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A. Introduction to the University

1. Introduction

San Diego State University is a premier public urban university. With some 30,000 students and over 5,000 faculty and staff, it is one of the largest universities in California and a major force in the larger San Diego community. SDSU consists of the main campus on Montezuma Mesa at the eastern edge of the city of San Diego, as well as numerous offices and centers across the city, and the Imperial Valley Campus with facilities in Calexico and Brawley. SDSU is recognized as a Research University with high research activity by the Carnegie Foundation, and is committed to promoting excellence in undergraduate and graduate education, supporting research and creative activity, and fostering internationalism and community engagement.

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

The law authorizing and controlling The California State University is Title 5 of the California Code of Regulations. Powers are vested in the Board of Trustees, which establishes policies and governs through a Chancellor and his or her office. By action of the Trustees, the president of a campus is responsible for carrying out their policies in the operation of the institution. The President is solely responsible for decisions made at the university, but is required by the Administrative Code (Title 5) to consult with the faculty on a number of matters. The SDSU Senate, a body of some 95 members mostly elected by and from the faculty, with some representation from staff, students, and administrators, plays a major part in recommending policies of concern to the faculty. Actions by the Senate are recorded in the minutes of the Senate. Some actions, when ratified by the president, are codified in the Policy File, which can be accessed from the Senate Web site.

Many university policies and procedures are governed by the Collective Bargaining Agreement (CBA) negotiated between the Board of Trustees of The California State University (CSU) and the California Faculty Association (CFA) and regularly renegotiated.
The Faculty Handbook is designed to be brief. It is not intended to replace or supplant the Policy File, the CBA, or any other policies established to govern university affairs. The Handbook has direct links to these policies and relevant Web sites. Consult applicable sections of Title 5 of the California Code of Regulations, the University Policy File, the CBA, the General Catalog, and the Class Schedule for more detailed information.

The following Web sites may also be helpful.
SDSU home page: http://www.sdsu.edu
SDSU-Imperial Valley home page: http://www.ivcampus.sdsu.edu
The Senate: http://www.sdsu.edu/senate
Office of Faculty Advancement: http://fa.sdsu.edu/
Campus Electronic Forms: http://www.sdsu.edu/cbo/eforms/

2. Signing In

Every new faculty employee must sign in at the Center for Human Resources, which is located in the Extended Studies Center West, Fourth Floor. Sign-ins are handled on a first come/first served basis. If you cannot attend one of the group sign in times listed in the New Employee Letter distributed by your College, please make an appointment to sign in with Human Resources by calling 594-1143 or 594-7099. New faculty for the Imperial Valley Campus may sign in with the Director of Business Services on the Calexico campus. Law requires U.S. citizens to sign a loyalty oath, and all faculty employees must fill out necessary payroll forms within three business days of the contracted start date in order to ensure that the first pay warrant will not be delayed. Under federal law, all employees must verify they are legally able to work in the United States. It is the responsibility of individuals to keep their immigration status current and to provide proof of their employment eligibility. For further information on immigration issues, please contact the Office of Faculty Advancement at 594-6383, or go to the Web site at http://fa.sdsu.edu/immigrationJ1.html.

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

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employee's name and Social Security number on it. This receipt must be
requested at the Social Security Administration office.

Benefits-eligible faculty should ask to be scheduled for a benefits orientation and complete enrollment forms to enroll in health benefits as early as possible. These sign-in forms and information about sign-in and benefit orientations are available from the department administrative coordinator. Forms for a faculty identification card may be obtained from the coordinator; the ID card is required to obtain keys and parking permits. Faculty IDs are obtained from the Library at the Calexico campus. The SDSU card can also be used as a prepaid funds account for campus services. SDSU no longer uses Social Security numbers for anything other than payroll. New faculty members will receive a “Red ID” number, a specially generated identification number for all purposes other than payroll.

3. Parking

Parking permits are required all year unless otherwise noted, and can be purchased on-line at http://police.sdsu.edu/dps/parking.aspx. Faculty members do not require parking permits to park at either the Calexico or Brawley campus. Faculty/Staff permits are valid only in Faculty/Staff and Student parking lots. Parking violations are subject to citation. The demand for parking spaces is especially high at the beginning of the semester and on Tuesday and Thursday morning. Further information can be found at the Department of Public Safety: http://www.dps.sdsu.edu/parkinginfo.htm.

4. Keys (and Magnetic Key Cards)

Keys are issued by Key Issue at the Public Safety Building. On the Calexico campus, keys are issued by the cashier’s office in the Administration Building. Authorization slips may be obtained from your department chair. Keys must not be lent to any unauthorized person or duplicated. Public Safety will issue a student assistant a room key upon receipt of an approved authorization slip. NOTE: The issuance of master and submaster keys requires the authorization of the dean of your college. All keys are the property of the state of California and must be surrendered upon request by an authorized agent of the state or upon separation from the university. Departments will be charged for all keys not returned to the University.
5. Pay Warrants

Faculty payroll warrants are released to the colleges for distribution by departments on the last day of each pay period. Warrants not picked up within five days are returned to the Center for Human Resources where they may be claimed by the faculty member. Pay warrants are distributed by the Business Office on the Calexico campus and placed in faculty mailboxes after 3:00 pm. Direct deposit (Electronic Funds Transfer) is available; forms can be found on the HR/Payroll web page at http://bfa.sdsu.edu/ps or may be filled out at the Center for Human Resources.

Academic Year faculty members (the vast majority) receive their pay in twelve equal payments, assuring that they receive benefits throughout the year. In 2014-2015, the university will follow a "5/6/1" plan, which means that the August paycheck will actually be for work performed in the fall semester. Faculty members who begin in the spring semester may not receive pay or benefits for this month in the first year of their employment, and should see their chair or director if they are in this position.

6. Academic Calendar

The Academic Calendar is developed each year by the Senate for the President’s approval. It is published in the General Catalog and Graduate Bulletin and posted on the university Web site. Current and prior calendars can be found at http://arweb.sdsu.edu/es/registrar/academiccalendar.html.

