed in the catalog and also are designated in the class schedule each semester.

Courses that are proposed for inclusion in the GE program are reviewed by the General Education Subcommittee of the University Educational Policy Committee (UEPC). The proposal must address how the course will satisfy the goals. If you wish to submit a course, and need help in preparing the proposal, please contact any member of the subcommittee.

When students plan their General Education classes with care, they have a coherent and logical foundation for the remainder of their course work at CSU Stanislaus. As you speak with students, urge them regarding the best GE classes for their particular interests and needs, and advise them to begin their GE class work early in their careers.

Please see the end of this chapter for a listing of current CSU GE goals. These goals should be listed in every GE syllabus. All GE courses are expected to address each of the goals (6 or 7 are options), but not all in the same degree. Contact the GE Subcommittee for a full explanation.

## GE Multicultural Course

In addition to the regular GE curriculum, students must take an area G, General Education Multicultural course. Multicultural courses are those classes of 3 or more units that address multicultural issues, ethnic studies, gender issues, or non-western cultures.

Multicultural courses should discuss more than one culture, and include the study of one culture in some depth. Multicultural courses should illustrate differences between cultures, show ways to study such differences, and stimulate students to do additional studies.

## Graduation Requirements

A minimum of 120 semester units is required for graduation. For a concise summary, see the "Summary of Undergraduate Degree Requirements at CSU Stanislaus," available from the Enrollment Services Office Ext. 3152.

As you advise students, be sure they know that they will have to complete the university requirements as well as General Education classes and classes in their major before they can receive their degree. See the University Catalog for more description of the graduation requirements.

## Leaves of Absence

Upon admission to the university or a community college, students acquire catalog requirements rights which remain with them until graduation unless the students leave the university for a year. Students may be granted a leave of absence. Specific requirements and procedures with regard to leave of absence can be found in the *University Catalog* under "Academic Policies and Procedures".

## Post-Baccalaureate Credit

Only courses taken during the final term in which a student earns an undergraduate degree that are not needed to fulfill degree requirements, upon the approval of the Request for Post Baccalaureate Credit Form, will be indicated on the student's permanent academic record as post baccalaureate credit.

## Candidacy for a Degree

A student should apply for graduation when two semesters remain before completion of graduation requirements. A graduation candidacy evaluation and agreement form is issued to a degree applicant prior to his or her enrollment for the term of expected graduation.

This agreement must be completed by the student, the major adviser, the major department chair, a minor adviser (if any), and the Advising Center before submission to the Enrollment Services Office.

## University-wide Tests

Students need to be aware of the University-wide tests required for placement and graduation. These tests are described in detail in the *University Catalog*. As an advisor, you should be particularly aware of the English Placement Test (EPT), the Entry Level Math Test (ELM), and the Writing Proficiency Screening Test (WPST). The EPT and ELM are placement examinations required for admitted undergraduates who do not meet exemption requirements which are listed in the *University Catalog*. Additional information about the testing is available from the website: [www.csustan.edu/counseling/testing](http://www.csustan.edu/counseling/testing) or in L112.

## Graduate Writing Requirement

All students should be aware that they must demonstrate competency in writing in order to graduate. The Graduation Writing Requirement (GWAR) for this campus consists of first passing a **Writing Proficiency Screening Test (WPST)** and then passing a **Writing Proficiency (WP) course** with a grade C- or better. Passing the WPST is a prerequisite for all WP courses, so students should be encouraged to take the WPST as soon as they have completed the two lower division writing requirements (G.E. area A.2 & A.3). For information, contact WPST office at Ext. 3069 or by email [wpst@csustan.edu](mailto:wpst@csustan.edu). The Coordinator's extension is Ext. 6795 and her email is [RGrimshaw@csustan.edu](mailto:RGrimshaw@csustan.edu).

## Grading Policies

As a faculty member and adviser, you should read carefully the section of the *University Catalog* entitled "Academic Standards." □ In general, most university classes follow a traditional A-F grading pattern with pluses and minuses optional for faculty who choose to use them. For more information, turn to Chapter IV, "Teaching," in this handbook.

## Web Registration System

Students may register online during the priority period through the beginning of a term on the myCSUSTAN Student Center, at the Enrollment Services Office or Stockton campus during in-person registration periods. See the Online *Schedule Informational Guide* for specific dates. You should urge students to use the myCSUSTAN Student Center at the start of each term to verify the accuracy of each of their attempted enrollment transactions. Course prerequisite enforcement is the responsibility of the faculty. You may drop a student for a course if he or she has not met a course prerequisite by IW (Instructor Withdrawal) the student on a class roster and submitting it to Enrollment Services by Census Day.

## ESL Competency Program

The English as a Second Language program is designated for those students in the university, both international and permanent residents, for whom English is not their native language. The three courses in the program provide intensive instruction along with tutoring in writing and reading. All courses in the program yield graduation credit. For information, contact the Department of English at Ext. 3361.

## University Extended Education Office

University Extended Education (UEE) provides lifelong learning experiences that promote educational success and strengthen the personal and professional growth of its students. For additional information on UEE's mission or program offerings please contact us at (209) 667-3111 or visit our web site at <https://www.csustan.edu/uee>

## Degree Program Development with the Colleges

Extended Education works closely with the college deans and departments to coordinate the development of new self-support degree and certificate programs to be delivered through UEE as Special Sessions. The college deans each have a faculty coordinator to assist in this project. If you have an idea for a self-support program, please see your dean or faculty representative.

## Summer & Winter Intersessions

CSU Stanislaus provides Summer and Winter Intersession classes during the calendar year. Winter Intersession offers short three-week courses that offer students the opportunity to take classes in order to meet their educational objectives. These courses offered through University Extended Education are regular



university courses that are open to everyone. Courses taken through Winter Intersession may be applied toward degree completion requirements.

Summer Session is open to everyone — current and returning students, high school students and students from other colleges and universities. Adult learners and members of the community are also welcome. 10-week, six-week and 4-week courses are offered. Faculty have the option to teach these summer courses. Students may take a maximum of 12 units during Summer Session. Exceptions may be granted with advisor approval.

## Technology Training

University Extended Education opened the Learning & Technology Training Center located in the Educational Services Building. This center serves as one of the most modern multimedia classrooms in Central California. This facility, which seats 21 students, can be used to teach or supplement teaching in a variety of courses and programs. Additionally our computer lab is an Authorized Certiport Testing Center. This allows us to administer the following certification exams:

- Microsoft Office XP Specialist Exams. (Core, Expert and Comprehensive levels for Word, Excel, Access, Outlook and PowerPoint).
- IC3 (Internet and Computing Core Certification). Three sections.
- WOW (World Organization of Webmasters) CAW exam (Certified Associate Webmaster).
- Students who pass Microsoft Office Specialist Exams are eligible to receive 1 unit of semester credit for each certification exam passed, up to a maximum of 6 units.

Some examples of the many programs that UEE currently offers to the general public supported by the lab include:

- Web Design Certificate Program. Comprehensive Training Program using Macromedia's Studio MX 2004. Courses to include: Dreamweaver, Fireworks, Flash and Freehand.
- Desktop Design and Publishing Certificate Program. Comprehensive Training Program using Adobe's Creative Suite (CS). Courses to include: InDesign CS, Illustrator CS and Photoshop CS.
- Microsoft Office XP Certificate Program. Comprehensive training leading to certification in Microsoft Office XP Pro. Courses include: Word, Excel, PowerPoint and Access.

## Open University

This program opens the doors to university classes for those students who are not formally admitted and enrolled in the university. The Open University program serves many purposes: an invitation for those trying out the university, a resource for those who need a class for personal or professional development, or a second chance for low-GPA students. Students may only enroll on a space-available basis and with the permission of the instructor in any regularly-scheduled course offered by the university. Since enrollment is

permitted on a space-available basis, enrollment approval is given on the first day of instruction in a term. If a student wishes to have credit applied towards a degree, a maximum of 24 units is allowable for a baccalaureate degree.

## Certificate Programs

CSU Stanislaus, in partnership with Ed2go (formerly Gatlin Education Services), offers online open enrollment programs designed to provide the skills necessary to acquire professional-level positions for many in-demand occupations. Students have the convenience of taking these programs anytime from anywhere.

These programs are designed by a team of professionals from each respective field, who work to provide students with an effective web-based learning experience. Instructors/mentors are actively involved in the online learning experience. They respond to any questions or concerns, as well as encourage and motivate students to succeed.

Each program includes a set of lessons and evaluations. Grades are a combination of the instructor/mentor's evaluation of students' work and computer-graded tests.

## Personal Development

UEE also provides opportunities for students to participate in courses focused on personal development and recreation. Through a partnership with leading e-learning providers, UEE now offers an extensive library of online, non-credit courses. Courses focus on building specific skills and are offered in a variety of topics such as computers, the internet, writing, and special interest.

## Contract Courses

UEE's contract credit program offers organizations and schools the opportunity to provide professional development to employees and have extension credits awarded by CSU Stanislaus. Extension credit units can be used toward professional growth credit and advancement on the salary schedule. The UEE coordinator is available to assist teachers through the training program. Those interested must meet university guidelines.

## Teacher Education

For teacher education needs not provided by contract courses, UEE offers a variety of options. Test preparation classes are provided for those looking to enter the teaching field. For those currently teaching and needing extension credits, UEE offers computer-based teacher education, which covers pertinent topics, and award credit. We also provide workshops periodically throughout the year for substitute teachers.

## Corporate Resource Services

Workforce development is a core program area for UEE. We offers customized on-site training programs for area businesses and government agencies. Organizations that wish to upgrade their work force, acquire knowledge and skills in a specific field, stay current with new developments, improve customer service, or need specialized training will benefit from this distinctive program.

## ORBIT (Opportunities and Resources for Business and Industry Training)

The ORBIT program provides customized training programs in local business, governmental, and educational institutions.

### Tips for Effective Advising

- Keep the *University Catalog*, the *Schedule Informational Guide*, the CSU Stanislaus telephone directory, the Summary of Under Graduate Degree Requirements, and this handbook nearby for reference.
- Make sure that you understand both the course requirements for programs in your departments and the university requirements for graduation as you advise students.
- Remember that the Advising Resource Center provides special assistance for undeclared majors, transfer students and re-entry students.
- Become familiar with the university-wide tests. It will be helpful if you can provide students with the general information about the English Placement Test, Entry Level Math Test, WPST, and the Test of English as a Foreign Language (for non-native speakers of English). Remind your advisees that the Writing Proficiency Screening Test is a mandatory graduation requirement.
- Become familiar with the academic programs (such as the Faculty Mentor Program and Educational Opportunity Program - EOP) and the resources, such as laboratories, that may be of interest to your advisees. Also, familiarize yourself with student clubs related to your minors.
- Keep a list of offices and individuals that can assist students with questions about areas such as transfer evaluations, academic probation, special majors and minors.
- Send students to the Psychological Counseling Center Ext. 3381, or the Tutoring Center Ext. 3642, if they need assistance with time management and study skills or basic academic skills.
- Make sure your advising is accurate. If you have any doubts or questions, double-check your information.
- Remember, you are an academic adviser, not a personal counselor. Keep your advice within the sphere of your expertise. Refer students who need expert assistance.
- Good advising involves good listening. Don't try to fix things without understanding the issues. Listen carefully to your advisees!

# International Programs

The Office of International Education, at Ext. 3117, coordinates programs that offer students opportunities for studying abroad. See Chapter IX, "Scholarship and Professional Development," for international programs for faculty.

## School of Fine and Performing Arts

The School of Fine and Performing Arts was dedicated on September 4, 1999, and is a component of the College of Arts, Letters, and Sciences. The School is a collaboration of the Department of Art, Music and Theater to develop a shared vision for curricular and programmatic goals that will help to:

- Recruit and retain talented students and faculty;
- Heighten marketing and development efforts;
- Foster partnership with other educational and artistic organizations; and
- Serve as a center for cultural and artistic activity for the region.

The School presents over sixty events each academic year including exhibitions in the University Art Gallery, plays, musicals and operas in the University Mainstage Theatre, and numerous concerts and recitals in the beautiful new Bernell and Flora Snider Music Recital Hall.

For more information about exhibitions or performances, please call the ARTSPHONE at ext. 3875. To reach all arts departments, please call ext. 3876. To speak to someone in the office of the School of Fine and Performing Arts, please call ext. 3959. To see a full listing of events, please visit [Calendars-of-Events](#) click on "Calendars of Events," and choose, "Fine and Performing Arts Calendar."

# General Education Goals

Each GE course must demonstrate how it will meet Goals 1-5 and either Goal 6, Goal 7, or both Goals 6 and 7.

1. Subject knowledge. To provide an educational experience that will enhance students understanding of the discipline's basic principles, methodologies, and perspectives.
2. Communication. To provide an educational experience that will enhance the ability to communicate.
3. Inquiry and Critical Thinking. To provide an educational experience that will enhance critical thinking skills and will contribute to continuous inquiry and life-long learning.
4. Information Retrieval and Evaluation. To provide an educational experience that will enhance the ability to find, understand, examine critically, and use information from various sources.
5. Interdisciplinary Relationships. To provide an educational experience that will enhance students' understanding of a discipline's interrelationships with other disciplines.

6. Global or Multicultural Perspectives. To provide an educational experience that will enhance the ability to look at issues from multiple perspectives and/or that will describe the discipline's impact on or connection to global issues.  
AND/OR
7. Social Responsibility. To provide an educational experience that will help students understand the complexity of ethical judgment and social responsibility and/or that will describe the discipline's impact on or connection to social and ethical issues.

## VII. Student Affairs

### Overview

CSU Stanislaus is dedicated to fostering students' growth, both inside and outside the classroom through a variety of co-curricular programs to complement its classroom offerings and to support student retention and success. Knowing the resources that are available will help you advise students and enrich their lives.

### Division of Enrolment Student Affairs

From Housing to advising, the professionals in Student Affairs offer caring and competent assistance, helping students to achieve their educational goals.

The Vice President for Student Affairs Suzanne Espinoza reports to the President. The senior management team includes the Associate Vice President/Dean of Students, Ronald Noble, Judicial Affairs Officer, Jill Tiemann-Gonzalez, Director of Enrollment Services, Lisa Bernardo, Director of Retention Services, Martyn Gunn, and Director of Financial Aid/Admissions & Outreach Services, Noelia Gonzalez.

Student support areas include the following:

- Advising Resource Center
  - GE and undeclared advising
  - Parent Program
  - Remediation advising and placement
- Career Services
- Associated Students, Inc.
- Commencement
- Disability Resource Services
- Educational Opportunity Program
- Summer Bridge
- Promise Scholars

- Orientation
- Faculty Mentor Program
- Housing and Residential Life
- Faculty in Residence
- Judicial Affairs
- Psychological Counseling Services
- Student Leadership and Development
- Student Support Services (TRIO program)
- Testing Services
- Tutoring Center
- University Student Union

## Disability Resource Services

Disability Resource Services at Ext. 3159 works closely with students to arrange individualized programs designed to meet their needs. The goal of Disability Resource Services is to provide specialized assistance and make resources available to disabled students and enable them to achieve their educational and vocational objectives. Both through the University's commitment and by law, these students are entitled to participate in academic activities and to be tested in a manner that accurately assesses their knowledge and skills.

Students requesting accommodations or specialized services for a disability should be referred to the Office of Disability Resource Services. Students will be asked to provide documentation of their disability; the Disability Resource Services will establish a plan for assistance. Academic accommodations and support services may include alternate test-taking arrangements, readers, scribes, interpreters, note-taking assistance, material in alternate formats, on-campus transportation, and the use of adaptive technology.

In addition, Disability Resource Services serves as a resource to faculty and the campus community in recognizing and addressing the needs of students with disabilities. Faculty may request verification that the student is registered with Disability Resource Services and has been approved to receive accommodation services. However, information regarding a student's disability is confidential and can only be released with a signed consent form, even to faculty members. For more information, see Chapter IV, Teaching a Course. □

## What is the Faculty in Residence Program?

The faculty in residence program is an innovative living-learning collaboration between Student Affairs and Academic Affairs. The program sponsors a faculty to live in the campus housing facility. Room, board, and programming funds are completely underwritten by the program. The program is intended to foster an increased academic focus to residential living, to promote out of classroom connections to faculty, and to provide increased academic related programs ' all with the design to improve student academic success.

## Housing and Residential Life

The housing facility at CSU Stanislaus is called The Village. The Village is a housing complex of suites and apartments that provide more privacy and greater autonomy than is found on most college campuses. Currently The Village can accommodate 670 residents. Most units house four students in private bedrooms with a shared living room and bath facilities. The apartments include a kitchen and the suites have a mini refrigerator and microwave. There are a few suites with double and triple room accommodations that are less expensive than the cost of a private bedroom in an apartment or suite. The suites are exclusively used to house freshman. First-time freshman are required to have a full meal plan while they live in the Village. Meals are available in all campus dining facilities and evening and weekend meals are available in the Village Café.

The philosophy behind University housing is to provide a community living experience for students. Freshman particularly benefit from living on campus while they navigate university life. A full array of programs and activities are available to residents to increase interaction, to supplement classroom learning, and to provide them opportunities to take leadership roles and be active in their living community. A particular emphasis is placed on the role of the living community in supporting the academic success of students, as well as promoting personal development.

The additional amenities of on-campus living include high speed internet access and cable television outlets in every bedroom, a computer lab, recreation and TV rooms, outdoor recreational facilities including 2 swimming pools, volleyball and basketball courts. A Faculty In Residence is also part of the living community. The facilities are supervised by live-on staff including a Head Resident and Resident Advisors.

## Faculty Mentor Program

Established in 1987, Faculty Mentor Program (FMP) promotes faculty-student interaction through mentoring relationships. A unique and comprehensive training program provides faculty tools to promote interactions outside the classroom; such interactions have proven to have a positive learning effect on students and faculty alike.

The Faculty Mentor Program is open to fully enrolled CSU undergraduate students. The program focuses on first generation college attendees, and economically or educationally disadvantaged students. Since FMP's inception in the spring of 1987, more than 1,700 Protégées and over 100 faculty Mentors have participated in FMP. FMP is always looking for new faculty members to help positively change the lives of our students. The FMP Office is located in the Office of Student Leadership and Development, in the University Student Union Building, Room 103. The Office can be reached by calling 667-3778, emailing [fmp@csustan.edu](mailto:fmp@csustan.edu) or visit the FMP website at [www.csustan.edu/fmp](http://www.csustan.edu/fmp).

## Student Leadership and Development

The Office of Student Leadership and Development (OSLD) coordinates a wide variety of dynamic student services and educational programs, such as the Student Leadership Program, Fraternity and Sorority Life, Student Organization Chartering, Advisement and Training, Student Leadership and Advisor Training, Alcohol Education, Faculty Mentor Program and New Student Orientation. For more information please contact the staff by calling 667-3778 or visit the OSLD website at [www.csustan.edu/sld](http://www.csustan.edu/sld).

## Advising Resource Center

All students receive General Education and/or remediation advising through this unit, which also advises undeclared majors. The department provides advising support for students on academic probation and disqualification status. We also offer special support programs for parents and student athletes and Veterans. For additional information, contact Ext. 3304.

## Veteran Affairs Office

The Veteran Affairs Office is the primary contact for all Veteran Educational Benefits, support and advocate for all retired, active duty, reservists and dependents of Veterans. Our office helps with applying and using VA Educational Benefits, on and off campus resources, educational planning, Veteran New Student Orientations, transition from Military to civilian to college life, and offers a Veteran mentoring program. Please refer all Veteran questions or concerns to Nadine Kent at 667-3081 or visit the Veteran Affairs website at <http://www.csustan.edu/VeteransAffairs/>

## Veteran Advising

Academic support services including probation counseling, individual education planning, specialized orientation, transition, and career services for active duty, reserve, Guard and veteran students that advocate for their specific needs and issues. Please refer all Veteran-related academic questions or concerns to the Advising Resource Center at 667-3304

## Career Services

Career Services is the primary career planning, preparation, and job search resource for students of California State University, Stanislaus. Career Services is organized and staffed to support co-curricular educational growth. Services and programs are designed to promote student learning outcomes through identified resources and purposeful career guidance.

The annual Career Fair, held during the spring semester, brings representatives from companies, school districts, and public agencies to campus to provide information about employment and internships. The event is a great way for students to obtain information about employers and opportunities in their field of study.



Extensive links and resources are available at Career Services website <http://www.csustan.edu/career/> including workshop schedules, upcoming event dates, employer schedules for recruiting on-campus, salary and job links, information about programs and services, a self-guided career assessment program, guides for resume and cover letter preparation among other topics, and job search information.

## Psychological Counseling Services

Psychological Counseling Services provides ethical, voluntary, and confidential psychological counseling to students. Counseling faculty are trained professionals who provide understanding and objective feedback for students who are dealing with varied life problems. Counseling helps students to develop cognitive and emotional integration, relationship skills, and personal resilience. Counselors also provide immediate intervention for students dealing with crises and urgent concerns. Counseling is available, free of charge, to currently enrolled students at CSU Stanislaus.

Consultation to assess a situation, to share information, or to learn about referral resources is offered by phone or by appointment to staff, faculty, and family of students, as well as to students.

If you would like a phone consultation about any situation for which a counselor might provide useful feedback, call Psychological Counseling Services at 667-3381. PCS is located in Suite 210 of the MSR Building, and is open Monday through Friday from 8:00 am to 5:00 pm.

## Individual Personal Counseling

Students can arrange individual appointments with a professional counselor. All counseling faculty have extensive training and experience assisting students with a wide range of psychological and interpersonal concerns. Listed below are some of the common issues that students present:

- negative or depressed mood
- anxiety
- dealing with a crisis
- stress management
- academic focus and success
- concerns about eating & body image
- abuse of alcohol and other drugs
- grief and loss
- sexuality
- personal relationships
- family relationships
- multicultural issues
- dealing with trauma and abuse

## Couple's Counseling

Psychological Counseling Services offers relationship counseling for partners or spouses to work on behaviors, communication or other issues facing them as a couple. Both partners/spouses must currently be enrolled students at CSU Stanislaus to participate in couple's counseling.

## Wellness Workshops and Outreach Presentations

Psychological Counseling Services provides educational workshops and outreach to address topics oriented toward psychological health. Outreach is provided to campus classrooms, events, and organizations. Workshops are presented in the MSR Building. Topics include: Stress Management, Test Anxiety and Academic Pressure, Intimate Relationships, Eating and Body Image, Self-Esteem and Self-Care, and Dealing with Depression. Psychological Counseling Services lists topics to be presented each term in a brochure available at our office. Additionally, the PCS website, [www.csustan.edu/counseling](http://www.csustan.edu/counseling) can be consulted for information on presentations.

## Additional Recommendations from Psychological Counseling Services

Faculty members are dealing with students who each represent a unique mix of strengths and weaknesses, in terms of their learning abilities and in terms of their psychological approach to learning. As the result of counseling faculty working with students dealing with various kinds of difficulties related to academic learning, the following recommendations have been noted:

- Encourage students to make an appointment during office hours to facilitate self-disclosure.
- Clearly spell out expectations before the course begins (e.g., grading, material to be covered and due dates).
- Give assignments both orally and in written form to avoid confusion.
- Provide adequate opportunities for questions and answers, and review sessions, if possible.
- If possible, allow students to tape-record lectures to facilitate their note taking.
- Provide, in advance, study questions for exams that illustrate the format, as well as the content of the test. Explain what constitutes a good answer and why.
- Faculty members play a critical role in helping students dealing with physical disabilities and learning disabilities. Once a student's disability has been verified, faculty can work with the student and staff in Disability Resource Services to develop appropriate accommodations. Accommodations can allow access to lecture and academic materials, and can assist a student to demonstrate accurately the learning that has occurred.
- If necessary, allow students with disabilities to demonstrate mastery of course material using alternative methods (e.g., extended time on exams, exams in a separate room, providing responses by tape recording their answers).

- When appropriate, permit the use of computers, simple calculators, scratch paper, electronic spellers, and dictionaries during exams. Encourage students to use campus support services (e.g., assistance in ordering taped textbooks, alternative-testing arrangements, specialized study aids, peer support groups, study skills workshops, developmental skill courses, or academic tutorial assistance).

## Referring a Student to Psychological Counseling Services

As faculty and staff members, you may occasionally come in contact with students who display unusual and worrisome behavior, or may share with you personal information about which you do not feel qualified to advise them. In such cases, especially if the behavior is impairing the student's performance or the performance of others, or there is a dramatic behavioral change, you may want to initiate a discussion about counseling with the student. During the meeting:

- Note the behaviors about which you are concerned.
- Be matter-of-fact, respectful and direct. Neither minimize your concerns nor try to coerce students into talking with a counselor.
- If a student refuses to act on the referral, invite the student to think it over and consult with you later if desired. Remain supportive.
- After discussing the situation with the student, you can refer him or her to Psychological Counseling Services in one of the follow ways:
  - Suggest the referral and leave it up to the student to make an appointment.
  - Call Psychological Counseling Services at Ext. 3381 to inform the staff that the student will be coming.
  - Walk the student over to PCS in the Mary Stuart Rogers Building, Suite 210.
  - In an emergency situation, call PCS for information on how to proceed.

For more information about Psychological Counseling Services, call Ext. 3381.

## Judicial Affairs

The Office of Judicial Affairs investigates and adjudicates allegations of student misconduct ranging from cheating and plagiarism to harassment and disruption of the educational process. The Judicial Affairs Officer can be reached at Ext. 3177.

## Student Advocate

Provided by ASI student fees, the Student Advocate provides students with free assistance in addressing problems such as grade appeals, conflict resolution, and harassment. In addition to providing support and direction when requested, the student advocate also acts as a resource for students about the policies and procedures of CSU Stanislaus and may make referrals to appropriate agencies or persons when needed. This

service is free and confidential. For more information or to contact the student advocate call (209) 667-3826.

## Associated Students, Inc.

The Associated Students, Incorporated is an independent, not-for-profit corporation run by students for students. This is an auxiliary organization funded through mandatory student fees. The ASI Board of Directors is comprised of a President, Vice President, and 16 representatives elected annually in the spring. ASI is the official voice of the students at CSU Stanislaus on campus as well as local, state, and national levels.

ASI offers the following programs and services: Intramural Sports, Code Red Entertainment programming, Homecoming, Warrior Day, Warrior Street Team, Warrior Merchandise and the Student Advocate.

The ASI Intramural sports program provides students with an opportunity to compete in a fun atmosphere, while playing their favorite recreational sports. There are approximately 1,000 participants consisting of students, faculty/ staff and alumni. Intramural sports consists of volleyball, basketball, outdoors soccer, indoor soccer, dodge ball, men's and women's flag football, softball and kickball. This program is funded through student fees and managed by ASI Recreation.

ASI sponsors our special events on campus through Code Red Entertainment. The special events program plans large-scale events for CSU Stanislaus students and the community upholding university traditions while making memorable yearly events that students look forward to year after year. Such events include: StanFest, Homecoming, and Warrior Day.

The Warrior Street Team is the official student advocacy group for CSU Stanislaus and appointed member of the local, state and federal government. Throughout the year, students represent the student body by hosting rallies, attending conferences, promoting voter registration and traveling to the state capital to ensure that the student voice is heard.

Associated Students, Inc. funds Warrior Merchandise. The marketing team, housed in the Warrior Activities Center, creates, designs and sells a variety of Warrior Gear. Show off your Warrior pride and come stock up on apparel today. Some of the items include: t-shirts, sweatshirts, crewnecks, tank tops, Ladies V-necks, key chains, lanyards, backpacks, cups and more! The ASI marketing teams also works closely with on campus, clubs, organizations and departments in assisting them with orders for apparel, promo items or giveaways.

The ASI Student Advocate is responsible for helping with grade appeals and any other policy related challenge a student might be facing. CSU Stanislaus students need someone who is also a student to relate to when facing challenging situations. The student advocate is a person to talk to who is not removed from 'student life, and is knowledgeable regarding campus policies and procedures. For contact information, please visit: <http://www.csustan.edu/asi-usu/pages/StudentAdvocate.php>.

For more information on Associated Students, Inc. please visit: [http://www.csustan.edu/asi-usu/new\\_index.php](http://www.csustan.edu/asi-usu/new_index.php) or contact ASI at (209) 667-3833.

## University Student Union

The University Student Union is a not-for-profit corporation funded primarily by student fees, and consists of four parts: facilities, programs, services and marketing.

The role of the University Student Union Board of Directors is to make decisions concerning policy, renovations, marketing, and budgetary items, while providing overall direction for the facilities, programs, and services funded by USU fees. The USU Board of Directors consists of two executive officers and up to seven student representatives who collectively make decisions regarding the USU building. The USU recruits board members who will uphold and commit to the goal of enhancing the college experience within the University Student Union and throughout the campus.

The Student Union maintains several facilities that are available for use by campus and community members alike. It offers three conference rooms, an Event Center for banquets and special activities, the Carol Burke Student Lounge and a computer/study lounge. The USU facilities are scheduled through the online R25 master calendar. For room set up or media arrangements for a USU facility, contact Elvis Salgado at (209) 664-6590 or [esalgado@csustan.edu](mailto:esalgado@csustan.edu)

Also housed within the Student Union is a Game Room where students can play Wii, XBOX, Nintendo 64, billiards and ping pong or just grab a snack, watch TV and relax.

The USU Service Desk located inside the lobby of the University Student Union building offers many services to meet student, staff and faculty needs in a helpful and efficient manner. Some of the services include: Warrior ID cards, printing, copying, fax services, flowers, balloons, greeting cards, amusement park tickets, bus passes and more!

The University Student union also offers the Weekend Warrior program, which concentrates on providing students the opportunity to escape from their daily routines by offering them discounted, off-campus trips. These trips are offered to students at one-third of the regular price- including transportation.

The University Student Union also offers a wide range of marketing and graphic design services for all clubs, organizations and departments. Whether you need a flyer, poster, or a t-shirt design, the marketing team will deliver the attention getting, creative solution that you need. Additional services include: poster prints, flyers, banners, brochures, design concepts, A-frame rentals and more.

For more information on what the University Student Union offers, please visit: [http://www.csustan.edu/asi-usu/new\\_index.php](http://www.csustan.edu/asi-usu/new_index.php) or contact the USU Service Desk at (209) 667-3776.

# Associated Students, Inc. & University Student Union Programs

Code Red Entertainment is a student programming of ASI and University Student Union responsible for coordinating events for students. Code Red Entertainment strives to provide students with the utmost collegiate experience, through event participation and active involvement in student life. Code Red Entertainment consists of several programs specializing in a wide variety of events. Code Red Entertainment can be found in the Warrior Activities Center office located in the University Student union.

Code Red Entertainment consists of nine different programming areas, which include: Special Events, Campus Pride, Multicultural, Social Awareness, Daily Events, Facilities, Wellness and Sustainability. For further information on Code Red Entertainment or to become a volunteer member, please visit <http://www.csustan.edu/asi-usu/pages/CodeRedEntertainment.php> or stop by the Warrior Activities Center today!

## Tutoring Center

The Tutoring Center is located in the Library Building, L-112. Tutoring is free to all CSU Stanislaus students. Students may get help in numerous subjects; they should pick up an application at the front desk. For best results, it is important that students come in as soon as they know they need help. Our services are 'First come, first serve'. For additional information contact Ext. 3642.

## Math Center

In the Math Center, students can drop-in and receive assistance for developmental, lower-division, and other math courses up to calculus. Match Center hours are Monday through Thursday 10:00 to 4:00.

Math Drop-In tutoring is available for Finite Math 1500, Statistics 1600, and Statistics for Decisions Making 1610. The drop-in hours are Monday through Thursday 11:15 to 1:15 and 3:30 to 4:30.

Chemistry Drop-In tutoring is available for Chemistry 1100 and 1110. The hours are Monday through Thursday 11:15 - 1:15 and 3:30 - 4:30.

All tutoring is held in the Tutoring Center, L112. For more information, call (209) 667-3642 or visit [www.csustan.edu/tutoring](http://www.csustan.edu/tutoring)

## Writing Center

The CSU Stanislaus Writing Center, located in suite 120 on the first floor of the library, offers free individual and group tutoring to students requesting help to improve their writing in all classes and

disciplines and for writing examinations such as the Writing Proficiency Screening Test. Usually, students and peer tutors work together once a week over a period of several weeks. Same-day tutoring is also available. The Writing Center is open spring and fall semesters, Monday through Friday. Hours vary from semester to semester. For information, call the Writing Center Director at Ext. 3465.

## Educational Opportunity Program

### EOP Mission Statement

The Educational Opportunity Program (EOP) serves as a primary vehicle for the CSU in increasing the access, academic excellence and retention of California's historically underserved students (low income, first generation college), thus working in the spirit and abiding by the legislative intent that originally established the program in 1969 and maintaining the innovation inherent in the program.

### The Core Elements of EOP are to:

1. Provide ACCESS opportunities for historically underserved students (low income, first generation college) by making higher education a possibility for prospective students with potential for academic excellence.
2. Provide ADVOCACY and education to address the needs of EOP students.
3. Provide a TRANSITIONAL EXPERIENCE that will empower students to better manage and navigate the college experience.
4. Provide SUPPORTIVE SERVICES to facilitate student success.
5. Provide EOP GRANTS to eligible students who should also receive the highest priority for financial aid resources available from the institution.

## Summer Bridge Program

Summer Bridge offers an intensive three-week residential program of classes, seminars, tutoring, and academic advising to ease the transition from high school to the university.

Upon admission to the university, students selected for the Summer Bridge program are notified by the EOP Office. Successful completion of the program may be a condition of admission for some EOP students. Admission to Summer Bridge is limited.

## Promise Scholars

The Promise Scholars program is designed to serve the needs of qualified former foster children by providing access to the promise of a better future through education. The program provides comprehensive services such as a support network and financial aid to meet the challenges former foster youth face in the

university environment. Questions about the (PSP) can be directed to the Promise Scholars coordinator in the Educational Opportunity Program at Ext. 3108.

## Student Support Services (SSS)

Student Support Services is a federally funded TRIO Program funded under the U. S. Department of Education, Title IV of the Higher Education Act of 1965.

SSS provides academic support and retention services to low income, first generation or disabled students who are already enrolled or have been admitted to CSU Stanislaus, and have a demonstrated academic need.

Services include academic advising, curriculum planning, major/career guidance, study skills/skills enhancement workshops, computer lab, tutorial assistance, Peer Mentors and the services of a writing specialist.

The program also offers CBEST and WPST Preparation workshops, a Transition from Student to Teacher Conference, Internship Opportunities seminar, Graduate Forum and scholarship awards.