7. Campus Safety, Security and Fire Safety

The University Police Department is charged with creating a safe environment on campus conducive to academic excellence. Safety and security are coordinated by University Police, located in the Public Safety Building. Potential criminal actions and any emergency on campus, including medical and fire emergencies, should be reported directly to University Police by dialing 911 from any campus phone or by using one of the duress telephones located throughout campus. These are distinctively marked and have a blue light on top. Campus elevators are also equipped with emergency phones. Most classrooms have campus phones that can be used to summon assistance or report crimes. Upon receipt of the call, University Police officers are dispatched immediately to the site of the complaint and have authority to make arrests if necessary. For non-
emergencies from a campus phone, dial 4-1991. From off campus, dial 594-1991. Please note that dialing 911 within one mile of campus will connect you to University Police.

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

Incidents and emergencies on the Calexico or Brawley campuses can be reported by calling 811 from campus phones or 760-332-4312 from other phones. To view the 2010 Safety and Security Report for the Imperial Valley Campus, go to: http://www.ivcampus.sdsu.edu/Information/safety&_security_report/IVC_2010_Report.pdf.

8. Emergencies

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

9. Imperial Valley Campus

The Imperial Valley Campus serves the desert area of southeastern California. It is accredited as an integral division of SDSU and operates under the same academic calendar.

The Imperial Valley Campus is located in Imperial County 120 miles east of San Diego, 60 miles west of Yuma, Arizona and 120 miles south of Palm Springs. The campus consists of two sites. The Calexico location, six blocks from the Mexican border, provides the opportunity for involvement in a bicultural environment. Just across the border is Mexicali, Mexico, a city of more than one million people. The Brawley location, 23 miles north of the Calexico site, is surrounded by rich agricultural fields, the largest industry in the Imperial Valley.
With almost 800 students, the Imperial Valley Campus offers students the advantages of smaller classes and individual contact with the faculty. The Imperial Valley Campus faculty is multinational in its classroom orientation and background.

The Imperial Valley University Partnership between Imperial Valley College and SDSU-Imperial Valley Campus offers students in the Imperial Valley an accessible, affordable education with a clear path to a four year degree.

10. College of Extended Studies

The College of Extended Studies (CES) is the principal education/training outreach liaison with the local communities of San Diego and Imperial counties. CES annually offers hundreds of lifelong learning classes, seminars, certificate and degree programs, study abroad and other learning opportunities. Career advancement courses are offered in many areas of management, leadership, and quality improvement while self-enrichment courses range from astronomy to web design. The College offers more than 40 certificate programs, online courses, English language programs and workforce development courses, many of which are approved for tuition remission for eligible participants through the Workforce Investment Act.

CES is self-supporting and receives no general funds. All operating expenses including instructional salaries are generated from student tuition and fees. Over 27,000 CES enrollments are generated each year in hundreds of credit and noncredit classes. These enrollments come from such groups as: the business and industry, international students, military community, the greater San Diego workforce, working adults, and matriculated SDSU students. Classes are delivered face-to-face or via technology to local, regional and global audiences. Teaching opportunities for full and part-time faculty are available in Special Sessions, Extension, Professional Development, and American Language Institute programs. Contracts for departmentally approved courses taught through Extended Studies are arranged directly with faculty. For additional information on the procedures for teaching in the College’s programs, contact the College of Extended Studies, 594-4906; Web site: http://www.ces.sdsu.edu/.
11. Associated Students

The Associated Students (A.S.) at San Diego State University is a CSU auxiliary organization and California non-profit corporation overseeing an annual operating budget of more than $21 million. The A.S. is one of the most comprehensive independent student-directed corporations in the country. Celebrating 80 years of service to the SDSU community, A.S. derives less than 20 per cent of its revenue from mandatory student fees, with the balance generated by programs and facilities it operates. A.S. provides numerous opportunities for student involvement and leadership development beyond the classroom. Hundreds of students are elected or appointed to represent the interests of SDSU students by way of student government including the A.S. Council, A.S. boards and committees, and student representation on SDSU Senate committees.

With a professional staff of 95 full-time and over 1,000 part-time employees, A.S. manages the Aztec Recreation Center (see below), the Aztec Aquaplex, Mission Bay Aquatic Center, Viejas Arena, Open Air Theatre, Scripps Cottage, and the SDSU Children’s Center (see below). All A.S. programs are open to students, faculty, and staff of SDSU. For further information, consult the A.S. Web site at http://as.sdsu.edu. A.S. also runs an active student government organization and a student union at the Imperial Valley Campus in Calexico; for further information go to http://www.ivcampus.sdsu.edu/ASC/.

The Conrad Prebys Aztec Student Union opened in Spring 2014. It offers numerous services including dining, banking, bowling and meeting spaces. For more information go to: http://as.sdsu.edu/aztec-student-union/.

The Associated Students provide SDSU faculty with a variety of fitness, wellness and recreational opportunities. The Aztec Recreation Center (ARC) includes a fitness room, weight training room, cardio room, climbing wall, and four multi-purpose gyms for basketball, soccer, and volleyball. The ARC provides 60-plus group exercise classes, intramural sports leagues, and wellness seminars. There is no initiation fee; monthly membership fees are very reasonable, and do not increase as long as you maintain membership. For further information, visit the ARC web site at http://arc.sdsu.edu/.

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

1. Library and Information Access

The Library and Information Access (http://library.sdsu.edu) supports the curricular and research needs of the university community through the development of collections, the provision of services designed to facilitate access to information, and assists students in learning to navigate the complex universe of information resources. The library’s collections include more than 2.2 million volumes, 900 print serial subscriptions, and 74,760 electronic serial subscriptions, 4.6 million microforms, 630,300 government publications, and 36,043 sound and video recordings. More than 3.7 million visitors use the library annually making it the intellectual hub of the university. The Calexico campus library provides, in addition to access to its own collection, rapid interlibrary loan service to the SDSU-San Diego library and electronic access to the same journals and resources.

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

Subject Specialist Librarians
Librarians provide expert help with all aspects of library and information research in the arts, humanities, sciences, and social sciences. A librarian is assigned as liaison to every subject area at SDSU. Subject librarians serve as your point person for the library. They are available to work with you on acquiring and accessing library materials and resources and developing instructional resources for your students. Subject librarians can be found on the library website at http://library.sdsu.edu/people/biblist.php.

Information Literacy Instruction
Librarians are available to teach research and information literacy skills sessions, and offer a wide range of instruction and tours, from basic orientation through highly specialized research guidance. Library instruction focuses on developing students’ ability to think critically and effectively find the information they seek. Instruction sessions are designed to fit the specific needs, objectives, and timeframe of the course, and librarians work closely with the teaching faculty to develop the session. http://library.sdsu.edu/infotutor/instruction.
Reference Services
The reference desk phone number is x46728 or 619-594-6728. You may also email us at eref@rohan.sdsu.edu, text us at 619-567-9743 or stop by the Reference Desk located on the first floor of the Library Addition.

The Reference Services’ mission is to improve student learning through developing students’ library research abilities and through raising the general information literacy of SDSU students on campus. The reference area offers group and individual study and learning spaces and librarian support at our reference desk. As a faculty member, you may send your students to work with reference librarians or you can arrange a classroom Library instruction session. Our weekly blog at http://library.sdsu.edu/reference/ teaches important information literacy basics that can help students complete their work whether they are in the first year or are working at the graduate level.

Faculty can learn more about SDSU resources to use for research by working closely with a subject specialist in the arts, humanities, social sciences and sciences. Subject librarians are listed at http://library.sdsu.edu/people/biblist.php. Subject research guides list important resources for your discipline and are located at http://library.sdsu.edu/guides/guides.php.

Special Collections and University Archives
Special Collections houses rare, fine, unique and valuable books, periodicals, manuscripts and documents which require preservation, security and care in handling. Other valuable historical items such as photographs, prints, postcards, memorabilia, scrapbooks, and oral histories are also held in Special Collections. The department contains over 70,000 printed volumes, over 500 manuscript and archival collections, 800 linear feet of university records, numerous graphic and ephemera collections, and digital collections. Collection strengths include: early astronomy and other sciences; natural history; printing and the book arts; surfing; popular sheet music and the performing arts; Edward Gorey; American science fiction; zines and comics; alternative religious movements; and San Diego community and area history. The University Archives is a repository for materials documenting the history of San Diego State University since its founding in 1897 as a state normal school. The department constructs exhibits on a regular basis, provides access to numerous digital resources, develops guides for research, and offers additional services. Tours and instructional sessions that
make use of the Special Collections and University Archives are welcome. More information on the division is at http://library.sdsu.edu/scua.

**Circulation Services**
The basic faculty loan period for books is 183 days (6 months), with one renewal allowed. Bound journals circulate to faculty for seven days. All books are subject to recall after a period of ten days. Library users can view their own circulation records, renew books and make document delivery requests on-line. Proxy cards are available at the Circulation Desk for graduate assistants or others authorized to use a faculty member’s library card. Reserves enable faculty to place course materials on short-term loan for periods of two hours, 24 hours or three days.

**Interlibrary Loan and Document Delivery**
When material is unavailable from the library’s holdings, it can be requested via The Circuit or Interlibrary Loan services. The Circuit allows library users from participating libraries to quickly borrow books from other San Diego area libraries. http://library.sdsu.edu/borrowing-other-libraries.

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

**Student Computing**
Library and Information Access supports student computing on the campus. Students have access to over 600 PC and Mac computers offering a range of software including Microsoft Office, Adobe suite, SPSS, Mintab, Maple and more. In addition student support for Blackboard and programs is available at the Student Computing Center Desk. More information is at http://library.sdsu.edu/computing.

2. **Instructional Technology Services**

Instructional Technology Services (ITS) provides support and leadership to the university for the effective uses of technologies for enhancing learning as well as
facilitating research and strategic initiatives. ITS fulfills its mission by fostering collaboration and innovation with faculty and university stakeholders in the design, development, and effective use of learning environments and educational media.

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

- consultation, workshops, and collaboration via the SDSU Course Design Institute on the design and facilitation of effective learning experiences and environments, whether face-to-face or online;
- a Faculty Instructional Technology (FIT) Center located in AH 1109 that provides an informal environment for faculty consultations, collaboration, and development of instructional, professional, and research materials;
- computer help desks for faculty and staff;
- ITS workshops that provide faculty and staff with training and support for instructional software;
- graphic, video, and multimedia consultation, design, and production;
- assistance with design and development of instructional materials to be accessible and useful to diverse learners;
- video conference systems for distance learning, allowing faculty to teach at SDSU and the Imperial Valley Campus (or other distant sites) simultaneously. This live, real-time, two-way audio/video communication system can also be used for research and professional development purposes;
- ITS-managed learning spaces, including a Learning Research Studio (for faculty interested in teaching in a technology-rich space and taking an inquiry-oriented approach to teaching and learning with technology) and a presentation room (for faculty who occasionally need smart classroom capabilities);
- instructional equipment loans (including video/television, projection, sound and computer presentation equipment);
- campus-wide cable television system serving all classrooms.

For more information, call 594-5910 or go to: http://its.sdsu.edu.
Instructional Services on the Calexico campus can be accessed by calling 6-5545 or going to East Faculty 124C. On the Brawley campus, faculty members need to check with the coordinator who can be reached by calling 6-5787.

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

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

Instructional Technology Services (ITS) offers free hands-on computer training to faculty. Workshops focus on ITS supported software such as Blackboard, Respondus, Turnitin and eInstruction (clickers). SDSU faculty can register for these workshops by visiting http://its.sdsu.edu/training/workshops.html.

3. Computer Facilities

Faculty members can access computer help through the SDSU Web site at: http://www-rohan.sdsu.edu/~facstaff/. Alternatively, this page can be accessed by visiting the SDSU home page (www.sdsu.edu), selecting “Faculty/Staff” from the menu in the top right corner, and then selecting “Computer Help for Faculty/Staff” under the heading, “Business Resources.” You can select the computer help page appropriate for your college to gain access to the university’s main academic servers, software, and technical personnel. Once you arrive at the page where your computer help is located, you are encouraged to bookmark the page.

The university is committed to responsible and secure computing. Faculty members are expected to read and adhere to the SDSU Information Security Plan (IS Plan), posted at http://security.sdsu.edu/policy/secplan.html. Section 1 of the IS Plan details the Senate-approved computing policy (see Policy File, Facilities: Computer Use). Section 2 explains how to avoid, detect, and respond to computing incidents; section 3 contains university standards and procedures for
protecting information and systems; and section 4 explains the SDSU and CSU security awareness training programs. Faculty members with access to student records are required to complete a web-based security awareness training program, for which they will receive an e-mail link. Questions regarding the IS Plan or training can be directed to the Information Security Officer at iso@sdsu.edu.