## Referring Students

Academic Record Transcripts:

Enrollment Services..... Ext. 3264

Academic Skills Assistance:

Tutoring Center..... Ext. 3642

Add-Drop Form:

Enrollment Services Office..... Ext. 3264

Advising Undeclared Majors:

Advising Resource Center..... Ext. 3304

Associated Students:..... Ext. 3833

Basic Academic skills Assistance:

Tutoring Center..... Ext. 3642

Campus Compliance Office..... Ext. 3747

Campus Housing: Housing and

Residential Life..... Ext. 3675

Career Services..... Ext. 3661

Clubs: Student Activities Center..... Ext. 3778

Concurrent Enrollment Information:

Enrollment Services..... Ext. 3264

Confidential Advice on Student Policies, Rights and Procedures:

Students Advocate..... Ext. 3833

Conflict with a Professor:



Office of Faculty Affairs..... Ext. 3392  
Student Advocate..... Ext. 3833  
Counseling:  
Psychological Counseling Services..... Ext. 3381  
Crisis Intervention:  
Psychological Counseling Services..... Ext. 3381  
Disability Accommodation and Documentation:  
Disability Services..... Ext.3159  
Dorms:  
Housing & Residential Life..... Ext. 3675  
Enrollment Information:  
Enrollment Services..... Ext. 3264  
EPT and ELM registration:  
Office of Testing Services..... Ext. 3157  
ESL Program information:  
English Department..... Ext. 3361  
Financial aid Assistance:  
Financial Aid Office..... Ext. 3336  
General Education Advising  
Undeclared Majors:  
Advising Resource Center..... Ext. 3304  
Grade disputes: faculty member, department chair and/or  
students advocate..... Ext. 3833  
Graduation Evaluation Form:  
Enrollment Services..... Ext. 3264  
Intramural Sports:  
Student Activities Center..... Ext. 3849  
International Study: Office of  
Global Affairs..... Ext. 3117  
Leave of Absence Form:  
Enrollment Services..... Ext. 3264  
Mathematics Tutoring:  
Tutoring Center..... Ext. 3642  
Medical Services:  
Student Health Center..... Ext. 3396  
Mentoring for Historically  
Underrepresented Students:  
Faculty Mentor Program..... Ext. 3021  
Educational Opportunity  
Program..... Ext. 3108  
Veteran's Benefits:

Enrollment Services..... Ext. 3081  
 Nontraditional Student Needing Options:  
 University Extended Education..... Ext. 3111  
 On-campus Housing: Housing and  
 Residential Life..... Ext. 3675  
 Orientation:  
 Student Leadership & Development..... Ext. 6757  
 Parents Program:  
 Advising Resource Center..... Ext. 3304  
 Programming UPB..... Ext. 3831  
 Psychological Counseling Services..... Ext. 3381  
 Remediation Progress Check:  
 Advising Resource Center..... Ext. 3304  
 Scholarship:  
 Financial Aid..... Ext. 3336  
 Social Activities on Campus:  
 Student Activities Center..... Ext. 3778  
 UPB..... Ext. 3831  
 Sports, Intramural:  
 Student Activities Center..... Ext. 3849  
 Student Activities Center..... Ext. 3778  
 Student Advocate:..... Ext. 3833  
 Student Government:  
 Associated Students..... Ext. 3833  
 Student Judicial Services:..... Ext. 3177  
 Study Abroad Information:  
 Office of International Education..... Ext. 3117  
 Study Skills Improvement:  
 Psychological Counseling Services..... Ext. 3381  
 Time Management Skills:  
 Psychological Counseling Services..... Ext. 3381  
 TOEFL Information on Registration:  
 Office of Testing Services..... Ext. 3157  
 Transfer Credit Evaluation Forms:  
 Enrollment Services..... Ext. 3886  
 Tutoring: Tutoring Center..... Ext. 3642  
 Undeclared Major Advising:  
 Advising Resource Center..... Ext. 3304  
 Unit Overload: Student's major department University-Wide Requirements Petitions:  
 Enrollment Services..... Ext. 3264  
 University Student Union..... Ext. 3776

Vice President for Student Affairs..... Ext. 3177

Withdraw Form:

Enrollment Services..... Ext. 3264

Work-Study Opportunities:

Financial Aid..... Ext. 3336

WPST Registration:

WPST Office..... Ext. 3069

Writing Assistance:

Tutoring Center..... Ext. 3642

# VIII. Legal and Ethical Issues

## Overview

In order to participate successfully in the CSU Stanislaus campus community, faculty should understand the norms and policies that bear on teaching, research, and day-to-day interaction with colleagues, staff, and students. CSU Stanislaus promotes a set of values that incorporate mutual respect for all members of the community and for the differences among various campus constituencies.

All university employees must comply with the federal, state, and local laws. However, faculty, staff, and students also share responsibility for maintaining an atmosphere that enhances learning and creating a climate that affirms everyone's rights to study, work, and learn in harassment-free, non-discriminatory environment.

## Professional Ethics and Academic Freedom

Freedom to teach and freedom to learn are inseparable aspects of true academic life; accordingly, membership in the academic profession also carries with it special responsibilities and expectations. California State University, Stanislaus has adopted a Professional Ethics statement, based on guidelines from the American Association of University Professors, outlining the scope of these responsibilities and the nature of academic freedom associated with faculty work. The entire statement can be found in the [\*Faculty Handbook\*](#).

[https://www.csustan.edu/sites/default/files/groups/Faculty%20Handbook/documents/aaup\\_statement\\_professional\\_ethics.pdf](https://www.csustan.edu/sites/default/files/groups/Faculty%20Handbook/documents/aaup_statement_professional_ethics.pdf)

## Academic Dishonesty and Academic Integrity

As we transmit the values of the academic community, we should make clear to students what does and does not constitute academic dishonesty within our university culture. Such definitions are not always clear-cut. They may vary, for instance, in classes, workshops, or labs where students work together and share ideas, where they co-author or co-present reports, or where they are asked to reflect on other people's ideas or work. You should make the norms for your class very clear, especially with regard to group work, in order to avoid difficult situations.

## Plagiarism

Plagiarism is a complex, problematic issue for students, faculty, and even skilled researchers. Faculty can help students foster good research skills and methods, and reduce plagiarizing by providing examples of primary and secondary sources and by offering practice activities to summarize, paraphrase, and cite works correctly. Most references, such as the *MLA Handbook*, provide detailed analyses of appropriate and

inappropriate uses of source material. Requiring a bibliography, notes, and several drafts before submitting the final version also helps reduce the possibilities of plagiarism. In addition, the CSU System has a license agreement with Turnitin.com (TII), a web-based system for assisting faculty in identifying plagiarism from sources both on the Internet and in their growing database. For more information about TII, creating an account, and using it, contact Bob Koehler, Instructional Technology and Design Specialist, MDL/OIT, FDC 112, 667-3898, [BKoehler@csustan.edu](mailto:BKoehler@csustan.edu)

**Also see**

<http://plagiarism.org>

<http://turnitin.com>

## Cheating

A few simple strategies can help reduce incidents of cheating in the classroom: proctoring exams, providing official exam books, creating more than one version of an exam, making sure students sit at least one desk away from others when they take an exam, and requiring students to hand in notes and multiple drafts of papers.

However, it is also important to provide students with a list of clear examples of academic dishonesty, so there is no question about your expectations. Your list might include the following:

- Using unauthorized notes or books during an exam;
- Copying another student's work during an exam;
- Taking an exam or writing a paper for another student;
- Submitting material written by someone else;
- Submitting the same paper for different classes without getting permission from the instructors;
- Inventing data for a paper or report.

Students should know that academic honesty is an essential value in the university, and they should understand exactly what you mean by the term in the context of your class. Students also need to be aware of the consequences of cheating and plagiarism. A statement on your course syllabus can be useful.

If you encounter an instance of academic dishonesty in your class, do not ignore it. Your response should be in keeping with the individual situation and with any information you have already provided your students on the topic. In dealing with an individual incident, you may wish to take one of the following actions:

- Issue a warning;
- Request that work be resubmitted or an exam retaken under qualified conditions (and with a possible grade penalty);
- Adjust the grade given for the assignment;

- Adjust the grade for the course (this could include giving an F).

Only the instructor can assign a grade penalty. A faculty member cannot impose administrative sanctions, such as probation or suspension. However, if you believe an incident is serious enough to warrant administrative as well as academic sanctions, you should notify the [Office of Judicial Affairs](#) at Ext. 3177.

## Grade Disputes

While students are obligated to adhere to high standards of academic honesty, faculty members are obligated to maintain high standards of objectivity, fairness, and accuracy in evaluating student's work. You can help prevent grade disputes by establishing clear grading criteria on your syllabus, setting up a grading system for your class that is fair and easily understood, and writing responses that summarize clearly the strengths and weaknesses of each student's work that are in accordance with the criteria you have established. When dealing with a group project, it is particularly important to have clear guidance in your syllabus about grading and your expectations with regard to group process

If students question the grade they received for an assignment or for your class, they should discuss it with you first. If the dispute remains unsettled, students can go to the department chair and then to the college dean. The Grade Appeal Committee provides final resolution of grade disputes that have not been resolved through the department or college. For specific questions regarding grade-appeal procedures, contact the Vice Provost for Academic Affairs at Ext. 3082, or see the *University Catalog*.

## Non-Grade Disputes

Disputes sometimes occur between faculty and students over non-grade issues. The *University Catalog* and the "Rights and Responsibilities" section of the *Students Handbook* provide information on student's fundamental academic freedoms and responsibilities. Both documents can be resources for preventing and resolving conflict with students.

Once again, you often can resolve such disputes yourself. Go to your department chair only when you and the student cannot reach an arrangement. If problems continue, the college dean or the Associate Vice President for Student Affairs/Dean of Students may be called in to help resolve the matter.

## Classroom Conduct

The classroom is a special environment in which students and faculty come together to promote learning and growth. Faculty and students need to respect the rights of others seeking to learn while balancing this with the general goals of academic freedom.

As a faculty member, you are responsible for respecting student diversity and varying student's views, but students are also responsible for contributing to the orderliness and integrity of the classroom. Students have

the right to express unpopular views; however, if their conduct disrupts the learning process, then you have both a professional responsibility and the legal authority to maintain order in the instructional setting.

Use your discretion in assessing a disruptive situation. Often, you can speak with the student privately, outside of class, and resolve the problem. You also may ask a student to leave that particular class session. *You do not have the authority to ask students not to attend another class or to drop a student from your class altogether.* If problems continue you should meet with both the student and your chair and inform your college dean. Make sure to keep a record of dates, times, and details of disruptive incidents.

If there is any threat of harm or disruption of the educational process call the University Police at 911. Faculty members also can request that the University Police be present for private meetings with a disruptive student. The Office of Campus Compliance or Judicial Affairs, can also provide assistance with difficult students. Through the Judicial Office a faculty member can report the student for misconduct, with consequences ranging from filing a report to initiating a formal student discipline investigation resulting in suspension, expulsion or other educational sanctions. A student advocate is also available to advise students on these and other issues, at Ext. 3833.

In serious situations, when students are charged with misconduct, student disciplinary procedures follow system-wide guidelines established by the California State University Office of the Chancellor. If you have a question about a student problem, speak to your chair, dean or the Judicial Officer

## Disruptive Conduct and Threat Assessment

The campus has a process to evaluate situations through a case management team. Please contact the Campus Compliance Officer at Ext. 3006 or the Office of Judicial Affairs at Ext. 3177.

## Computer Etiquette

The rules of student discipline apply consistently. This includes the use of computers. Hacking and other misuses of computers should not be tolerated. For confidential advice on how to deal with the misuse of computers, contact Jill Tiemann-Gonzalez at Ext. 3177.

## Confidentiality-Privacy Rights of Students

Federal laws and campus policies ensure that students have right to inspect their educational records and to challenge their accuracy. These records include files, documents, and any other materials relating directly to the students that are maintained by the university. If a student requests permission to inspect a file or record, the inspection should take place under appropriate supervision. An important federal law with regarding student rights in the Federal Right to Privacy Act of 1974 (FERPA) which is discussed in Appendix I of the *University Catalog*.

Students also have rights concerning the privacy of their grades and campus records, as stipulated in FERPA. Your grade books and notes evaluating student work are private records not subject to review by any students. The only official record of grade is the grade roster submitted at the end of each semester.

If you choose to post grades at the end of the semester, privacy regulations forbid posting grades by name or any other means (e.g., Social Security numbers) that will allow students to be identified personally. You may use the last four digits of the student ID number as long as you are able to avoid duplication.

You may wish to encourage students to provide you with a stamped, self-addressed envelope for reporting end-of-semester grades. Some restrictions apply to sending grades over e-mail. Check with your department chair to clarify the policy.

You should not share information regarding individual student grades. Be careful, also not to give out information about a student over the telephone. Items such as address, telephone numbers, grades, major, and class level may be protected confidential information. If you have computer printouts containing information about students, be sure to keep them in a secure location.

For a copy of CSU Stanislaus policies and procedures concerning access to student records, contact the Campus Compliance Officer at Ext. 3006.

## Privacy Laws

Current federal and state laws and policies provide for confidentiality and student access to education records. The Federal Family Educational Rights and Privacy Act provides specifically for students' rights to privacy. The University is committed to securing and protecting information security as required by law. For information on privacy rights and responsibilities contact the Campus Compliance Officer at Ext. 3006.

## Unlawful Harassment and Discrimination

The California State University does not discriminate on the basis of race, color, national origin, sex, age, veteran status, marital status, religion, sexual orientation, or disability. The university supports an academic and work environment that protects the dignity and promotes the mutual respect of faculty, staff, and students.

Sexual harassment includes such unsolicited and unwelcome behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct directed toward students, staff, or colleagues. See the "Affirmative Action-Equal Opportunity Discrimination-Non-discrimination Sexual Harassment and Sexual Assault Policies, Procedures and Guidelines" flier for additional information along with Appendix K, "Sexual Harassment Policy and Procedures," in the *University Catalog*.

If students or faculty have complaints or questions regarding harassment issues, they should be directed to the Campus Compliance Officer at Ext. 3006.



## Field Experience Under Conditions of Risk

Faculty members are responsible for safeguarding the right and welfare of individuals involved in activities related to instruction and research. If you supervise a field activity, you must ensure student and faculty are not subjected to any substantial risk. Be sure to check with your department chair or college dean to determine whether there are any liability or insurance issues. You may also consult with Safety and Risk Management at Ext.3022.

The college dean is responsible for prohibiting instructional activities that involve substantial risk. If the student believes such risk is present, she or he may withdraw from the activity without penalty, and immediately inform the dean and department chair.

## Misconduct in Research

Misconduct in research is defined as fabrication, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conduct in, or reporting research and creative activity. Misconduct does not include honest error or honest differences in interpretation of data.

For more information on policies pertaining to misconduct in research, see Appendix J in the *Faculty Handbook* or contact the Office of Research and Sponsored Programs at Ext. 3493.

## Human Subjects Research

If you will be using human subjects in research (including research and student-led research projects), then you must obtain approval to conduct the research from the university's Institutional Review Board for the Protection of Human Subject in Research before initiating the research. The Campus Compliance Officer at Ext. 3006, can help you with this process. See also Appendix L in the *Faculty Handbook* for the policy on protection of human rights. In addition, Human Subject Research policy, forms, and publications can be found on the UIRB website.

## Animal Care

The use of animals in research and instruction is governed by federal regulations under two different statutes: Health Research Extension Act of 1984 and Public Law 99-158, and two different agencies. These regulations cover most research or instructional use of warm-blooded and vertebrate animals. If you will be using animal subjects in research, then you must obtain approval to conduct the research from the university's Animal Welfare Committee. The Campus Compliance Officer at Ext. 3006, can help you with this process. As with human subject research, you must obtain approval before initiating your project. See also Appendix N in the *Faculty Handbook* for the policy on the care and use of animals.

# Intellectual Property

If you have questions related to copyrights or patents, or if you would like to know more about protecting your intellectual property, please contact the Campus Compliance Officer at Ext. 3006. For more information, see Appendix P in the *Faculty Handbook* for the policy on intellectual property rights, and also refer to related provisions in the Unit 3 Memorandum of Understanding (MOU).

# Copyright Issues

Copyright issues frequently need clarification. If you are preparing material for class distribution, please familiarize yourself with the Copyright Act of 1976 and talk to your department chair.

# Conflicts of Interest

As a faculty member, your primary responsibilities are to teach assigned classes and participate in activities appropriate to the advisement of students, your professional growth, and service to the university and community. While you may engage in political activity, you must do it on your own time, not on state time or state expense.

As both a state employee and a CSU Stanislaus faculty member, you may not engage in any outside employment or activity that is in conflict with your primary responsibilities.

If you have a question about whether your research may conflict with the mission and goals of the university discuss the matter with the Campus Compliance Officer at Ext. 3006.

# Tips on Legal Ethical Issues

- Review the *Faculty Handbook* and the *University Catalog* so that you have a clear understanding of university policies and procedures.
- Be clear with your students regarding what constitutes cheating in your classes and what the consequences of cheating will be.
- When incidents of cheating occur, you can assign a grade penalty, but you cannot issue administrative sanction such as probation or suspension.
- You can help avoid grade disputes by making your grading system clear to students and by articulating clearly why each assignment has received the grade you have given it.
- Try to resolve any student problems with the individual student before referring problems to your chair or dean.
- Call the Judicial Affairs Office, at Ext. 3144 for confidential advice on handling disruptive student behavior and/or suspected academic dishonesty.

- Treat colleagues, staff, and students as you would have them to treat you; practice collegiality and civility.
- Call the Office of Faculty Affairs at Ext. 3011, for assistance and confidential advice on harassment and conduct issues.
- Remember that freedom of speech is a right of all members of the university community.
- Make sure that your speech and your conduct respect the rights and protect the dignity of colleagues, staff, and students.
- Have the Institutional Review Board and/or the Animal Welfare Committee review all projects involving research with human subjects and/or animals.
- Be sure to assess potential risks of field experiences and talk to your chair and/or dean about liability issues and coverage.
- Familiarize yourself with the Copyright Act of 1976 and the limits of "Fair Use." □
- Maintain the confidentiality of student records.

# IX. Professional Development

## Overview

CSU Stanislaus supports and encourages the teaching, research, and professional development of the faculty. You are eligible to apply for campus-and CSU-sponsored grants, travel funds, and sabbaticals as well as for national awards and external funding from state, federal, and private sources. As a CSU Stanislaus faculty member, you are also subject to performance review procedures established to ensure that the university faculty is of the highest quality.