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

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

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

4. **Center for Teaching and Learning**

The Center for Teaching and Learning sponsors a series of regular lunches and workshops for faculty and collaborates with other partners on campus, such as Instructional Technology Services to assist faculty with course and curriculum issues, including:

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

CTL also consults on a confidential basis with individual faculty regarding concerns such as:
• teaching evaluation data;
• analysis of classroom presentations and activities based on observations or video recordings.

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

For information on complimentary lunches and workshops for faculty, as well as other CTL initiatives and services, go to: http://ctl.sdsu.edu.

5. Test Office

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

6. Faculty-Staff Club

The Faculty-Staff Club is located east of Hepner Hall in the heart of the old campus. The charming 1931 California Spanish structure and enclosed patio house quiet, comfortable dining, meeting, and lounge facilities. In 1975 the Club was authorized as a dues-paying membership corporation, and its member-elected Board of Directors contracts with Aztec Shops for full service and management.
The Club invites all employees of the university and its auxiliaries to enjoy the benefits of membership, which remains in force with the payment of a continuous monthly fee of $10. New full-time faculty and full-time staff are offered six months free membership. Doctoral students may become members at the $10 administrative fee and $5 per month payable for one calendar year. Faculty and staff who retire as members for the previous continuous 24 months receive lifetime privileges without further dues.

The FSC is open 7:30 a.m. to 2:00 p.m. Monday through Friday. Full buffet lunches are served from 11:30 a.m. to 2:00 p.m., and wine and beer are available. Breakfast is served from 7:30 to 9:30 a.m. Nonmember guests are welcome to meals and events, but only members receive the $1.00 discount on breakfast and the $2.00 discount on lunch. The lounge and patio are available for members who bring their own lunches. Only members are entitled to free soft drinks during the day, and only members may reserve the meeting and dining areas after hours for personal or professional use without charge.

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

7. Meeting Rooms

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

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

The Conrad Prebys Student Union also has meeting facilities available. Visit http://as.sdsu.edu/aztec/ or contact 594-5278.

To arrange a room for meetings on the Calexico campus, contact the Business Office at 6-5670.
8. Alumni Center

An important recent development is the new Alumni Center that was completed in October 2009. This facility is a focal point for alumni enrichment and provides new meeting and social space for the campus community, SDSU alumni and friends.

9. Departmental Support

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

10. Vehicle Usage for University Business

Drivers must have completed the defensive driving training course to use rental cars or to be reimbursed for personal car use while on university business. See additional regulations on-line: http://www.dps.sdsu.edu/defendrive.htm.

11. Master Planning

For the past 20 years, San Diego State University and neighbors in the College Area community have shared the goal of revitalizing the area south of the SDSU Transit Center. With the approval of South Campus Plaza, this goal is one step closer to being realized. South Campus Plaza is a pedestrian- and transit-oriented, mixed-use development that will incorporate student housing, a community grocery store, restaurants, shops and other neighborhood and university serving amenities.

By revitalizing the “front door” to the university, South Campus Plaza will serve as a dynamic gateway between SDSU and the surrounding neighborhood. The mix of housing, retail and public amenities will link the community and campus. South Campus Plaza’s tree-lined walkways, green space and outdoor dining will invite neighbors and students alike to stroll, linger, shop and dine.

SDSU worked closely with the students, faculty, staff and neighbors to design South Campus Plaza. The result is a project that will be an asset to both SDSU and the College Area community for years to come.
Construction on South Campus Plaza is anticipated to begin in Fall 2014.

For more information see

12. Environmental Safety

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

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

Faculty must report injuries immediately and ensuring that a Supervisor’s Report of Work-Related Accident/Illness form is completed and sent to the Center for Human Resources (see link below). Faculty are responsible for advising and assisting their students so the students are in compliance with applicable safety policies and procedures. Faculty may serve as the contact and information resource for students during an emergency and are responsible for informing them about campus evacuation procedures. (http://hr.sdsu.edu/~person/pdf/Work%20Comp/SupvReport.pdf).
C. Classes and Students

1. WebPortal

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

Some of the key services the WebPortal provides faculty are:

**Faculty-Initiated Drop (WebDrop)**
By using the WebDrop menu option, faculty members may drop students from class for lack of prerequisites or non-attendance on the first day of class and the beginning of the second day of class. Deadlines are posted on-line at [http://arweb.sdsu.edu/es/registrar/schedule_adjustment.html](http://arweb.sdsu.edu/es/registrar/schedule_adjustment.html).

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

**Add Codes**
Add codes are available in the SDSU WebPortal three days prior to the first day of classes. The add code creation limit is based on the enrollment limit of the class. If the enrollment limit is 30, then 30 add codes can be created, etc. If an instructor reaches this limit, he or she will need to request extra add codes from Enrollment Services Operations, at operations@lists.sdsu.edu.
Online Grade Submission (WebGrades)
Grades are submitted through WebGrades in the SDSU WebPortal. Instructions are provided at the site. Faculty members are expected to submit final grades in a timely fashion and certainly by the Senate-defined deadline. Students depend upon grades for graduation, financial aid, employment, and admission to advanced programs.

2. Grading

All courses are graded on a 4-point scale, A through F (with optional plus and minus grading, A- through D-) unless departures from this standard are authorized. For exceptions, see the Policy File. Grading practices and patterns are expected to meet the highest professional standards of objectivity, fairness, and accuracy. A faculty member may be expected to provide a professionally defensible explanation when grading practices and patterns depart consistently and markedly from grading patterns for courses on a university level. The grade for average, satisfactory undergraduate achievement is C. Adequate records shall be kept for seven years, and a faculty member leaving the university is expected to give grade records to the department chair or school director.

- **Incomplete:** At the instructor’s discretion, students may be assigned the grade of incomplete (I) when a significant component of the course has not been completed by the end of the term. An agreement between the student and the instructor specifying the work to be completed must be filed in the department office. The agreement is located on the Office of the Registrar’s Web site at [http://arweb.sdsu.edu/es/registrar/IncompleteAgreement_Fillable.pdf](http://arweb.sdsu.edu/es/registrar/IncompleteAgreement_Fillable.pdf). The work must be completed within one year. If the I is not removed within one calendar year, the grade shall be counted equivalent to an F. Students should not re-enroll in a course in which they are satisfying the work to remove an incomplete grade. Please note: It is never appropriate to give an I in order to allow a student to avoid an earned F. An I should be awarded only when circumstances beyond the control of the student make it impossible for the student to complete a course, and where there is reasonable expectation that upon completion of the work the earned grade will be a D or better.