The California Faculty Association, the Office of Research and Sponsored Programs, the Faculty Center for Excellence in Teaching and Learning, and the Office of Faculty Affairs, as well as your department chair and college dean are all sources of information, resources, and support for your scholarship, teaching, and professional growth.

## Collective Bargaining Agreement

The Higher Education Employer-Employee Relations Act provides that wages, working hours, and the terms and conditions of employment are to be negotiated between the CSU board of trustees and the bargaining unit. The California Faculty Association is the sole and exclusive representative of the bargaining unit (Unit 3), which includes all faculty, counselors, librarians, and coaches.

## California Faculty Association

The California Faculty Association is the exclusive collective bargaining representative for Unit 3. CFA is affiliated with the American Association of University Professors (AAUP); the California Teachers Association (CTA); the National Education Association (NEA); the Service Employees International Union (SEIU); and the American Federation of Labor-Congress of Industrial Organizations (AFL-CIO). CFA maintains a chapter at CSU Stanislaus. The faculty association offers members a variety of benefits. You may contact CFA at 108 JSRFDC (667-3629) or on the web at [www.calfac.org](http://www.calfac.org)

## Affirmative Action-Equal Employment Opportunity

CSU Stanislaus' hiring policies reflect the university's commitment to achieving excellence through promoting and honoring diversity in all forms. The university encourages applications and nominations of women, persons of color, persons with disabilities, and members of other under-represented groups.

Equal employment opportunity refers to the right of all persons to apply and be evaluated for employment opportunities without regard of age, color, disability, marital status, race, national origin, pregnancy, religion, sex, sexual orientation, or veteran status. Affirmative action refers to assertive, active strategies to

increase the employment, retention, and advancement of women and minorities. For additional advice and suggestions refer to the CSU Stanislaus *Faculty Handbook*.

## Vacancy Announcements

Vacancy announcements for full-time faculty positions can be found on the CSU Stanislaus Web site at [www.csustan.edu](http://www.csustan.edu). Vacancy announcements for temporary faculty are located in the individual department offices. Departments maintain a pool of qualified part-time faculty that they can draw upon as needed.

## Temporary Appointments

Individual appointments as lecturers or coaches serve in non-permanent academic assignments. Such appointments are temporary, and appointments are made for specific terms (i.e., one or more semester or terms.) Temporary appointments automatically expire at the end of the period stated in the letter of offer and do not establish any further appointment rights.

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 is entitled to receive a one-year appointment. Such appointments may be conditional, based on department needs, enrollment and budget considerations. Classes may be canceled any time prior to the third class meeting. If a class is canceled, the temporary employee must be paid for class hours taught. Full-time temporary employees may not be appointed on a conditional basis. For more information, call the Faculty Affairs Office, at Ext. 3392, and ask to speak to the faculty affairs specialist.

## Evaluations

There are two types of faculty evaluations. Performance evaluations of faculty members are conducted for retention, promotion, and tenure. Periodic evaluations also are made for purposes such as evaluation of temporary faculty, probationary faculty who are not subject to a performance review, and evaluation of tenured faculty who are not subject to performance review for promotion. Evaluations are based on teaching performance and/or other professional performance, professional growth and achievement, service to the university and community, and student evaluations.

## Personnel Action File

An employee's Personnel Action File (PAF) located in the Office of Associate Vice President for Faculty Affairs, is the one official personnel file containing employment information and other information that may be relevant to personnel recommendations or personnel actions affecting the employee. The Working Personnel Action File (WPAF) is that portion of the Personnel Action File, including the dossier, used during periodic evaluation of performance review.

You should regularly review your personnel file. If you are undergoing review you are responsible for putting together careful, well-ordered, and supportive documents. During an evaluation, all forms and documents pertaining to the evaluation are placed in the Working Personnel Action File, which is then made available to the faculty member, peer review committee members, and academic administrators involved in the process. For advice on constructing faculty portfolios, which can become the basis of the Working Personnel Action File, talk to your department chair and/or your department Retention, Promotion and Tenure Committee. For additional suggestions and ideas about your RPT file, contact the Faculty Center for Excellence in Teaching and Learning at Ext.3216.

## Performance Review Procedures

The review process is initiated by the department Retention, Promotion and Tenure Committee chair. It is the responsibility of the departmental RPT Committee chair and the candidate to gather information pertinent to the RPT review, including student evaluation of teaching data and current vita. Such materials are placed in your Working Personnel Action File. Additionally, you need to prepare an index of the materials submitted.

The University Retention, Promotion and Tenure Committee also sends out procedural information about the organization and content of the Working Personnel Action File as approved by the Academic Senate. Questions about the process should be directed to the faculty affairs specialist in the Office of the Associate Vice President for Faculty Affairs, at Ext. 3392.

The University Retention, Promotion and Tenure Committee, with the approval of the president, publishes an annual review calendar that will establish a specific deadline by which the Working Personnel Action File is declared complete with respect to documentation of performance for the purpose of evaluation. If you wish to insert materials after that date, you must have the approval of the committee. Late insertions are limited to items that became accessible after the deadline.

The probationary and tenured faculty of the department elect a committee of tenured full-time faculty for the purpose of evaluating and recommending individuals for retention, promotion, and tenure actions. The departmental Retention, Promotion and Tenure Committee is responsible for providing a detailed description and evaluation of the candidate's performance for each of the stated criteria. The purpose is to communicate all pertinent information about the candidate to subsequent levels or review, including faculty and administration presumed to be outside the candidate's discipline.

At all levels of review, before your recommendation is forwarded to a subsequent review level, you will be given a signed copy of the written recommendation that includes reasons for the recommendation. You may submit a rebuttal statement or response in writing and/or request that a meeting be held to discuss the recommendation within seven days following receipt of the recommendation. A copy of your response or rebuttal will then accompany the Working Personnel Action File.

## ***Probationary Period***

A probationary period is the period of service in tenure-track position prior to the granting or denial of tenure. The normal period of probation is six years of full-time probationary service, including credited service, if any. For purposes of calculating the probationary period, a year of service commences with the first fall semester of appointment.

## ***Tenure***

One of the privileges of a university career is the earning of tenure. Tenure, which assures you permanent employment, is often granted after a specified number of probationary years. Tenure protects faculty members from dismissal except for serious misconduct or incompetence determined by formal hearings, reasons specified in the Collective Bargaining Agreement, or via layoff proceedings precipitated by serious budgetary restraints.

At CSU Stanislaus, tenure is granted by the president upon the recommendation of university-wide and departmental faculty committees and academic administrators. The president notifies probationary faculty members of the final decision on the award or denial of tenure no later than June 1. Lack of official notice does not result in the award of tenure. If tenure is denied, the president notifies that faculty member of a subsequent probationary appointment or a terminal-year appointment.

Tenure may be awarded before the normal six-year probationary period. In order to be granted tenure prior to the end of the probationary period, an applicant must provide evidence of outstanding performance in all categories of review criteria specified in the campus retention, promotion and tenure policies and procedures. Tenure becomes effective at the beginning of the fall semester succeeding the date in which tenure is awarded.

## ***Promotion***

Promotion is the advancement of a probationary or tenured faculty member to a higher academic or librarian rank, or advancement to a higher classification.

The California Faculty Association-California State University Collective Bargaining Agreement states that 'a probationary faculty unit employee shall not normally be promoted during probation. Although at CSU Stanislaus some faculty have been promoted prior to receiving tenure, this is not the usual practice. Faculty members in the rank of instructor or librarian equivalent may be considered for promotion after completing one year of service in rank. Probationary Faculty are normally considered for promotion at the same time they are considered for tenure. Probationary faculty unit employees are not promoted beyond the rank of associate professor without having received tenure. A faculty member may apply for promotion or tenure at any time during his or her professional career by following the university's retention, promotion and tenure procedures.

The promotion of a tenured faculty unit employee normally will be effective the beginning of the sixth year after appointment to his or her current academic rank or classification. In such cases, the performance

review for promotion takes place during the year preceding the effective date of the promotion. This provision does not apply if the faculty unit employee requests in writing that he or she not be considered.

## Criteria and Expectations

All faculty members, regardless of rank, experience, or discipline, are engaged in a similar intellectual enterprise and perform essentially the same kinds of services for CSU Stanislaus. In recognition of this fact, the same criteria are used to evaluate faculty for retention, the according of tenure, and the several levels of promotion. Among the criteria are teaching proficiency, scholarship, or other equivalent creative activities, possession of a doctorate or appropriate terminal degree, and participation in university affairs. Check your departmental retention, promotion and tenure elaborations, and with your department chair to see what the specific expectations are with regard to your department.

## RPT Timetables and Instructions

Deadline dates for retention, promotion and tenure are established by the University Retention, Promotion and Tenure Committee and approved by the president. The annual review calendar consists of dates for the transmittal of documents pertaining to evaluations of and recommendations on candidates for retention, promotion, and tenure. The committee distributes the approved calendars to the faculty, the individuals eligible for review, and the departmental Retention, Promotion and Tenure Committee chair. The committee also distributes material and instructions necessary for conducting the reviews. Contact Wendy Miller at Ext. 3401 for further information.

## Sabbatical Leave

Full-time instructional faculty, library faculty, and counselor faculty are eligible to receive a leave with pay after completing six consecutive years of full-time service following any previous sabbatical or difference-in-pay leave. Credit towards the completion of the probationary period for service elsewhere also applies upward fulfilling the eligibility requirements for a sabbatical. Compensation for sabbatical leaves is as follows: one semester at full pay, or one academic year at half pay. Sabbaticals are not automatic. They are competitive and depend upon state funding. If you receive a sabbatical, you must work an equivalent amount of time for the university after the leave is over. Also, you may not accept additional employment during your sabbatical without the approval of the president.

## Difference-In-pay Leave

A difference-in-pay leave can be taken for one or more semesters or terms. The salary for a difference-in-pay leave for a faculty employee is the difference between the faculty's salary and the minimum salary of the instructor rank. The salary for a difference in pay leave for a librarian is the difference between the librarian's salary and the minimum salary of the lowest comparable time base librarian rank.



# Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs (ORSP) assists faculty and students in seeking extramural funding for their professional development and exemplary teaching and learning. The office serves as a lead advocate for research, scholarship, and creative activities. ORSP is available to support faculty members to develop creative projects, find funding sources, and prepare highly competitive proposals and encourages faculty to meet with the Pre Award staff to discuss their research interests. When a proposed project is funded, the ORSP Post Award staff is here to assist in the management of the funded projects.

If you are planning to pursue extramural funding to help support your scholarly interests, the Pre Award staff is available to assist with proposal development, including identifying funding sources, obtaining application materials, developing proposals, and budget preparation. Once a proposal is finalized, ORSP is responsible for obtaining on-campus approvals prior to agency submission. All proposals are to be submitted officially through ORSP on behalf of the Principal Investigator (PI) and the University with signature approvals by the Director of Research and Sponsored Programs, Department Chair, College Dean, Risk Management, Budget Review, Vice President of Business and Finance, and the Vice Provost. In addition, contractual agreements as a result of funded proposals are reviewed and approved by the Contract Officer.

The Vice Provost serves as the official Authorized Institutional Representative and the Nominating Official on behalf of the University for these proposals. Proposals should be submitted seven working days prior to deadline so that the necessary approvals can be obtained. Faculty who wish to submit a proposal should contact ORSP at Ext. 3493 well in advance so that the office staff can assist in the overall preparation.

Once a proposed project is funded, the Post Award staff is here to assist the PI ensuring the funds are being spent in a timely manner and that reports are prepared and submitted in compliance with the award and agency. If an award requires modifications such as a budget adjustment or a no cost extension, ORSP is your resource to address and complete such needs.

## **Fellowships, Stipends, Scholarships**

Proposals by faculty for externally funded research activities through fellowships, summer stipend programs, Fulbright Scholars, and other scholarship programs submitted to a sponsoring agency each have their unique requirements. While these programs are made to individuals rather than the University and may vary in their requirements for institutional endorsement, these awards normally require letters of endorsement from University faculty and/or administration. As such, faculty are strongly encouraged early in the process to consult with their department chair and dean as to the agency's requirements and type of support desired, especially if a letter of reference is required from the dean. In addition, it is highly recommended that faculty consult with the ORSP very early in the preparation process so that the office is familiar with and advocates for the proposal most effectively.

Proposals are reviewed and approved through the University's official process before being sent to the sponsor. Proposals in the form of fellowships, stipends, and scholarships are to be submitted officially through ORSP with signature approvals by the Director of Research and Sponsored Programs, Department Chair, Dean, and the Vice Provost. ORSP may require the proposal go through additional approvals dependent on the activity, especially requisite for proposals that bind the University to resource support (e.g., matching funds) or are subject to state or federal requirements (e.g., risk management, international travel).

The Vice Provost serves as the official Authorized Institutional Representative and the Nominating Official on behalf of the University for these proposals. Proposals shall be completed and delivered to ORSP for review at least seven working days prior to the submission deadline in order to allow sufficient time for review and approval.

### **Student Research Competition**

Each year during the spring semester, CSU Stanislaus hosts a campus-wide student research competition. This competition provides an excellent opportunity for students to disseminate their findings to an audience of their peers, faculty, and community members. The top presenters from CSU Stanislaus are then eligible to advance to the CSU system-wide competition, hosted on a rotating basis throughout the CSU system. To learn more about this opportunity, contact the Office of Research and Sponsored Programs at Ext. 3493.

### **Student Research Council**

The Student Research Council (SRC) supports research, scholarship, and creative activity by providing financial assistance to conduct research (e.g. copy costs, instrument purchases), to attend scholarly functions related to student research endeavors, and peer review of manuscripts. Each Spring, the notice to apply for SRC funding goes out to the campus community. To learn more about this opportunity, contact the Office of Research and Sponsored Programs at Ext. 3493.

### **RSCA Grants**

The University sponsors a grant competition each fall for faculty ' the Research, Scholarship, and Creative Activity Grants. Proposal submitted for RSCA funding consideration are reviewed and determination of those proposal awarded are made by your peers on the Leaves and Awards Committee. For RSCA applications, contact the Academic Senate Office at Ext. 3400 for details. For questions about the structure and preparation of an RSCA grant, contact ORSP at Ext. 3493.

## **Travel Funds**

Funding for in-state and out-of-state professional travel is available through your department and through the office of your dean. Contact those offices for specific instructions on applying for travel funds.

Yearly faculty awards from the Office of International Education provide access to summer language and culture study programs outside the U.S.

## Grants

The University sponsors a grant competition for faculty - the Research, Scholarship, and Creative Activity Grants. For applications, contact the Academic Senate Office at Ext. 3400 for details.

## Outstanding Professor Award

Each year the Leaves and Award Committee recommends an outstanding professor on the basis of a record of superlative teaching in addition to professional achievement. The recommended individual receives a \$2,000 award and is deemed Outstanding Professor for the Academic Year. For more information, contact the Office of the Academic Senate at Ext. 3400 or the Provost Vice President for Academic Affairs at Ext. 3203.

## Outstanding Research, Scholarship and Creative Activity Award

Each year the Leaves and Awards Committee recommends an Outstanding RSCA Professor on the basis of scholarly achievement. The nomination is based on his or her career productivity and considers primary work accomplished at California State University Stanislaus. No amount of professional achievement as evidenced by teaching or service to the campus or community shall be a substitute for this paramount requirement. The recommended individual receives a \$1,000 award and is deemed Outstanding Research, Scholarship and Creative Activity Professor of the Academic Year. For more information, contact the Office of Academic Senate at Ext. 3400.

## Elizabeth Anne B. Papageorge Faculty Development Award

Elizabeth Anne. B. Papageorge, CSU Stanislaus Emeritus Professor of Education was a strong supporter of faculty members. Her efforts made a positive impact on the careers of many faculty at CSU Stanislaus. This is a newly established award by the Leaves and Award Committee. This award recognizes and encourages outstanding achievement by probationary faculty members. The recipient of this award receives \$500. For more information, contact the Office of the Academic Senate at Ext. 3400.

## Outstanding Community Service Award

Each year the Leaves and Award Committee recommends an Outstanding Community Service Professor on the basis of service to the community. Service activities include, but are not limited to, participation in the social, political, religious, and educational arenas. Preference will be given to service which is not part of one's normal and expected occupational duties. Therefore the nominee's file must contain sufficient evidence of such activities. The recommended individual receives \$1,000 award and is deemed Outstanding Community Service Professor of the Academic Year. For more information contact the Office of the Academic Senate at Ext. 3400.

## Outstanding Faculty Governance Award

Each year the Leaves and Award Committee recommends a faculty for the Outstanding Faculty Governance Award. Nominations are accepted by self-nomination, from an individual, or a group. The file can be prepared by the nominee, an individual or the group. In cases where an individual or group prepared the nominee's file, the file cannot go forward without review and approval by the nominee. The nominee's file must contain sufficient evidence of outstanding service to the university in the area of faculty governance. For more information contact the Office of the Academic Senate at Ext. 3400.

## International Faculty Development

Each year the Office of International Education offers faculty a chance to compete for participation-as a learner-in one of several overseas programs (in Winter Term or Summer). Contact the Office of International Education at Ext. 3395 for details.

## Taking Students Abroad

Faculty-led study abroad can provide an important dimension to a student's learning experience. Organizing such programs requires substantial preparation and effort. Before planning a program abroad, please consult with the Office of International Education (ext. 3117) to receive program proposal guidelines and requirements. Faculty directors must complete the CSU Stanislaus International Program Requirements and must receive written authorization from the Office of the Provost in order to take students out of the country. No program may leave the country without receiving this authorization. Proposals must be made at least one year before departure date.

## Professional Development Abroad

CSU Stanislaus has exchange relationships with many universities outside the United States. Whether you are seeking a sabbatical year assignment in a foreign country, a Fulbright lecturing fellowship, a development project, or a winter term assignment in Mexico, the Office of International Education, at Ext. 3117 can help.

If you would like to study outside the U.S. in a month-long summer program, Global Affairs has opportunities for which faculty can apply.

The CSU also offers faculty opportunities for year-long assignments in its programs in other countries. If you are interested in teaching in such a program, speak to the director of the Office of International Education. This Office can help you identify opportunities for teaching or research abroad.

If you wish to spend your sabbatical abroad, check the following web sites:

- [University of Michigan Handbook](#)
- [U. Michigan International Travel Oversight Committee/ Registry](#)

Other possibly useful websites:

- [Relocating Overseas](#)
- [American Citizens Abroad](#)
- [Intercultural Press](#)
- [Transitions Abroad](#)
- [US Department of State; Travel and Living Abroad](#)
- [Expatriate Exchange.com](#)

## Hosting International Guests

If you are hosting a foreign guest, please call the Office of International Education at Ext. 3117. This Office may be able to organize an appropriate campus welcome, news coverage, or even a campus lecture.

## Improve Your Professional Development

- Document everything you do. Keep a file folder handy and use it to collect information, letters, fliers, etc., that describe your activities. This will help to facilitate the compilation of your Working Personnel Action File.
- Develop a portfolio of teaching materials that includes syllabi, assignments, instructional goals and desired outcomes, peer reviews of your classes, and feedback and evaluations from students.
- Contact the Office of Research and Sponsored Programs when you have ideas for grant proposals or research.
- Read the Collective Bargaining Agreement, the Faculty Handbook, and the University Catalog to ensure that you understand campus policies and procedures and how to deal with them successfully.
- Talk to colleagues inside and outside your department to gain ideas and perspectives on your research and teaching.
- Become involved in campus activities.

- Refer to the Faculty Center for Excellence in Teaching and Learning for support of any ideas regarding your teaching.
- If you are undergoing a performance review, ask to see the Working Personnel Action File (often referred to as a dossier) of a person who recently, and successfully, went through the process.
- Check with your department chair and college dean to determine that travel funds are available for research and conferences. Be sure to ask what you must do to be eligible to receive such funds.
- Attend special lectures or performances of CSU Stanislaus colleagues. You will learn more about your colleagues and perhaps receive inspiration for your own work.
- If you have prepared a paper or article, seek additional comments before sending it to be reviewed. Ask a colleague to read it. (Check with the Office of Research and Sponsored Programs or the Faculty Center for Excellence in Teaching and Learning if you need help in finding a colleague with similar interests.)
- Keep track of your eligibility for a sabbatical. Work with your chair and the Faculty Center for Excellence in Teaching and Learning to prepare a competitive application for a sabbatical.
- Become familiar with the scholarly journals in your fields. Subscribe to appropriate publications.
- Respond positively when requested by a scholarly journal to referee or review manuscripts or articles, or to serve on its editorial board.
- Develop a close relationship between your teaching, research, and publication interests.
- Develop cooperative teaching, research, and publication projects.
- Expand your network. Develop a working relationship with a colleague outside the CSU.

# X. Benefits

## Overview

When you are hired as a faculty member at CSU Stanislaus, you become eligible for an array of benefits. The CSU provides comprehensive benefits including retirement, health care, including vision and dental plans, life insurance, tax-sheltered annuities, fee waivers for CSU classes, and disability benefits. These benefits, together with salary levels, are a product of collective bargaining agreements between the California Faculty Association and the CSU. Visit [www.csustan.edu/HR](http://www.csustan.edu/HR) or contact Faculty Affairs at Ext. 6730 for more information on benefits.

## Eligibility

In order to qualify for medical, dental and vision care benefits, faculty employees, including librarians and coaches, must be appointed for at least six weighted teaching units for either semester. New faculty employees have 60 calendar days from the date of the eligible appointment to enroll without evidence of insurability, regardless of pre-existing conditions.

## Enrollment

Faculty is allowed 60 calendar days to request coverage if newly hired, and add newly acquired family members. Failure to enroll within the first 60 days of hire will delay the effective date of coverage for a period of not less than 90 calendar days after the signed dental document is submitted to the Campus Benefits Office.

## Open Enrollment

An annual open enrollment period for medical and dental plans allows employees the opportunity (1) to enroll in the plan if not currently enrolled, (2) to add eligible family members not previously enrolled, (3) to change plans. You will be notified of open enrollment periods, which generally run September or October.

## Medical Plans

Several medical plans are available. You may choose to enroll in one of the health maintenance organization plans (HMO) or preferred provider plans (PPO). State contributions cover most of the premium costs. Your share of cost varies depending upon the health plan you selected and the number of family members enrolled.

## Dental Plans

Two enhanced dental plans are available for eligible faculty employees: Delta Care USA or Delta Dental PPO. There is no premium charge for either of these plans for the employee or the dependents.

## Vision Care

Faculty employees eligible for medical and dental plans will be enrolled automatically in Vision Service Plan (VSP) vision care plan. There is no premium charge for employees or dependents.

## Continuation of Benefits Plans

By paying the group plan total premium, plus 2 percent, faculty employees and dependents who are enrolled in a benefit plan and lose eligibility may be eligible to continue health, dental and/or vision care coverage under the Consolidated Omnibus Budget Reconciliation Act, or COBRA.

## Retirement

Faculty employees appointed full time for a period that exceeds six months OR part time (50 percent or more) for an academic year, OR two consecutive semesters at 50 percent or more will automatically be enrolled in the California Public Employees' Retirement System, CalPERS is a defined benefit plan with retirement benefits calculated on the basis of age at retirement, years of service, and highest pay. Eligibility for retirement is either age 50 or 52 with a minimum of five years of service credit. If you are a member of CalPERS, your pre-tax contributions are mandatory at the rate of 5 percent of monthly earnings in excess of \$513 or 6 percent of your total earnings. Call Faculty Affairs at Ext. 6730 if you wish to know your specific contribution rate. The state also contributes to CalPERS on your behalf.

If you separate from CalPERS employment before retirement, you may request a refund of your contributions plus interests carried, roll your contributions into a tax deferred savings plan, OR leave your contributions on deposit with CalPERS.

Part-time faculty employees who are not eligible for CalPERS membership are enrolled in the State Department of Personnel Administration retirement plan (PST.) The employee contribution is 7.5 percent of gross salary on a pre-tax basis.

## Social Security and Medicare

Social Security (OASDI) deductions are coordinated with CalPERS for retirement benefits. The contribution is approximately 7.65 percent of gross monthly salary. The Medicare tax, normally incorporated in Social Security deductions, is mandatory even if an employee does not qualify for retirement or Social Security membership. Contributions enable employees to qualify for Medicare benefits when reaching age 65.



## Life Insurance

A \$50,000 employer-paid life insurance plan is provided to faculty employees appointed for at least five weighted teaching units for either semester. Additional life insurances may be purchased for the employee or dependents. No medical certification is required during the first 60 days of employment.

## Long Term Disability

Faculty appointed for at least 6 weighted teaching units or more for at least one semester is eligible for long term disability insurance. Long term disability is employer paid and effective on the first academic day or date of hire.

## Faculty Early Retirement Program

The Faculty Early Retirement Program (FERP) allows tenured faculty members, age 55 or older, who are eligible for service retirement under the CalPERS system to retire and continue teaching for a maximum time base and duration as established in the Unit 3 Faculty Collective Bargaining Agreement. More information on FERP may be obtained through the Office of Faculty Affairs at Ext. 3392.

## Pre-Retirement Reduction in Time base

The Pre-Retirement Reduction in Time Base program (PRTB) allows faculty employees to phase into actual retirement through reduction in time base to an average of two-third, one-half, or one-third of full time while maintaining full retirement credit and other benefits for a maximum of five years.

## Post-Retirement Employment

After a mandatory 180 day waiting period, retired faculty employees, with approval, may be employed by the university up to 50 percent of the hours worked the year preceding retirement. This is without a loss or interruption in retirement benefits. Faculty in the Faculty Early Retirement Program (FERP) are not subject to the mandatory 180 day waiting period.

## Tax Deferred Annuity-Deferred Compensation Programs

The California State University and the state of California sponsor tax sheltered annuity and deferred compensation programs. These programs permit eligible employees to deposit an amount, through payroll deduction, to a tax-sheltered account. The tax-sheltered portion of gross income is not included as part of the gross earnings for state and federal tax purposes. Income taxes are paid at the time funds are withdrawn. Contact the Office of Faculty Affairs for more information at Ext. 6730.

## Fee Waiver Program

Eligible faculty employees may request a fee waiver to attend CSU classes. Under this voluntary program, registration fees are reduced for a maximum of two approved CSU courses per semester. To be approved, classes must be job-related or part of an individual career development plan.

Eligible faculty may transfer fee waiver benefits to a dependent including spouse, domestic partner or dependent child. For dependents, CSU fees are waived for a maximum of two classes or six units, whichever is greater. For application forms and information on eligibility visit the Employee Benefits page at [www.csustan.edu/HR](http://www.csustan.edu/HR) or call the Office of Faculty Affairs at Ext. 6730.

## Death of an Employee

In the event of the death of an employee, a survivor or designee should contact Human Resources at Ext. 3351, as soon as possible. Human resources will notify the appropriate departments on campus, and will be available to assist in processing the necessary paper work.

## Credit Unions

The Central Valley Credit Union and the Golden One Credit Union are nearby, and enable employees to establish checking and saving accounts, to borrow at low interest rates, and to repay loans through payroll deduction. Call Faculty Affairs at Ext. 6730, for phone numbers and addresses.

## Dependent Care Reimbursement, Health Care Reimbursement and Tax Advantage Premium Plan Program

These programs allow eligible employees to pay for certain expenses on a pre-tax basis. The expenses include dependent care if required in order for employee to work, out of pocket health care expenses and the employee's contribution towards medical coverage.

## Direct Deposit

Direct Deposit is a program that allows for the automatic electronic deposit of pay warrants (paychecks) to participating banking or saving and loan institutions. The Payroll Office at Ext. 3310, can help you establish direct deposit of your paycheck.

## FlexCash Program

FlexCash is an optional benefit plan that allows employees to waive CSU medical and/or dental insurance plans in exchange for cash if there is proof of other non-CSU coverage. The FlexCash payment is treated as taxable income and is subject to payroll taxes.

## Employee Assistance Program

The university provides employees and their families with confidential counseling sessions for a variety of needs including personal, family, marital, legal, and substance abuse problems. Contact Faculty Affairs at Ext. 6730 for specifics.

## Tips on Benefits

- Take time to read the information on benefits provided by Faculty Affairs.
- Be aware of open enrollment opportunities for health and dental plans and of enrollment deadlines.
- Check your monthly deductions to confirm that you are enrolled.
- Attend New Faculty Orientation and meet with the benefits coordinator for a full explanation of the benefits program.
- If you would like to teach a reduced load prior to full retirement, ask for information on the Pre-retirement Reduction in Time Base (PRTB.)
- Consider whether tax-deferred annuities or deferred compensation programs will be helpful to your financial situation.
- If you or your family members wish to take classes at CSU, find out about the fee waiver program.
- If you have a work-related injury, report it immediately by filling out an Employee Claim for Worker's Compensation Benefits form.
- If you are in the market for insurance, find out about group rates for an array of CSU-sponsored insurance plans.
- If it would be useful for you to have your paycheck deposited directly into your checking or savings account, become informed about the direct deposit program.
- If you are on unpaid leave of absence to care for a family member, find out about your eligibility to continue health, dental and vision benefits.
- Check with CalPERS to find out when you are fully vested in the retirement system.
- If you suffer an injury or disability, check with Human Resources about the options available to you.
- Check with Human Resources if you want to know how to calculate your retirement income, or what retirement benefits you will receive.
- Know your rights and responsibilities in the event of injury or illness.
- Remember to report change of marital status or dependent status.
- Update beneficiary information annually.

# I. Leaves of Absence

## Overview

CSU Stanislaus faculty have a number of paid holidays and/or non-work days throughout the academic year. Sometimes, however, it may be necessary for you to miss work due to illness, family obligations, or your responsibilities to serve in the military or on a jury. You also may wish to take a leave of absence without pay to further your professional development. If you are considering any type of leave, consult with the Office of Faculty Affairs at Ext. 3392, for the appropriate procedures.

## Sick Leave

A faculty unit employee is responsible for immediately reporting an absence to the appropriate administrator, as well as completing and signing the campus absence form and returning the absence form to the appropriate administrator (Form 634). Sick leave is accumulated for full-time faculty employees at the rate of eight hours per month. Faculty employees appointed less than full time accrue sick leave on a pro rata basis. Your accumulated sick leave will appear on your check stub. Your department chair has more information. See Article 24 of the Memorandum of Understanding (MOU.)

## Vacation

Twelve-month faculty employees accrue vacation at the rate of two days per month. Employees in academic year appointments are not eligible for vacation accrual.

## Absences

Absences for any time not covered by leave credits will result in a "dock." This means a portion of the employee's pay must be returned to CSU. Part of the salary will be deducted from the paycheck for the month in which the "dock" accrued. The rest will be deducted from the last paycheck received for that academic year or semester.

## Holidays

CSU Stanislaus schedules 13 paid holidays per year. Faculty members are entitled to all holidays designated as such in the academic calendar.

## Personal Holiday

Each faculty employee is allowed one personal holiday during each calendar year. It is presumed that, in the interest of the instructional program, teaching faculty and department chairs will exercise judgment in

scheduling a personal holiday, and, except under unusual circumstances, a member of the faculty will not request scheduling of the personal holiday on a day when he or she has teaching responsibilities.

## Maternity, Paternity Leave

Faculty employees are eligible for limited paid leave for maternity purposes. Depending upon the circumstances, paid leave can include use of maternity/paternity leave, sick leave and/or non-industrial disability leave. A physician's verification of disability may be required for paid leave. The California Faculty Association-CSU Agreement (MOU) does note that 'a tenured faculty unit employee shall be entitled to a maternity-paternity leave without pay for up to twelve months. Be sure to contact the Human Resources at Ext. 3351, to determine the benefits available to you. Check with your department chair concerning class-scheduling issues.

## Family Care and Medical Leave

In accordance with state and federal laws, Family Care and Medical Leave (FML) allows up to 12 weeks of paid medical, dental, and vision benefits during a 12-month period to an employee who is on unpaid leave of absence due to his or her own serious health condition or to care for a child, spouse, or parent. An employee, who has worked one academic year or at least 12 months, is entitled to FML. Reasons for requesting this type of leave must be for any of the following:

- To care for the employee's child after birth, or placement with employee for adoption or foster care;
- To care for the employee's spouse, child or parent, who has a serious health condition;
- For a serious health condition of the employee that makes him or her unable to perform his or her own job.

FML is a leave without pay unless otherwise covered by the leave credits or appropriate disability benefits. During any unpaid portion of the leave, the CSU will continue to pay its normal share toward medical, dental, and vision insurance. Certification of a serious health condition from the health care provider is required. The granting of FML assures the employee a right to return to his or her former position or a comparable position upon expiration of the leave. Employees should refer to the Unit 3 Agreement, MOU, Article 22. Additional information is available from Human Resources at Ext. 3351.

## Military Leave

Emergency, temporary, and indefinite military leaves are provided in compliance with federal and state regulations and collective bargaining provisions. Let your chair, dean and the office of Faculty Affairs know your plans as soon as you receive orders.

## Jury Duty

Leave with pay is granted to serve on jury duty providing that monies received as a juror are remitted to the university. Let your chair or dean know when you have been informed of jury duty.

## Bereavement Leave

Five days of bereavement leave is granted upon the death of an immediate family member. Discuss your plans with your department chair. Complete an absence request form (STD634).

## Leave of Absence Without Pay

Full-time faculty employees or part-time tenured faculty employees may be granted full or partial leave of absence without pay for personal or professional purposes. Contact the Office of Faculty Affairs at Ext. 3392, for specific information and guidelines concerning any leaves.

## Reminder Regarding Leaves of Absence

- If you need to miss a class or office hour for any reason, notify your department chair. Whenever possible, arrange to have your classes covered during your absence.
- If you wish to apply for a leave without pay, check with your department chair, dean, or the Office of Faculty Affairs regarding deadlines and other procedures.
- If you are called away on military leave, let your department and college dean know as soon as possible and give a copy of your orders to the Office of Human Resources.
- Remember that examination week is considered a regular workweek.
- If you are ill and have exhausted your sick leave, check with the Office of Human Resources for information on assistance.
- Consider applying for a faculty exchange.
- If you are an academic year faculty employee, you do not accrue vacation time.
- Check when CSU Stanislaus schedules its holidays.
- If you have a question about your leave rights or obligations, check with the Offices of Faculty Affairs, and the appropriate section of the Unit 3 Collective Bargaining Agreement.

# XI. Nuts & Bolts

## Overview

When you are first hired at CSU Stanislaus, the array of the services, offices, and campus policies may seem to bit bewildering. Even seasoned faculty may be unaware of some of the standard procedures and resources on campus. Whether you are concerned about fundamental issues, such as such cashing a check, getting an office key, or finding out when you are paid, check the Survival Guide, or ask your department chair.

## Student Health Center

The Student Health Center offers a comprehensive range of primary care services and health education programs to all registered students. Totally funded through the mandatory health fee and nationally accredited through the Accreditation Association for Ambulatory Health Care (AAAH), the Student Health Center endeavors to provide high-quality, convenient, affordable, personalized and confidential health care. Over ¾ of our patients are seen on the same day as the request for service and our patient satisfaction rating continually ranks among the top 1 or 2 of all CSU campus health centers. Typically, there are no to minimal charges for office visits. Medications and diagnostic tests (x-rays, laboratory tests, EKG's) are at markedly reduced prices.

A variety of health care professionals such as doctors, nurse practitioners, nurses, medical assistants, pharmacists, clinical laboratory scientists, health educators, and medical clerical personnel staff both the Health Center and the satellite clinic in Stockton. In caring for the whole student, the staff strives to enhance students' physical and emotional wellness to contribute to their academic and career success. Through our programs, services and developmental approach to health care, we envision a complimentary role with faculty in educating and promoting an optimal level of wellness on campus.