- **Withdrawal Unauthorized:** It is the instructor’s responsibility to give a grade for each name appearing on the grade sheet. It is the instructor’s prerogative to give an F for nonperformance to the student who has not withdrawn. The symbol WU (withdrawal unauthorized) is an administrative grade that may...
be given to a student who is enrolled in but who has neither appeared in nor withdrawn from the class. (If the student had selected a credit/no credit grading option NC would be the appropriate grade.)

- **Credit/No Credit** An undergraduate student may elect to be graded credit/no credit (Cr/NC) subject to a number of conditions that are outlined in the General Catalog. A grade of “Credit” is given when the student has achieved the equivalent of a C (2.0) in all graded work. A grade of “No Credit” is given when the student’s work is equivalent to a C- or below.

- **Audit:** A student may enroll as an auditor with the permission of the instructor, after all students eligible to enroll on a credit basis have been accommodated. Auditors pay according to the same fee structure as credit students and are expected to attend class regularly. Auditors who fail to attend regularly may be dropped administratively by the instructor.

- **Change of Grade:** Course grades are the responsibility of the instructor and, except as specifically authorized by policies and procedures approved by the Senate (e.g., in the Student Grievance Code), no grade may be assigned or changed except by the instructor. When an error occurs, correction should be made as promptly as possible. Access the “grade change” section of WebPortal to raise a grade or change an I, RD or RP grade. To lower a grade, the approval of the dean of your college is required.

### 3. Class Schedules

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

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

4. Absence from Class

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

The Policy File also states that instructors must accommodate students who notify them in advance of planned absence for religious observances. Even if a student fails to provide notification, however, instructors should be aware that Section 89320 of the California Education Code requires that students be permitted to take a test or examination at a time when it does not violate the student’s religious creed. (See Policy File, Academics: Absence from Class, Student.)

5. Schedule Adjustment Policy and Procedures

All schedule adjustments must be made by the appropriate deadline. The last day to add or drop classes is the twelfth day of the semester at 6:00 PM. In addition, the last day to change the grade basis to credit/no credit or withdraw from the university is the twelfth day of the semester. Students are not allowed to make any schedule change (except for withdrawing entirely from the university because of serious and compelling circumstances) after the twelfth day of the semester. Students make their schedule adjustments through the online registration system in the SDSU WebPortal. To add a class during the schedule adjustment period, students must receive an add code from the instructor. It is imperative that all instructors act quickly in handing out add codes so the students can add the course successfully by the schedule adjustment deadline.

Students not registered for a class often try to add it during the schedule adjustment period. Students may still attempt to get a more desirable schedule through add/drop. Instructors should consult the department chair or school
director about departmental or college policies on accepting students during the change of program period.

6. Course Syllabi

Instructors shall provide students with access to the syllabus at or before the first class meeting. The syllabus for each course shall describe the course’s purpose, scope and student learning outcomes. In addition, each syllabus shall include office hours and contact information for the instructor, refer to the current procedure for accommodating students with disabilities (refer to Student Disability Services), and describe the course design, required materials, schedule, and grading policies, which may vary by section. A syllabus shall not bind the instructor to specific details, and the instructor shall retain the right to adjust the course design. Major departures from the syllabus however, especially in regard to student learning outcomes, major assignment due dates and exam dates, and grading policies, shall be made only for compelling reasons. Instructors must provide their department office with a copy of the most recent syllabus for each course they teach (See Senate Policy File, Faculty: Academic Responsibilities.). At the Imperial Valley Campus, copies of syllabi should be provided to the associate dean. For more specific guidelines on syllabus content see: SDSU Curriculum Guide, Course Syllabi.

Student Learning Outcomes
Every syllabus must include descriptions of student learning outcomes, i.e., the capacities and capabilities that a student is expected to develop as a result of taking a particular course. Learning outcome statements should employ action verbs that describe observable and measurable behaviors, for example:

- Classify vertebrate specimens to the taxonomic level of family.
- Employ metaphors in rhetorical arguments.
- Explain convective effects.
- Predict returns on invested capital.
- Choose to participate in civic affairs.

Additional examples and explanations of student learning outcome can be found in the SDSU Curriculum Guide, Student Learning Outcomes.
Multiple Sections
When multiple sections of a course are offered, each instructor must meet the objectives of the course as indicated in the General Catalog regardless of the method of instruction.

7. Examinations

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

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

8. Student Evaluations

Student evaluations are a required element of the performance review and periodic evaluation processes. The CBA requires that each faculty member conduct written student evaluations in all courses taught each year. All student evaluations are conducted online through our WebPortal. Faculty members may use other evaluation instruments, such as mid-semester surveys, to elicit feedback on student learning, but these may not substitute for formal, anonymous student evaluations.

9. Office Hours

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

Textbooks, instructional materials, and software may be ordered from the course materials staff at the SDSU Bookstore and/or Montezuma Publishing, its custom publishing division. The SDSU Bookstore also operates the campus bookstore store at the Imperial Valley Campus in Calexico. Course materials staff (594-7540) will assist with course history information, publisher contacts, and delivery timeframes. It is the faculty member’s responsibility to initiate timely arrangements for required materials to assure availability by the beginning of each class. Timely orders will also facilitate conversion to electronic formats needed by students with disabilities. (http://www.sdsubookstore.com/)

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

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

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

11. Student Advising

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

12. Student Retention

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

13. Faculty-Student Relations Codes

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

Student Grievances

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

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

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

**Cheating and Plagiarism**
Cheating and plagiarism are serious violations of academic standards and, if they occur in connection with an academic program at SDSU, may warrant academic sanctions (such as grade modification by the instructor) as well as disciplinary sanctions by the administration (such as probation, suspension, or expulsion, including an educational component such as an interactive learning program and/or a reflective paper). In order to coordinate information to permit appropriate disciplinary action for first-time and repeat offenders, Executive Order 1006 requires faculty members to file an academic dishonesty report describing violations with the Center for Student Rights and Responsibilities. Refer to Policy File for additional details (Academics: Cheating and Plagiarism), or see http://www.sa.sdsu.edu/srr/.
14. Personal Relationships with Students

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

15. Working with Emotionally Distressed Students

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

Statistics show that in any given month, 16 percent of the population (which translates to some 4,800 SDSU students) is likely to experience severe psychological distress. Projections of entering college freshmen are of even greater concern: as many as 20 percent are struggling with depression or anxiety severe enough to require professional mental health care.

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


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

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

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

16. Student Disability Services

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

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

17. Student-Athletes

The NCAA mandates that student-athletes not receive any extra benefits. That includes “benefits” an individual faculty members might offer such as creating assignments for student-athletes that differ from those required of all other students in a class or offering student-athletes incompletes or extra credit work that is not offered to all other students and identified in a course syllabus. Allowing such extra benefits puts the student-athlete, the team, and the university in jeopardy. On the other hand, faculty members should not refuse to provide the same support services to student-athletes that they extend to other students (such as make-up examinations). They are also strongly encouraged to help academic advisors in Athletics monitor class attendance and academic progress. Contact with instructors should come only from academic advisors or the Student-Athlete Academic Services Office, not coaches. Direct questions or concerns to 594-8931.

18. Student Privacy

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

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

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

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

Refer to the full e-mail policy located in the Policy File under Facilities, or at http://security.sdsu.edu/policy/student_email_use_policy.html.

19. Student Safety

Faculty members have a responsibility to provide students with a safe and healthful environment. These responsibilities include: (a) informing students of all risks inherent in class, lab, or field trip activity including dangerous substances, equipment, or procedures; (b) instructing students on how to properly and safely handle all dangerous items or activities; (c) exercising a degree of supervision over student activities commensurate with the possible degree of hazard involved; (d) enforcing all applicable safety regulations developed by the department; and (e) informing students of campus emergency procedures and explaining their application to the instructional setting.
Certain university activities either within or outside the classroom may involve varying degrees of risk to the participants. Instructors directing such activities should fully divulge to all potential participants the specific nature of such risks and obtain from them their expressed or implied consent prior to undertaking such activities.

**Field Trips and Off-Campus Activities**

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

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

20. Faculty-in-Residence

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

1. Professional Responsibility

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

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

2. Nondiscrimination/Equal Opportunity/Diversity

SDSU is a Title IX, equal opportunity employer and does not discriminate against individuals on the basis of race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, and covered veteran status.

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

The Senate has approved the following Statement on Diversity:

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

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

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

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

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

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

3. Employees with Disabilities

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

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

4. Sexual Harassment Policy

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

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

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

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

Students who contact a faculty member with a concern about sexual harassment or other forms of illegal discrimination should be directed to the Office of Employee Relations and Compliance (594-6464). At IVC, students should contact the Assistant Dean for Student Affairs (768-5502). It is often a good idea to help the student make the contact by phoning or walking them over yourself.

5. Whistleblower Complaints and Retaliation

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

Employees may report incidents directly to the BSA via the California Whistleblower Hotline at 1(800) 952-5665 or by mailing concerns to Investigations, Bureau of State Audits, 555 Capitol Mall, Suite 300, Sacramento, CA 95814. Concerns about campus practices may also be reported to the Associate Vice President of Administration by calling 594-6018.
In addition, the California Whistleblower Protection Act protects employees from unlawful behavior after concerns are reported. California State University Executive Orders 929 and 822 protect SDSU employees from retaliation for reporting such information. Concerns about retaliation should be reported to the Associate Vice President of Administration at 594-6018 or directly to the CSU Vice Chancellor for Human Resources, California State University Chancellor’s Office at (562) 951-4455. See also The Office of Employee Relations and Compliance’s Website http://oerc.sdsu.edu/whistlebloweract.htm.

6. Nepotism

SDSU judges persons appointed to academic and staff positions at SDSU on their merits only. Immediate family members of employees, including faculty members, may be considered for hiring to fill any position, academic or non-academic. However, faculty employees may not participate in any institutional decision involving a direct benefit such as appointment, retention, promotion, salary, or leaves to members of their immediate family. Nor may they directly supervise a family member. When a direct line of authority exists between two employees, CSU policy requires that a plan covering all personnel matters be developed with the dean or director. For a definition of “immediate family,” and the SDSU nepotism policy see, http://fa.sdsu.edu/documents/SDSU_Nepotism_Policy.pdf.

7. Lecturers

Full-time and part-time lecturers (also called temporary faculty members) make up 51 percent of the faculty by head count and 37 percent by full-time equivalency (FTEF) (Fall 2013 figures). In addition to teaching large numbers of our students, lecturers perform valuable university service and promote connections with San Diego businesses, agencies, and creative organizations. Some lecturers have impressive credentials in research, scholarship, and creative activity. Lecturers are included in the faculty bargaining unit, and are an invaluable part of the SDSU community.

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

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

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

The CBA permits the President or designee to extend the probationary period (or “stop the clock”) when a faculty member is on paid or unpaid leave for part or all of an academic year. If you are interested in this option, contact the Associate Vice President for Faculty Advancement.

Reappointment, tenure, and promotion documents and timelines (posted in August for the next academic year) are available on the Faculty Advancement Web site at: http://fa.sdsu.edu/rtp.html. Direct questions about procedures and
timelines
to the person in your dean’s office designated as RTP representative (http://fa.sdsu.edu/rtp.html)

*Periodic Evaluation*

Periodic evaluations are conducted for three groups of faculty: part-time and full-time lecturers, probationary faculty in the first year of a two-year contract or the first two years of a three-year contract, and tenured faculty members at no less than five year intervals. Periodic evaluations are typically conducted in the spring semester. Your department or school will notify you about the timelines and request materials to be reviewed by the peer review committee and appropriate administrator.

9. **Personnel Action File**

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

10. **Benefits**

*Health/Dental Insurance*

The university contributes to health, dental, vision, life, and long term disability insurance programs. All new probationary faculty members at a time base of .50 or more for an academic year, or lecturers at a time base of .40 or more for one semester, are urged to take advantage of these benefits. Enrollment must occur within 60 calendar days of employment. When the university announces an Open Enrollment Period, continuing employees may change their benefits. Inquire at the Center for Human Resources (fourth floor, Extended Studies Center, 594-1144).

*Sick Leave*

Sick leave is accumulated at the rate of eight hours (one day) per month, prorated for less than full-time. Upon completion of a qualifying pay period, a
faculty member may use sick leave up to the accumulated amount for personal
or family illness (up to 40 hours without special approval). All sick leaves must be reported to your administrative coordinator. Faculty members are expected to use sick leave when they are absent from classes, scheduled meetings, or other official activities due to illness or medical treatment. The Catastrophic Leave Donation Program permits SDSU employees to donate vacation or sick leave credits to any other employee who has exhausted his or her accrued leave credits due to a catastrophic illness or injury. See also Article 24 of the CBA.