Specific services include:

## Preventive Services

- Immunizations and TB screening
- Men's and women's health (physicals, pap smears)
- Cholesterol screening
- Blood pressure monitoring

## Health Education and Wellness Programs

## Primary Medical Care Services

- Treatment of illness and injury
- Minor office surgery

## On-site Laboratory and Pharmacy Services

- Low prices - best deal on the Turlock campus!

## Supplemental Student Health Insurance

- A low-cost group policy to cover major accidents, illnesses or referrals to specialists for conditions not within the scope of health center personnel
- Provisions are available for family and dependent coverage

## Opportunities for Student Involvement

- Student Health Advisory Committee (SHAC)
- Peer Health Advocate

## Stockton Satellite Clinic

- Limited services and hours (call (209) 467-5496 for latest information)
- Stockton students are eligible for all services at the Turlock clinic

Because the Health Center is totally funded by students, *clinical services to faculty and staff are very limited*. We are able to provide first aid services for any on-campus injuries or illnesses, influenza ("flu") vaccines, and periodic cholesterol and diabetes screening clinics at a nominal charge.

For more information, visit our website at: <http://healthcenter.csustan.edu> or call our office at (209) 667-3396.

## Payroll Information

Academic employees are paid on the last day of the pay period. This is not necessarily the last calendar workday of the month. Refer to the state controller's Web site, [www.sco.ca.gov](http://www.sco.ca.gov), (click on "State Employee"), or to the "Calendar for College Year," available from Human Resources for scheduled paydays. Paychecks are available in departmental offices after 3 p.m.

Electronic direct deposit is also available. General information, enrollment forms, and direct deposit bank posting dates are posted on the state controller's Web site (click on "State Employee"). Forms are also



available in the Payroll and Human Resources offices on campus at Ext. 3310 or Ext. 3351. Direct deposit notifications are distributed in the same manner as monthly paychecks.

To determine your net (take home) pay, download the "Paycheck Calculator" from the state controller's Web site (click on "State Employee"). In addition to calculating take home pay, this is a useful tool for previewing the effect on net pay of changes in tax exemptions or various tax-sheltered deduction options. Before using the Calculator, have your statement or earnings available. Mirror your statement and follow the instructions at the bottom of the Excel spreadsheet. For further assistance, contact the Payroll Office for help in determining the appropriate codes to enter into the paycheck calculator.

W-2 Forms will be mailed in mid-January of each year to the home address you have on file in Human Resources. The last regular check of the tax year is always the November pay period, released at the end of November. December pay, released at the end of December, will be dated January and is the first payment of the new tax year.

### Salary Schedule

Salaries are negotiated through collective bargaining between the CSU Board of Trustees and the California Faculty Association. The salary ranges are the same throughout the CSU for equivalent levels. A copy of the salary schedule can be found in the CFA-CSU Agreement. For the most recent schedule, call Human Resources at Ext. 3351, or view the schedule on the Web site at [www.csustan.edu/FacultyHandbook/index.htm](http://www.csustan.edu/FacultyHandbook/index.htm). Click on "Faculty Personnel Policies" then "Salary Schedule."

### Offices

Your department chair will make a request for office space to the Office of the Associate Vice President for Faculty Affairs at Ext. 3392, which will then assign office space and make arrangements for furniture. Your department will request phone lines and computer lines from the Office of Information Technology.

### Keys

<http://www.csustan.edu/FS/documents/KeyRequestProcedures.pdf>

<http://www.csustan.edu/FS/documents/KeyAccessRequestForm.pdf>

<http://www.csustan.edu/FS/documents/CampusMapKeyDistribution>Returns.pdf>

### Temporary Disability

Faculty who need temporary disability accommodations should talk to his/her Department's chair and Human Resources Office, Ext. 3351.

## Campus Crime Statistics

The annual Campus Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by CSU Stanislaus, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report on the web at: <http://www.csustan.edu/DPS/Pages/CampusCrimeStatistics/index.html>. To request a printed copy telephone (209) 667-3572, Fax: (209) 667-3104, or e-mail: Public\_Safety@csustan.edu. Information regarding Campus Security Reports at other locations can be found on the web at: <http://ope.ed.gov/security>

## Campus Security Authorities

You are a Campus Security Authority. Campus Security Authorities are required to report certain criminal offenses as outlined by federal law. According to federal law, specifically The Student Right to Know and Campus Security Act 1990 (recently re-named the Clery Act), the University is required to report “statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who is defined as “Campus Security Authority.” The definition of “Campus Security Authority,” according to the federal law, is as follows: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students are unlikely to have significant responsibility for student and campus activities. The criminal offenses that the University is required to report are murder/ non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession. The University is required to report offenses that occur on campus, in residence facilities, in non-campus property and on public property. If you are aware of any crimes that occurred on campus and that were NOT reported to the University Police, please contact Kellie Marshall; Clery & Compliance Director at 667-3572 to receive the proper reporting forms.

## Sexual Assault

Every member and organization of the university community should be aware that all sexual assaults are prohibited by state law, and university protocol. In addition to criminal prosecution, the university may impose sanctions against students, student organizations, or faculty-staff members identified as committing or participating in sexual assaults. The university will vigorously prosecute and discipline persons identified

as responsible for sexual assault. Immediate emergency response may be obtained by calling the University Police from an on-campus Emergency Blue Light Telephone, or by dialing 911 on any university campus telephone. For more information related to sexual assault prevention and adjudication on campus go the Title IX website at: <http://www.csustan.edu/titleIX/>

## Rape Aggression Defensive Tactics Course

University Police Services offers a 12-hour hands-on self-defense course. The objective of this course is to develop and enhance options of self-defense so they may become viable considerations for a person who is attacked. To sign up for this course, contact University Police Services at 667-3114.

## Reporting Crimes

Immediate emergency response may be obtained by calling the University Police from an on-campus Emergency Blue Light Telephone, or by dialing 911 on any university campus telephone. You may also request a university police officer by calling University Police Services at Ext. 3114. Students residing in on-campus housing also may report crimes to the on-duty resident adviser, who will ensure the immediate notification of the university police. At CSU Stanislaus–Stockton, dial 911 in an emergency for the Stockton Police Department, and for non-emergency dial (209) 993-3469 for Securitas Security personnel.

## Parking

Anyone parking a vehicle on campus must pay a parking fee and display a parking permit. Parking permits are available through [mycampuspermit.com](http://mycampuspermit.com). Annual parking permits are available through payroll deduction and are valid July 1 through June 30. A new permit is required on or before each July 1. Also available are semester and term parking permits. Daily permits are available from dispensers located at entrances to various parking lots. Lost or stolen decals are replaceable for a small fee. Contact the University Police Department at Ext. 3114. Handicapped parking is available and requires that a handicapped placard be displayed in addition to a valid CSU Stanislaus parking permit. This allows for handicapped parking in any student, faculty, or staff area. If you have any questions about parking, contact University Police Services at Ext. 3114. For more parking information, visit the campus parking website,

<http://www.csustan.edu/UPD/ParkingonCampus/index.html>.

## Safety Shuttles

UPD's Safety Shuttle program has been running since the early 1990's. We provide approximately 4,000 shuttle rides each year to our Warrior community. To request a shuttle ride, call 667-3114, Monday-Thursday, 6pm-Midnight and Fridays 6pm-11pm during semesters. At any time, if you fear for your safety and shuttles are not available, call us to request safety personnel to escort you from your car or building 24/7 or use a blue light phone.

# Personal Safety Escorts

The University Police Department can provide personal safety escorts to/from campus locations 24 hours a day, 7 days a week if you fear for your safety. Call 209-667-3114 or use an Emergency Blue Light Phone.

# Defensive Driver Training

To operate a State motor vehicle or privately owned vehicle on State business, you must possess a valid California Driver's License, and complete the online Defensive Driver course. You may access the Defensive Driver course at: <http://www.csustan.edu/ctpd/JobClassificationTrainings/DefensiveDriver.html>

To use a privately owned vehicle for university business, in addition to the above mentioned requirements you must complete Form

261: <http://www.csustan.edu/FinancialServices/Documents/Travel/std261.pdf> Please note specific requirements listed on the Form 261. Contact Travel Services at Ext.3974 or see the website at <http://www.csustan.edu/FinancialServices/Travel/> for any further information as needed.

# Photo I.D. Card

You can get a CSU Stanislaus I.D. card (Warrior Card) in the Office of Warrior Card Services located in MSR290. Cards are also available at the University Student Union information desk. Bring a photo I.D., your CMS ID number, and proof of employment (letter of appointment). There is a \$5 for issuing a Warrior ID card, but this fee is waived if the holder has a previous California State University, Stanislaus faculty or staff ID. The Warrior Card also serves as your library card, pass to the Fitness Center, and a declining balance debit card for purchases on-campus and with select local merchants. For full Warrior card information and declining balance activation visit the Warrior Card web site accessible via the CSU Stanislaus home page or at [www.warriorcard.com](http://www.warriorcard.com).

# Student Recreation Complex

Located on the east side of campus, the Student Recreation Complex (SRC) offers a variety of activities for your personal fitness needs. The SRC has an aerobics dance room for the ASI offered classes, a personal fitness room for your cardio and weight training needs, a multi-sport gymnasium for recreation play and an outdoor track at the SRC Warrior Stadium.

Our Life Fitness and Hammer Strength equipment include:

- Treadmills
- Stairclimbers
- Recumbent and upright bikes
- Elliptical Trainer

- Stack Weight Machines
- Cable Crossover
- Dual Pulley Adjustable Machine
- Intek Pro Rubber Weights Plates, Dumbbells and Fixed Bars
- Power Racks and Benches

The track is open for student and member use during facility daylight hours of operation. To use any of the facilities of the SRC you must purchase a membership. A locker room with showers is available. Information is available to help you set and achieve fitness goals. For more information, please see our website <http://www.csustan.edu/src/> or call 667-3705.

## Current Hours of Operation

Monday - Thursday  
7:00 a.m. - 11:00 p.m.

Friday  
7:00 a.m. - 5:00 p.m.

Saturday  
12:00 p.m. - 5:00 p.m.

## ASI Intramural Sports

Students, Faculty and Staff are invited to participate in Recreational Sports through the ASI Recreation and Wellness program. Current offerings are: Volleyball, Flag Football, Soccer, Basketball, Softball, and Dodgeball. For more information on Intramural Sports call (209) 667-3849.

## University Student Union Information Desk

The University Student Union provides many services at the Information Desk at Ext. 3122 in the lobby. Student Union services include:

- Bus Passes
- Copies
- Balloons
- Postage Stamps
- Movie Passes
- Weekend Warrior Program sign-ups
- Boomer Amusement Park Tickets
- Universal Studio Tickets
- Warrior Cards

- Poster Prints
- Fax
- Printing from Computer
- Envelopes
- Campus Information
- Campus Operator
- Fresh Flowers
- Six Flags Amusement Park
- Tax Forms

Semester Hours of Operation: Monday - Thursday 8:00am-8:00pm; Friday 8:00am-5:00pm; Saturday and Sunday closed.

#### Check-Cashing ATM Service

The bookstore does not cash checks. You may use the Golden One Credit Union ATM in the Student Union or the Wells Fargo ATM in MSR or Library Lobby.

## Requisitions

Procurement of goods and services with university funds must be submitted to Procurement Services on an "E Requisition" form. E Requisition forms are available on line at <http://www.csustan.edu/FinancialServices/Documents.html> If you have been authorized to make a purchase, you will need to fill out a requisition with all of the relevant information, including the vendor name and address; a description of the purchase; the amount; and the account number from which funds will be used. E Requisitions are not used for travel related expenses, reimbursements, or direct pay requests. Allow at least 10 days for processing. Please contact Procurement Services for more information Ext. 3243.

## Procurement Cards

University procurement credit cards may be used for low value supply items. Procurement Cards delegate authority and responsibility to the cardholder to purchase items directly from suppliers and replace the need for requisitions. To become a cardholder, complete the Procard Application and Cardholder Agreement at <http://www.csustan.edu/FinancialServices/Documents/PCard-Documents/CardHolderAgreement.pdf> or contact the Procard Administrator for more information Ext. 3007.

## Contracts

Purchasing contracts are distinguished by the fact that you are obligating the University to pay the other party money in exchange for goods and services. Only the Director Procurement Services or designee has been delegated authority to sign such a contract. When in doubt about whether the document you are asked

to sign is actually a contract requiring official University signature, please contact Procurement Services Ext. 3245.

## Personally Owned Property

The University accepts no liability or responsibility for your personal property if lost or stolen while on campus. It is recommended that your Department Head be provided with a listing of all personally owned property (e.g. laptops, digital cameras) to avoid the possibility of it being mistaken for CSU Stanislaus property. Should there be confusion; the proof of ownership will lie with the individual, not the University. Marking your property will also help for identification purposes.

## Lost and Found

To claim or report lost and found property, contact the University Police Services at Ext. 3114.

## Emergency Management

**Become familiar with the University Emergency Information website for full guidance on how to respond during various types of emergency situations: <http://www.csustan.edu/emergency/>**

### *Faculty Responsibilities during Evacuation of Campus Buildings*

The evacuation of campus buildings may be required due to emergency situations occurring on or near the campus. Campus emergency planning facilitates evacuations that are conducted in a systematic, controlled, and planned manner.

The building evacuation plan for California State University, Stanislaus consists of a partnership between the University Police Department, Facilities Services, individual volunteer Building Marshals and Evacuation Monitors.

During regular business hours (8am – 5pm) the Building Marshals and Evacuation Monitors are responsible for the timely and orderly safe evacuation of the building occupants. However; during evening hours or weekends, it is the responsibility of Faculty to execute a safe evacuation of their classrooms and students with the aid of University Police and/or outside agencies.

The evacuation process of a building:

- Safely walk to the nearest exit and go to an evacuation gathering area *away* from the building then wait with your class for instructions from emergency personnel
- Stay out of the way of emergency personnel and vehicles and follow instructions

- Immediately notify University Police or other emergency response personnel if you know of a disabled or injured person needing assistance

### ***Active Shooter Response Guidelines***

The University complies with the US Department of Homeland Security guidelines for how to respond when an active shooter is in your vicinity. The campus community is urged to quickly determine the most reasonable way to protect their own life. Students and public are likely to follow the lead of faculty (or other employees) during an active shooter situation. Practice general safety precautions at all times.

- EVACUATE – have an escape route in mind, leave your belongings behind, keep your hands visible
- HIDE OUT – in an area out of the active shooter’s view, block entry to your hiding place and/or lock the doors
- TAKE ACTION – as a last resort when your life is in danger, attempt to incapacitate the active shooter, act with physical aggression and throw items at the active shooter

### ***University Police Services Telephone Numbers***

- Emergency: 911
- Emergency Alert Hot Line: 1-877-STAN-411 (877-782-6411)
- Safety & Risk Management: (209) 667-3035
- University Police Business number: (209) 667-3114
- Stockton Center - Securitas Security (209) 993-3469
- Parking Management Bureau: (209) 667-3702

### ***Emergency Notification System (ENS)***

The ENS called *StanAlert* is used to transmit brief urgent messages to the CSU Stanislaus campus community as quickly as possible. During an active emergency, *StanAlert* will be used to direct students and employees. It will be used only for emergency events which have the potential to affect the entire campus. Emergency notifications may include (not limited to):

- Imminent violent threats (bombs, active shooter, crimes in progress)
- Fire, natural gas leaks, hazardous spills
- Building evacuation and shelter-in-place
- Natural disasters, severe weather, power outages
- Campus closure due to declared civil emergency or infectious disease concerns

**Please help us to reach you by making sure that your contact information is complete and accurate.** The contact information used by the system is drawn from the university’s employment and student record database and will be used *for emergency communication purposes only*. You may update your contact info <http://www.csustan.edu/emergency/ENS/>



## Travel

If you are traveling on university business, you must file a travel request before you travel at least ten (10) working days before departure. All forms are available on the travel service web site a <http://www.csustan.edu/FinancialServices/Travel/> You will need to make your own travel arrangements; the university does not have a travel agent. Information needed to complete a travel request includes: the dates and times of travel, and names of drivers. You'll also need an estimate for cost of lodging, registration fees, and other major incidental expenses associated with the travel. If the department, or some other entity on campus is funding the travel, be sure the amount, account number, and signature approval shows on the request. Once you complete the travel, a travel expense claim form needs to be forwarded to the Travel Coordinator, along with a copy of the travel request and your original receipts, before you can be reimbursed. For complete list of travel related information, including American Express card application, guidelines for motor vehicle use, and blanket travel requests, visit the Travel Services website or contact Shonda Kaufman at 667-3654.

## Housing

A variety of options are available in the Turlock area - from modest rentals to luxury homes. Modesto, Merced, and other surrounding communities are within easy commuting distance. In recent years incoming faculty members have found housing options somewhat limited, so it is a good idea to begin looking as soon as possible. Talk with your department chair, faculty colleagues, department staff, dean or members of the Faculty Development Committee to get a sense of the communities, the price ranges available, and the likelihood of finding specific kinds of housing. The campus doesn't have an official relocation program, but there are numerous sources available from the Web, to real estate agents, to the Chamber of Commerce.

## Office Computers

If your office does not have the computer equipment you need for use in instruction and research, please discuss the problem with your department chair.