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

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

**Parental Leave**
All faculty members are entitled to a maximum of 30 days of paid parental leave, which commences within a 135 day period beginning 60 days prior to the anticipated arrival of a new child (through birth, adoption, or foster placement) and ending 75 days after the arrival. This leave is charged only for workdays, and may be supplemented by 10 days of earned sick leave. A physician’s verification of disability is required for further use of sick leave. In addition, a tenured faculty member is entitled to a maternity/paternity leave without pay for up to 12 months; upon request, the President may grant an extension. See also Article 23 of the CBA.

The CSU also offers the option of leave sharing. When a faculty member is eligible for a parental leave and his/her spouse is also a faculty unit employee, one spouse/partner may donate all or part of his/her parental leave to the other spouse or partner with the approval of the appropriate administrator(s). A third option is workload reduction. Upon approval of the appropriate administrator, a full-time faculty member with an academic year appointment may be given a reduced assignment of 40% (6 WTUs) over one academic term in lieu of a thirty (30) day parental leave. These options do not affect the ability of the faculty member to supplement the parental leave with sick leave.
Family Care
A faculty employee who has at least two semesters of service is entitled to a family care or medical leave without pay for a total of 12 weeks in a 12-month period.

Retirement
Faculty members are required to participate in the California Public Employees Retirement System (CalPERS). Deductions for retirement begin with the first pay warrant following the date of appointment. In addition to retirement contributions, payroll deductions are also made for OASDI (Social Security). For further information regarding retirement programs and benefits, contact the Benefits Office in the Center for Human Resources, 594-1144, or CalPERS at http://www.calpers.ca.gov/.

Death Benefits
If an employee dies while in service, CalPERS pays the beneficiary six months pay (50 percent of earnable pay for the 12 months prior to death) and a refund of your contributions plus interest. In addition, there is a $5,000 life insurance policy on the life of each PERS member. Additional benefits including $50,000 term insurance and long-term disability policies are available. Contact Benefits in the Center for Human Resources, 594-1144.

Domestic Partnership
California law currently extends most of the benefits and responsibilities of marriage to registered domestic partners. Registered domestic partners are eligible for all benefits negotiated for faculty at SDSU. In addition, health insurance and retirement benefits through CalPERS are equal for spouses and domestic partners and their dependents. Employees should be aware that health benefits are considered taxable income for federal tax purposes. For further information, including procedures for domestic partnership registration, contact the Center for Human Resources Benefits office at 594-1144.

11. Employee Assistance Program
The Employee Assistance Program provides cost-free, confidential counseling and other services to all employees and their families. EAP offers help on relationship and martial issues, emotional/psychological issues, parenting and eldercare, substance abuse, balancing work and life, legal or financial issues, and
a wide range of other services that help faculty manage stress and be productive members of the campus community. [http://hr.sdsu.edu/benefits/eap.htm](http://hr.sdsu.edu/benefits/eap.htm).

**12. Fee Waiver Program**

Tenured and probationary faculty and temporary faculty with three-year appointments (or a spouse, domestic partner, or dependent child) may take a maximum of two courses or six units per semester, whichever is greater, on the fee waiver program. Courses taken on fee waiver must be job-related and must comply with all the provisions of Article 26 of the CBA. The fee waiver benefit may not be divided between two or more individuals in any given semester.

**13. Leaves**

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

*Leaves of Absence without Pay*

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

Leaves of absence without pay are not granted for the purpose of allowing a faculty member to accept an offer of permanent employment elsewhere.

Applications for both tenured and probationary faculty and temporary faculty may be found on the Faculty Advancement Web site.
**Sabbatical Leave**
A faculty member is eligible to be considered for a sabbatical leave after serving full time for six years in the seven-year period prior to the leave. Sabbatical leaves are awarded on the basis of scholarly merit and for purposes that provide a benefit to the university. Each September Faculty Advancement publicizes the deadline for submitting applications. There are two types of sabbatical leave: one semester at full pay or two semesters at half pay.

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

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

**14. Liability**

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

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

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

15. California Faculty Association

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

16. Grievances

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

17. Separation

Faculty members who prepare to leave university employment must complete with their chair or director a Separation and Clearance Process that includes returning all university property and access cards/keys to university facilities and making arrangements for medical benefit coverage and final paycheck. The Center for Human Resources provides a checklist to help faculty and their chair or director complete the checking-out process before their employment with SDSU terminates. As a first step faculty members should meet with their
supervisor/department coordinator who will complete an online form to provide notice of their departure and date to various campus offices. This process is now web-based; for further information, refer to the Separation and Clearance Processes on the Center for Human Resources Web site. The Provost requests the courtesy of an exit interview from tenure-track faculty who resign, as does the Dean of the Imperial Valley Campus for Calexico campus faculty.
E. Professional Activities

1. Additional Employment

*State-Related*
Additional employment here refers to any employment compensated by the CSU, the California State general fund, or nongeneral state funds, including CSU auxiliaries, which is in addition to one’s normal or primary employment. On average, the total additional employment of a full-time faculty member shall not exceed 25 percent of a full-time time-base in a calendar year.

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

2. Travel and Absence from Campus

All professional travel requires the submission of a T2 form prior to departure, at least 10 days in advance for in-state travel and out-of state travel and 30 days for foreign travel and 45 days for travel to high-hazard countries, even if reimbursement is not requested. Travelers must complete the employee should complete and submit the *Foreign Travel Insurance Form [PDF]* at least 10 business days prior to departure from the U.S. to ensure timely processing. Traveling to high-hazard countries also requires completion of the *CSU Campus Approval Request* form. High-hazard countries are listed on the *State Department’s Travel Warning List* and the *CSU Warning List [PDF]*. The traveler and the department chair must sign all T2s, which are then forwarded to the dean’s office. The dean’s office then forwards the form to Faculty Advancement. In the case of foreign travel, the form is then forwarded to Business Affairs before it is finally forwarded to Accounts Payable.