## Phone and Network Connections

Most Offices on campus are cabled for a minimum of one telephone and one data/network connection. If this is not the case, or you need more services, please contact the OIT Help Desk in L150, call Ext. 3687 or e-mail [HelpDesk@CSUStan.edu](mailto:HelpDesk@CSUStan.edu)

## Technology Support

The Office of Information Technology provides centralized technical support for university owned computer equipment, computer labs, classroom and media equipment, and related services. Support for technology on campus is provided by our centralized and consolidated Help Desk located in L150. You can

reach the Help Desk at Ext. 3687 or via e-mail at [HelpDesk@CSUStan.edu](mailto:HelpDesk@CSUStan.edu). When classes are in session, the Help Desk is open M-Th 7:30 AM - 8 PM and Fridays 7:30 AM - 5 PM. When classes are not in session the Help Desk is open M-F 8 AM - 5 PM. A quick reference guide, with telephone extensions and email addresses, is available on the web at <http://www.csustan.edu/oit/Publications/QuickRefTechSuprt.pdf> Other helpful documents are also available under Publications at <http://www.csustan.edu/oit/Publications.html>

## Policies and Procedures

You will find it useful to familiarize yourself with university policies and procedures. Your department will have a copy of the Faculty Handbook. In addition, the handbook is located on the university web site at [www.csustan.edu](http://www.csustan.edu). Click on "Academics" and then "Faculty Policies and Organizations," or go to <http://www.csustan.edu/facultyhandbook/>

## Workplace Violence Policy

The California State University, Stanislaus is committed to creating and maintaining a working, learning, and social environment for faculty, staff, and students, which is free from violence.

Civility, understanding, and mutual respect towards all persons are intrinsic to the existence of a safe and healthy workplace. Threats of violence or acts of violence not only impact the individuals concerns, but also the mission of CSU, Stanislaus to foster higher education through open dialogue and the free exchange of ideas. California State University, Stanislaus prohibits violent acts or threats of violence, and any member of the campus community who commits a violent act or threatens to commit a violent act is subject to disciplinary action and/or civil or criminal prosecution as appropriate.

California State University, Stanislaus has zero tolerance for violence against any member of the workforce, other persons in the workplace, or property.

For the purpose of this policy, violence and threats of violence include, but are not limited to:

Any act that is physically assaultive; or any threat, behavior or action which is interpreted by a reasonable person to carry the potential:

To harm or endanger the safety of other;

To result in an act of aggression; or

To destroy or damage property.

Established personnel and public safety procedures will serve as the mechanism for resolving situations of violence or threats of violence. Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to report violence, acts of violence, threats of violence, or any other behavior

which by intent, act or outcome harms another person or property, to their supervisor, the office of Human Resources, or University Police Services.

## Weapons Policy

The possession, use, or sale of firearms, ammunition, fire-works, explosives, or any dangerous weapon is forbidden and subject to university discipline and criminal prosecution.

## Alcohol Use

Except for certain specified areas and in university residence housing, the consumption, sale, or use of alcoholic beverages is prohibited on campus, including the gym and parking lots. This campus recognizes the legal drinking age of 21 and enforces all state laws regulating the use of alcoholic beverages. The university also enforces additional specific regulations related to the use of alcoholic beverages on campus property. Talk to your department chair and to University Police at Ext. 3114, to find out more about these regulations and how they affect any proposed use of alcoholic beverages on campus. Only the on campus food service provider is licensed to sell alcoholic beverages on campus.

## Drug Use

All members of the campus community are subject to disciplinary action and/or criminal prosecution for the on-campus possession, use, sale, or distribution of any quantity of inappropriate prescription drugs or controlled substances as defined by Federal laws, the State of California Health and Safety Code, and local ordinances.

## University Catalog

The annual University Catalog communicates to students the official academic policies and requirements applicable to students. Faculty can especially benefit from reading sections titled "Academic Calendar," "Undergraduate Admission to the University," Academic Standards, "Academic Policy and Procedures", "Undergraduate Degree Requirements," and "Course Numbering System." □

## Radio Station and Newspaper

The campus supports a student newspaper, the Signal, and a campus radio station, KCSS 91.9 FM. The Signal may be reached at Ext. 3410 or [Signal@csustan.edu](mailto:Signal@csustan.edu). KCSS can be reached at Ext. 3378. You can also listen to KCSS on the Internet by visiting [KCSS.net](http://KCSS.net) or KCSS also broadcasts over the Internet at [KCSS.net](http://KCSS.net).

# California Building Code Requirements and Building Standards

The California State University is responsible for the enforcement of building codes as approved by the California Building Standards Commission. The Deputy Building Official is responsible for issuing a written validation certificate for each project. Under The California Building Code (CBC Section 105) *no building or structure shall be erected, constructed, enlarged, repaired, improved, moved, converted or demolished without a building permit (written validation) except those projects exempted by CBC, Section 106.2; e.g., fences not over 6 feet, cases, counters and movable partitions not over 5'-9" high, painting, on grade, and platforms.* Projects exempted by CBC, Section 105.2 still require the approval of the campus Deputy Building Officials. It is also important that any physical changes or modifications to State Facilities (i.e. painting, carpet replacement, change of door locks, attaching equipment and fixtures, installing or changing lighting fixtures, moving of furniture and large equipment, etc.) be approved by Facilities Services. This type of work is governed by bargaining unit contracts and must be performed by Facilities staff in conformance to building code requirements, bargaining unit contracts and campus standards, as well as in a safe manner.

To ensure a safe teaching, learning and working environment it is important to first contact Facilities Services for all your planning, design, construction, inspection and maintenance needs.

If you have any questions or require further information, please contact Melody Maffei, AVP Capital Planning & Facilities Management at Ext. 3623

## XII. Recreation/Leisure

### Overview

CSU Stanislaus is located in the heart of the San Joaquin Valley - one of the most productive agricultural regions in the world. Cities just north of Turlock have become bedroom communities for the San Francisco Bay Area.

A three-hour drive in any direction will take you to some spectacular sights: Yosemite National Park and the Gold Rush county to the east; Lake Tahoe and Napa Valley to the North; Point Reyes, Big Sur, Monterey Bay, and coastal redwood forests to the west; and Sequoia and Kings Canyon National Parks to the south.

In addition, you can find much to do within a reasonable drive: the state Capitol in Sacramento, the urban life of San Francisco. Wine tasting in Napa Valley, and the coastal recreational life of Santa Cruz and Monterey.

Within the immediate Turlock, Modesto and Stockton areas, you can find international foods and cultural events. You'll also find the Central Valley is a family-friendly place, with many programs and activities for children and young people, from soccer, swimming, and baseball, to choirs, bands, and dance. The following is an introduction to many of the attractions. Talk to your department chair or anyone else at the university to find out more about the recreational-leisure opportunities in the area.

### National and State Parks:

#### [Yosemite National Park](#)

*Approximately a two-hour drive from the university or 83.5 miles.*

Visitors from around the world travel to Yosemite National Park to enjoy the spectacular beauty. Top-notch climbers come for the challenges of Half Dome, which towers 4,733 feet above the valley floor, and El Capitan the earth's largest exposed granite monolith, measuring 3,592 feet. The area that is Yosemite National Park has always been considered special. Its Native American inhabitants, the Ahwahnechees, viewed it as a sacred place. European explorers wrote of its awesome beauty. In 1864, Yosemite Valley and the Mariposa Grove of Big Trees were set aside for protection. Naturalist John Muir and photographer Ansel Adams devoted years of their lives to ensuring the park's preservation and to documenting its beauty. Day hiking trails are abundant from easy to difficult in the valley and other parts of the park. The 4-mile hike to Glacier Point (moderately difficult) is particularly nice.

#### [Sequoia and Kings Canyon National Parks](#)

*Approximately a three-hour drive from the university or 162 miles.*

From atop Moro Rock, you can grasp the multiple superlatives that brought Sequoia, and eventually Kings Canyon, into the National Park System. To the north lies the Giant Forest plateau, where giant sequoias rise above their forest neighbors. In cathedral-like Giant Forest stands the 2750 foot-tall General Sherman giant sequoia tree, whose trunk weighs an estimated 1,385 tons and whose circumference at the ground is nearly 103 feet. To the west, in contrast to

these gargantuan conifers, are the dry foothills with their oak trees and chaparral vegetation descending toward the San Joaquin Valley. To the south, and down more than 5,000 vertical, the Middle Fork of the Kaweah River threads through its rugged canyon. To the east, snow-capped peaks of the Great Western Divide and the Kaweah Peaks top out on Mount Kaweah at 13,802 feet. Just out of sight, beyond the divide, the highest mountain in the contiguous 48 states, Mount Whitney, reaches 14,494 feet of elevation. There are big trees, high peaks, and deep canyons in North America's longest continuous mountain range; superlatives abound amidst glorious scenery. Day hikes, overnight lodging, camping, and backpacking are great in these parks, and often less crowded than Yosemite National Park in the summer.

### [Point Reyes National Seashore](#)

*Approximately a three-hour drive from the university or 132 miles.*

The Point Reyes area contains unique elements of biological and historical interest in a spectacularly scenic panorama of thunderous ocean breakers, open grasslands, bushy hillsides and forested ridges. Native land mammals number about 37 species and marine mammals augment this total by another dozen species. The park beaches are also excellent places to view the annual gray whale migration, January through April. The biological diversity stems from a favorable location in the middle of California and the natural occurrence of many distinct habitats. Nearly 20 percent of the bird species are represented on the peninsula and more than 45 percent of the bird species in the North America have been sighted. The Point Reyes National Seashore was established by President John F. Kennedy on Sept. 13 1962. Great hiking trails and four established campgrounds operate year-round.

### [The Pinnacles National Monument](#)

*Approximately a two-hour drive from the university or 108 miles.*

The spires and crags that inspired the name Pinnacles are apart of the remains of an ancient volcano that helps tell the story of the San Andreas Rift Zone and the forces of erosion. The area as a whole preserves the plants and animals of a chaparral community. Hiking, climbing and picnicking are available as well as evening talks during spring and fall weekends. Facilities include picnic areas, drinking water, restrooms, self-guided trails and hiking trails. The monument never closes. This national monument is located in Paicines.

### [John Muir National Historic Site](#)

*Approximately a two-to-three-hour drive from the university or 96 miles.*

Located in Martinez, the John Muir National Historic Site is the 17-room mansion where the naturalist John Muir lived from 1890 to his death in 1914. While living in Martinez, Muir did many things: He tried to prevent Yosemite National Park's Hetch Hetchy Valley from being dammed; he served as the first president and one of the founders of the Sierra Club; he played a role in the creation of several national parks; and he wrote many articles and several books expounding the virtues of conservation and the natural world. The Muir house and historic Martinez adobe became part of the National Park Service in 1964. In 1992, Mount Wanda was added to the site. The 325-acre tract of oak woodland and grassland was historically owned by the Muir family.

### [Big Basin Redwood State Park](#)

*Approximately a two-three-hour drive from the university or 127 miles.*

Big Basin Redwood State Park is the oldest state park in California, established in 1902. The park has miles of trails that serve hikers and equestrians, and that link Big Basin to Castle Rock State Park and the eastern reaches of the Santa Cruz range. The Skyline to the sea trail threads its way through the park along the Waddell Creek to the beach and adjacent Theodore J. Hoover Natural Preserve, a freshwater marsh. The park has surprising numbers of waterfalls, a variety of environments from lush canyon bottoms to sparse chaparral-covered slopes, many animals (deer, raccoons, and an occasional bobcat) and an abundance of bird life (including Steller jays, egrets, herons, and California woodpeckers.) The park is also the home to stately redwood groves. The park is 20 miles north of Santa Cruz via Highways 9 and 236.

### [Calaveras Big Trees State Park](#)

*Approximately an hour-and-a-half drive from the university or 79 miles.*

Millions of years ago, the ancestors of today's redwood trees dominated the cone-bearing forests of the entire Northern Hemisphere. Today, however, due to worldwide changes in climate, pine trees have taken over - more than 600 different species of them - and redwoods have all but disappeared. Just three species remain, the dawn redwood in central China; the coast redwoods along the coast of Northern California and Southern Oregon which grows at Calaveras Big Trees State Park and other widely scattered groves along the western slope of the Sierra Nevada. The primary purpose of the Park is to make the two groves of Sierra redwoods within the park boundaries accessible to people while maintaining the groves in condition of ecological integrity. Secondary purposes include providing quality camping, hiking, picnicking and fishing experiences to the public. The park is on State Highway 4 in Arnold.

### [Indian Grinding Rock State Park](#)

*Approximately two-hour drive from the university.*

Indian Grinding Rock State Historic Park is located in the Sierra Nevada foothills eight miles east of Jackson. The park is nestled in a little valley 2,400 feet above sea level with open meadows and large valley oaks that once provided the Native Americans of this area with an ample supply of acorns. The 135-acre park was created in 1968 and preserves a great outcropping of marbleized limestone with some, 1,185 mortar holes- the largest collection of bedrock in North America. Trails make it easy to explore the meadows and surroundings forest. The Chaw'se regional Indian Museum features a variety of exhibits and an outstanding collection of Sierra Nevada Indian artifacts. A Mewuk village, complete with roundhouse, has been reconstructed in the middle valley. There are petro-glyphs carved on the stone. This association of rock art and bedrock mortar pits is unique in California.

### [Columbia State Historic Park](#)

*Approximately a one-hour drive from the university.*

The population of Columbia burgeoned after gold was discovered in 1850, transforming it almost overnight into California's Second Largest city at that time. Since, then this 'Queen of the Southern Mines' has changed very little. More than 40 buildings from this era still stand. Costumed guides provide walking tours. Call 523-4301 for information. Brochures for a self-guided tour of the town are available at the William Cavalier Museum.

### [Railtown 1897 State Historic Park](#)

*Approximately a one-hour drive from the university.*

Railtown is located on Fifth Avenue at Reservoir Road in Jamestown. Operated by the California State Railroad Museum, this 26-acre park features a roundhouse, steam locomotives and several vintage railroad cars. The collection includes steam engines from the 1890s, parlor cars from the 1920s and rolling stock used in about 200 films, including "Back to the Future III" and "High Noon," and several television series such as "Petticoat Junction," "Wild, Wild, West," and "Little House on the Prairie." Guided roundhouse tours and train rides are available April through December. It's open daily from 9:30 a.m. to 4:30 p.m.

### [San Luis Wildlife Refuge](#)

*Approximately 45 minutes south of Turlock.*

Take highway 165 south of Turlock about 45 minutes till you get to Wolfsen Road. Left on Wolfsen Road for about 2 miles. The refuge has a driving route, several viewing platforms, and short walking trails. The refuge is set on the scenic grasslands and riparian habitats of the San Joaquin River. Observe excellent wildlife, including birds and a rare herd of Tule Elk as a part of the larger San Luis National Wildlife Refuge Complex.

### [San Luis Reservoir State Recreation Area](#)

*Approximately a one-hour drive from the university.*

Nestled in the grassy hill of the western San Joaquin Valley near historic Pacheco Pass, San Luis Reservoir State Recreation Area is noted for boating, board sailing, camping, and picnicking. But it's anglers who find the unit's three lakes most inviting. San Luis Reservoir was constructed as a storage reservoir for the federal Central valley Project and the California State Water Project. It stores run-off water from the Sacramento-San Joaquin Delta that would otherwise flow into the ocean. The water arrives through the California Aqueduct and the Delta-Mendota Canal, and is pumped from the O'Neil Forebay into the main reservoir during the winter and the spring. A visitor center at the Romero Overlook provides information on the reservoir and water project through audio-visual and printed materials. Telescopes also are available for viewing the area. The dam is located on highway 152, seven miles west of Interstate-5.

### [Caswell Memorial State Park](#)

*About 45 minutes north of Turlock on Highway 99.*

From Ripon take South Austin Road, six miles south of Highway 99. The park features 250 acres of wildlife, native valley oak forest, hiking trails, camping, and picnic areas. Fishing is available from January through September. Call 599-3810 for more information.

## Sightseeing:

Carmel-by-the-Sea and the Monterey Peninsula

*Approximately a two hour-drive from the university.*

Carmel-by-the-Sea and the Monterey Peninsula are located on the scenic Central Coast of California- the most popular travel destination in the United States. Other attractions in the area include Big Sur, Carmel Valley, Monterey, Pacific Grove, Pebble Beach, 17-mile drive, and much more. Monterey is the home of the Monterey Bay Aquarium. The exhibits take one into the hidden world of Monterey Bay, a spectacular ocean realm at the heart of the



nation's largest marine sanctuary. The exhibits re-create the bay's habitants, from shallow tide pools to the open ocean and the deep sea. The Jazz Festival at Monterey in September is excellent. Call (831) 648-4800 for more information. This area is truly a beautiful and educational place.

#### San Francisco

*Approximately a one-hour and a half drive from the university.*

The "City of the Bay" is continually experimenting, working on self-improvement, getting into shape. There is much to take in, yet it all seems manageable when taken neighborhood by neighborhood. The hills are steep, but the streets are close. Whether you hit them rolling, striding or driving, you will fall in love with this city. So many places to see-Chinatown, Fisherman's Wharf, the Presidio, the Golden Gate Bridge, the Cliff House at Seal Rock, Twin Peaks, Golden Gate Park, and a shopping stop at Union Square. There are a number of great restaurants throughout the city and the Bay Area. Music festivals start in April and end around November and include jazz, blues, reggae, Irish, etc. Bay cruises, ferries to Sausalito, and tours to Alcatraz, Angel Island, and other places are available at or near Pier 39.

#### Berkeley and Oakland

*Approximately a one-and-a-half-hour drive from the university.*

Just across the Bay from San Francisco are two other large metropolitan areas. If one enjoys the coffeehouse and bookstore atmosphere, want to take in the ambiance of a large university town, or if you like to stroll around funky shops, Berkeley is a short drive away and competes with the best. In addition to the University of California at Berkeley, the shops and stores of Telegraph Avenue, the northeast hills of Berkeley contain Charles Lee Tilden Regional Park, with excellent views of the Bay Area, hiking trails, and Environmental Educational Center. Directly adjacent to Berkeley is the larger metropolitan city of Oakland, where you will find Jack London Square, and a fine zoo.

#### Napa Valley Wine Tasting

*Approximately a two-and-a-half-hour drive from the university.*

From the moment you drive into Napa Valley, you will begin a threefold adventure: an enjoyable and relaxing journey through California's historic and scenic wine country, a deliciously crafted culinary experience offered in the restaurants throughout the valley, and a true wine-tasting experience with more than 200 wineries. A wine-tasting train ride is available at Napa Valley.

#### Santa Cruz

*Approximately a two-hour drive from the university.*

Looking for beaches, a turn-of-the-century seaside amusement park, redwoods, rolling hills, mountain steam trains, agriculture, Victorian homes, vineyards; Santa Cruz and the surrounding county have all of these. Nestled between the mountains and the sea, Santa Cruz County offers an array of California microclimates minutes from one another. The Santa Cruz Beach Boardwalk is the only major seaside amusement park on the West Coast. Located on a mile-long stretch of beach, the boardwalk features 30 rides, including the thrilling 1924 Giant Dipper roller coaster and the classic 1911 Looff Carousel.

## Local and Regional Wineries

Most of the local and regional wineries are small and family owned.

<http://www.lodiwine.com/wine-visitor-center>

<http://www.calwineries.com/explore/regions/sierra-foothills/shenandoah-v...>

<http://goldcountry.winecountry.com/>

<http://www.lvwine.org/>

## Museums:

### [San Francisco Legion of Honor](#)

Located in Lincoln Park near 34th avenue and Clement Street, the Legion of Honor offers a full calendar of events, including gallery tours, lectures, and children's art classes. The Legion of Honor displays an impressive collection of 4,000 years of ancient and European art in an unforgettable setting overlooking the Golden Gate Bridge.

### [De Young Museum](#)

Set in Golden Gate Park, the de Young Museum houses an acclaimed American art collection as well as fascinating exhibitions of African art, Oceanic art, textile arts, and pre-Columbian art from the Americas. The de Young is located in Golden Gate Park near 19th Avenue and Fulton Street.

### [California Academy of Sciences](#)

Set in Golden Gate Park, the California Academy of Sciences includes a planetarium, the Natural History Museum and an aquarium. This is an excellent science museum and can easily take a day to tour.

### [Asian Art Museum of San Francisco](#)

The Asian Art Museum of San Francisco is one of the largest museums in the Western world devoted exclusively to Asian Art, with a collection of over 17,000 artworks spanning 6,000 years of history. The museum is a public institution whose mission is to lead a diverse global audience in discovering the unique material, aesthetic, and intellectual achievements of Asian art and culture. The Museum is located at 200 Larkin Street (between Fulton and McAllister Streets,) San Francisco, CA 94102.

### [Exploratorium](#)

The Exploratorium is located in the Palace of Fine Arts, 3601 Lyon Street, San Francisco. It contains several interactive exhibits that allow visitors to explore the worlds of science, math, and technology. It's open daily from 10 a.m. to 6 p.m.

### [Children's Discovery Museum of San Jose](#)

The museum offers interactive exhibits and programs for children to explore the world of science. It's located at the intersection of Woz Way and Auzerais Street in San Jose. It's open Tuesday through Saturday from 10 a.m. to 5 p.m. and Sunday and some Monday holidays from noon to 5 p.m. There is an admission fee.

### [Monterey Bay Aquarium](#)

Located on Cannery Row in Monterey, this Aquarium contains more than 500 species of marine life in more than 100 galleries and exhibits. This well-known Aquarium is a must for everyone.

## Local Points of Interest:

### [The Gallo Center](#)

*A 20-minute drive from the university.*

In spring 2001, architectural planning began to create a new community treasure, a performing arts center that promised to be one of the most important downtown projects in Stanislaus County's history. Then in the spring of 2004 construction of a premier civic complex began in the center of this leading agricultural region. The programs at the Gallo Center for the Arts reflect the interests, diversity and history of the people that call the Central Valley their home. It is a landmark in the region for decades to come. The Gallo Center for the Arts opened in the fall 2007.

<http://www.galloarts.org/>

### [McHenry Mansion](#)

*A 20-minute drive from the university.*

Built in 1833 by one of Modesto's first families, this beautiful Italian Victorian mansion is constructed completely of redwood and fir. The 10,000-square-foot building, distinguished by its crowning cupola, is furnished with a number of 19th century antiques, including original landscape paintings and mirrors belonging to the McHenry's. Guided 45 minute tours are offered Sunday through Thursday.

### [Castle Air Museum](#)

*A 30-minute drive from the university.*

Aviation history takes off at Castle Air Museum, located adjacent to the former Castle Air Force Base. The museum features 46 restored vintage military aircraft, including B-17, B-29, and B-52 bombers, an RB-36 Peacemaker and an SR-71 Blackbird reconnaissance plane. Army Air Corps and Air Force uniforms are also on display. Along with equipment, medals, and photographs.

### [Turlock Community Auditorium](#)

This Auditorium presents a variety of performance from September through May. You can pick up a program at the Box Office (1574 E. Canal Drive, Turlock), or for more information call 668-1169.

### [State Theater](#)

This theater in Modesto shows vintage and classic films as well as foreign films and newly released "off-the-beaten track" films. The State also has live presentations of music and theater.

### [Pageo Lavender Farm](#)

At Pageo Lavender Farm you can find unique varieties of lavender and produce from over 20 types of peppers to eggplant, squash and tomatoes. Also grown is a selection of herbs consisting of basil, dill, mint, rosemary, thyme, oregano, sage and parsley.

### [Turlock Farmers' Market](#)

### [The Carnegie Art Museum](#)

## Community Events:

### February

- Almond Blossom Festival, Ripon: 599-7519.

### March

- Motherlode Gem and Mineral Society Show, Turlock: 571-3185
- Oakdale Rodeo, Oakdale: 847-2244
- Stockton Asparagus Festival, Stockton: 943-1987
- Native American Pow Wow, Turlock: 667-3591

### April

- Cherry Blossom Festival, Lodi: 953-8800

### May

- Chocolate Festival, Oakdale: 847-2244
- Hughson Fruit and Nut Festival, Hughson: 883-2800

### June

- Scottish Highland Games and Gathering of the Clans, Modesto: 538-0821
- Patterson Apricot Fiesta, Patterson: 892-3118
- Hilmar Dairy Festival, Hilmar: 632-4700

### July

- Stanislaus County Fair, Turlock: 668-1333

### September

- Strawberry Spring and Fall Music Festival Groveland, near Yosemite: 533-0191
- Oktoberfest, Modesto: 571-6480

## October

- Pumpkin Fair, Manteca: (800) 872-6546
- Riverbank Cheese and Wine Exposition, Riverbank: 869-4541

## Child Friendly Activities:

The following section highlights additional activities especially suited for younger children.

### [Stockton Children's Museum](#)

Located in downtown Stockton, this "hands-on" museum gives children of all ages the opportunity to play, visit, and learn about the many services that are part of a community. The museum includes a miniature grocery store, bank, restaurant, dentist's office, hospital, and factory, as well as a fire truck, police car and motorcycle, city bus, and ambulance. Children are encouraged to play, touch, and explore everything in the Museum.

### [Pixie Woods Wonderland](#)

Located in Louis Park just outside of downtown Stockton, this children's playland features rides and play structures from popular children's stories and legends. The playland include a train, water structure, merry-go-round, swigs, slides, and more.

### [Roeding Park](#)

Located in the heart of Fresno, this park contains both the Fresno Zoo and Storyland. The Zoo offers a nice array of animals in a quaint setting that allows children to see and appreciate the animals. Storyland features rides and play structures from popular children's stories and legends.

### [Sacramento Zoo & Fairytale Town](#)

Located in Land Park near downtown Sacramento, the Zoo features more that 350 animals. For information on directions and prices, call (916) 264-5885. Fairytale Town is a 2.5-acre theme park featuring rides and play structures from popular children's nursery rhymes.

### [Hilmar Cheese Factory](#)

Located just fifteen minutes from Turlock, the Hilmar Cheese Factory is the largest single plant cheese producing company in the world. Learn and observe through large viewing windows how cheese is made. You can take a tour of the plant, sample a variety of cheeses, and purchase lunch, snacks and gifts.

### [Six Flags Discovery Kingdom](#)

Located in Vallejo, this 160-acre wildlife park and oceanarium offers shows and attractions with killer whales, dolphins, sea lions, elephants, and tigers. Additionally, the attraction contains an impressive amusement park,

complete with rides appropriate for all members of the family.

## Outdoor Activities:

In addition to an almost unlimited selection of backpacking and hiking trails, camping sites, biking expeditions, fishing spots, lakes for boating and swimming, rivers for rafting, and winter sports that you can explore on your own or with your family and friends, look in to the following sample of resorts and sports clubs.

## Ski Resorts:

### [Bear Valley Mountain Resort](#)

*Approximately a two-hour drive east of the university.*

Bear Valley Ski Area provides a scenic view of the Sierra Nevada. Views from the resort drop 3,800 feet into the deep, granite cut of the Mokelumne River. With 60 trails serviced by 11 lifts that accommodate 12,000 skiers per hour, you'll spend more time skiing and less time waiting in line. Bear Valley blends home-town service, affordable prices, and mountain to challenge every breed of skier, with a rustic, traditional High Sierra setting. The ski area is on scenic Highway 4.

### Dodge Ridge Ski Area

*Approximately a two-hour drive from the university.*

Dodge Ridge Ski Area is the closest snow to home from the Central Valley. It is 30 miles east of Sonora off Highway 108 near Pincrest. Families love the low-key atmosphere and low lift ticket prices midweek. The SKIwee Children's Ski College for ages 3 to 8 has been rated the best in California. Kids 9 to 12 will love the Trackers programs, designed especially for them. Dodge Ridge has more than 1,200 pairs of skis, boots and poles, and for the snowboard skier, more than 120 snowboards are available. The resort has 815 acres of new trails. Dodge Ridge also maintains cross-country trails. Fully certified technicians are on duty to adjust bindings, wax skis, or do repairs.

### [Kirkwood Ski Resort](#)

*Approximately a three-hour drive from the university.*

Kirkwood is located on all-weather Highway 88, 35 miles south of South Lake Tahoe. At 7,800 feet, Kirkwood has the highest base elevation of all Northern California ski resorts, with a 2,000-foot vertical drop and an average of 450 inches (37 feet) of snow each year. The resort features 13 lifts and 2,300 acres of skiable terrain, offering beginning, intermediate, and advanced skiers and snowboarders challenging chutes, wide open bowls and panoramic view of the Sierra. It also has 80 kilometers of cross-country terrain, a new skier development center, ski programs, family pricing, and two retail ski shops. Kirkwood offers something for all winter sports.

## Sports Clubs:

### [Stanislaus County Bicycle Club](#)

### [Sierra Club - San Francisco Bay Chapter](#)

[Turlock Fitness Club](#)

[In-Shape](#)

[Brenda Athletics](#)

[Crossfit ParaBellum](#)

## Restaurants:

The following is a selection of area restaurants.

[Turlock](#)

[Modesto](#)

[Delhi](#)

# XIII. Conclusion

CSU Stanislaus is a growing campus in an increasingly diverse and changing community. Our goal is to create an educational environment that fosters excellent teaching, learning, and research. Faculty, staff, students, and administrators all work together to create a collegial environment that encourages growth and discovery. The authors designed this New Faculty Survival Guide to orient you to this campus, to the community it serves, and to life in the Central Valley. We hope this guide will continue to be useful to you in the years to come. If you find we've overlooked anything, or made a mistake, [please let us know](#).

## Selected Teaching Bibliography

The following is a selection of the many reference books on teaching available at the Faculty Center for Excellence in Teaching and Learning (JSRFDC 101)

Angelo, Thomas A, and K. Patricia Cross

Classroom Assessment Techniques: A Handbook for College Teacher, Second Edition. San Francisco: Jossey-Bass, 1993.

Bean, John C.

Engaging Ideas. The Professor's Guide to Integrating Writing, Critical Thinking, and Active Learning in the Classroom. San Francisco: Jossey-Bass, 1996

Boyer, Ernest L.

Scholarship Reconsidered: Priorities of the Professoriate. San Francisco: Jossey-Bass, 1990.

Diamond, Robert.

Designing & Assessing Courses & Curricula: A Practical Guide. Revised edition. San Francisco: Jossey-Bass, 1998

Eyler, Janet and Dwight E. Giles, Jr.

Where's The Learning in Service-Learning? San Francisco: Jossey-Bass, 1999

Freire, Paulo.

Pedagogy of the Oppressed. 20th revised edition. New York: Continuum Publishing Co., 1997.

Glassick, Charles E., Mary Taylor Huber and Gene I. Maeroff.

Scholarship Assessed: Evaluation of the Professoriate. San Francisco: Jossey-Bass, 1997



Gross Davis, Barbara.

Tools for Teaching. San Francisco: Jossey-Bass, 1993.

Hartfield, Susan Rickey.

The Seven Principles in Action: Improving Undergraduate Education. Bolton, MA: Anker Publishing Co. 1995.

Lucas, Ann F.

Strengthening Departmental Leadership: A Team-Building Guide for Chairs in the Colleges and Universities. San Francisco: Jossey-Bass, 1994.

McKeachie, Wilbert J.

Teaching Tips: Strategies, Research, and Theory for College and University Teachers. Tenth Edition. Boston, MA: Houghton Mifflin Co., 1999.

Palmer, Parker.

The Courage to Teach. San Francisco: Jossey-Bass, 1998.

Walvoord, Barbara E. and Virginia Johnson Anderson.

Effective Grading: A tool and Assessment. San Francisco: Jossey-Bass, 1998.

## "Alphabet Soup"

### **Common acronyms used at CSU Stanislaus**

AP - Advanced Placement Test

APRC - Academic Program Review Committee

AS - Academic Senate

ASI - Associated Students, Inc.

AAUP - American Association of University Professors

AVP - Associate Vice President

AY - Academic Year

BOT - Board of Trustees

CETI - California Educational Technology Initiative

CFA - California Faculty Association

COBRA - Consolidated Omnibus Budget Reconciliation Act

COC - Committee on Committees

CODEC - Compressed Video Television

CRN - Course Request Number

CTA - California Teachers Association

DBH - Demergasso-Bava Hall, aka Professional Schools Building, or PSB, or P

DSS - Disabled Student Services

ELM - Entry Level Math

EPT - English Placement Test

ESL - English as a Second Language

FAC - Faculty Affairs Committee

FAR - Faculty Activity Report

FBAC - Faculty Budget Advisory Committee

FCETL - Faculty Center for Excellence in Teaching and Learning

FDC - Faculty Development Committee

FERP - Faculty Early Retirement Program

FERPA - Federal Education Right to Privacy Act

FML - Family Medical Leave

FMP - Faculty Mentor Program

FTE - Full-Time Equivalent

GC - Graduate Council

GE - General Education

HECCC - Higher Education Consortium of Central California

HEERA - Higher Education Employer Employee Relations Act

HR - Human Resources

IDEA - Individual Development and Educational Assessment

IRB - Institutional Review Board

ITFS - Instructional Television Fixed Service

AITTS - Integrated Technology Strategy

ITV - Instructional Television

JSRFDC - John Stuart Rogers Faculty Development Center

KCSS - CSU Stanislaus Campus Radio Station

L - Library

LAC - Leaves and Awards Committee

MAP - Master Academic Plan (ning)

MELVYL - University of California Library Catalogue

MOU - Memorandum of Understanding, aka CSU-CFA Agreement

MS - Moved and Seconded

MSP - Moved and Seconded and Passed

MSR - Mary Stuart Rogers Building

NEA - National Education Association

OCLC - Online Computerized Library Center

OIT - Office of Information Technology

OLLIE - On-Line Library Information Exchange

ORSP - Office of Research and Sponsored Programs

PAF - Personnel Action File

CalPERS - Public Employees' Retirement System

PST - State Department of Personnel Administration Retirement Plan

RPT - Retention, Promotion and Tenure

RPTC - Retention, Promotion and Tenure Committee

RSCA - Research, Scholarship, and Creative Activity

RSCAPC - Research, Scholarship, and Creative Activity Policy Committee

RW - Weber Square on Stockton Center

SATE - Student Assessment of Teaching Effectiveness

SEC - Senate Executive Committee

SEIU - Service Employees International Union

SIP - System-wide Internal Partnership

SSS - Student Support Services

SWAS - State-wide Academic Senate

TII - Technology Infrastructure Initiative

TOEFL - Test of English as a Foreign Language

UEE - University Extended Education

UBPAC - University Budget Planning and Assessment Committee

UEPC - University Educational Policies Committee

UPB - University Program Board

URPTC - University Retention, Promotion and Tenure Committee

UWC - University Writing Committee

VPAA - Vice President for Academic Affairs/Provost

WASC - Western Association of Schools and Colleges

WP - Writing Proficiency

WPAF - Working Personnel Action File

WPST - Writing Proficiency Screening Test

WTU - Weighted Teaching Unit

## Frequently Called Numbers

Advising Resource Center - 3304

Admissions - 3152

Academic Senate - 3400

Campus Compliance Officer - 3747

Computer Help Desk - 3687

CSU Stanislaus/Stockton Academics - 467-5333

Dean of Students - 3177

Facilities Services - 3211

Faculty Affairs - 3392

Faculty Center for Excellence in Teaching and Learning - 3216

Faculty Multimedia Laboratory - 3347

Human Resources - 3351

Instructional Media Center - 3116

The Bookstore - 3161

Institutional Research - 3281

Office of International Education - 3117

Office of Information Technology - 3343

Office of Research and Sponsored Programs - 3493

Psychological Counseling - 3381

Public Safety - 3114

Records/Registration - 3264

Service Learning Office - 3311

Tutoring Center - 3642

## Maps & Directions

[www.csustan.edu/Directories/Maps/](http://www.csustan.edu/Directories/Maps/)

## Organization Charts

[Academic Senate Chart.pdf](#)