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

The Office of International Programs (OIP) has specific responsibility for coordinating and facilitating the development of all international programs and activities at SDSU. OIP is the primary contact for international programs and represents the university on international matters to external agencies and institutions. Currently, SDSU offers over 300 study abroad programs in more than 50 different countries. See also information about international programs and exchanges at the Imperial Valley Campus at www.ivcampus.sdsu.edu/International_Programs.

Faculty Development

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

Student and Faculty Exchange Programs

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

Visiting Scholars

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

Fulbright Program

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

4. Division of Research Affairs

The Division of Research Affairs is responsible for research management, regulatory compliance, research assurances and activities related to intellectual property and technology transfer. The Division also provides administrative liaison with the San Diego State University Research Foundation. Contact: 594-5938 or https://newscenter.sdsu.edu/researchaffairs/default.aspx.

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

Institutional Review Board (IRB) – Human Subjects Protection Program (HRPP)
The IRB reviews research involving human subjects to ensure that the rights and welfare of participants in research are protected. The HRPP assists the research community by providing education in responsible and ethical research practices and assistance to investigators in complying with federal and state regulations and institutional standards for human subject research. Contact: 594-6622; or https://newscenter.sdsu.edu/researchaffairs/hrpp.aspx.

Animal Care and Use Program (ACUP)
The Institutional Animal Care and Use Committee (IACUC) and the Office of Laboratory Animal Care (OLAC) assist the institution and research community to comply with federal assurance and institutional policies for the use of animals in research and teaching. Contact: IACUC: 594-0905; or https://newscenter.sdsu.edu/researchaffairs/animalcare.aspx. OLAC: 594-5421.

Conflict of Interest and Commitment
The Conflict of Interest Committee evaluates research when an investigator discloses a significant financial interest that may influence the conduct of the activity. The Committee determines what, if any, conditions or restrictions
should be imposed on the investigator or research protocol in order to manage, reduce or eliminate such conflicts of interest. Contact: 594-5938; or https://newscenter.sdsu.edu/researchaffairs/coi.aspx.

**Institutional Biosafety Committee (IBC)**
The IBC reviews research to ensure that recombinant DNA research or experiments involving biological or potentially hazardous materials are conducted in compliance with the National Institute of Health Guidelines to promote safe and responsible practices. Contact: 619-594-0905; or https://newscenter.sdsu.edu/researchaffairs/ibc.aspx or, Biosafety Officer: 594-2865; or http://bfa.sdsu.edu/ehs.

**Research Integrity Initiatives**
Research Integrity Initiatives involve educational and outreach activities to facilitate discussion, awareness and value of practices intended to enhance research integrity and prevent research misconduct. Resources to inform faculty and students on responsible and ethical research practices include a multi-disciplinary seminar focusing on research misconduct; data management; use of research subjects; conflict of interest and commitment; authorship; publication, peer review; collaboration and mentoring. In addition training tailored for the laboratory or research center are scheduled upon request. The seminar and training may be used to satisfy NIH and NSF training requirements. Contact: 594-5938; or https://newscenter.sdsu.edu/researchaffairs/draitintegcomp.aspx.

**Student Research Committee**
The Student Research Committee promotes and coordinates the dissemination of student research via the Student Research Symposium (SRS). The SRS is an annual event held in the spring semester to showcase undergraduate and graduate student research and serve as the platform to select ten students to represent SDSU in the California State University student research competition. In addition, the SRC oversees the Inamori Fellowships and the Graduate Student Travel Fund. Contact: 594-5938; or https://newscenter.sdsu.edu/researchaffairs/rsd.aspx.

**Albert W. Johnson Research Lectureship**
The Albert W. Johnson University Research Lectureship is awarded to an SDSU faculty member for outstanding achievement in research and scholarship. The purpose of the lectureship is to recognize such achievement, to foster its
continuance and to enable a distinguished resident faculty scholar to share knowledge more broadly with the academic community and the community at large. Contact: 594-5938; or

**Intellectual Property Policy and Guidelines**
SDSU is committed to the development of ideas and to the broad dissemination of these ideas for the purpose of serving the public interest. The University Copyright and Patent Committee evaluates copyright and patent disclosures on behalf of the university and provides recommendations to the Vice President for Research. The Technology Transfer Office provides advice and assistance in the commercialization of inventions, copyrights, and other scholarly work. Contact: UCPC: 594-5938; or https://newscenter.sdsu.edu/researchaffairs/ipds.aspx; TTO: 594-0516; or http://www.tto.sdsu.edu/.

**Faculty Recognition Committee**
The Faculty Recognition Committee serves to increase awareness among SDSU faculty of national awards and promote the nomination of faculty whose credentials make them competitive for these awards. Contact: 594-5938.

**Material Transfer Agreements**
Material transfer, within the context of research, facilitates collaboration among scientists. Unique materials developed or owned by an investigator at one institution may be useful to develop another line of questioning or confirm findings at another locale. Materials transferred for research are typically associated with biological sciences. The Material Transfer Agreement solidifies the terms and conditions for the exchange of materials. Institutional approval is required for the transfer of all biological materials. The Division of Research Affairs facilitates execution of the MTA. Contact: 594-5938.

**University Grant Program**
The University Grant Program (UGP) provides funding to support scholarly research, creative activities, and curriculum development. Unit 3 faculty may apply for up to $10,000. Application procedures and timelines are publicized in August, with applications due approximately the second week in October. The University Grants and Lectureship Committee evaluates nominations and makes its recommendation to the Vice President for Research. Application forms and instructions are available through the Division of Research Affairs. Contact: 594-5938; or https://newscenter.sdsu.edu/researchaffairs/ugp.aspx.
Please note: The Senate Policy File includes several research-related codes and policies (Academics: Intellectual Property; Codes: Copyrights, Trademarks, and Trade Secrets; Patents; Research, Classified or Otherwise Privileged; and Codes: Integrity in Research and Scholarship; Faculty: External Professional Activities).

5. SDSU Research Foundation

SDSU Research Foundation, the largest auxiliary organization in the state of California, is a nonprofit, self-financed corporation chartered to support programs that are an integral part of the research, educational, and community service mission of San Diego State University. The Research Foundation is governed by a board of directors in accordance with its articles of incorporation and bylaws. The Research Foundation administers approximately $160 million annually, employs 157 central staff and more than 2,450 grant and contract employees, and manages over one million square feet of property. The Research Foundation’s core function is to assist SDSU faculty and professional staff in developing and administering externally funded projects. It provides many services not offered by the state, including:

- Assisting faculty and staff in developing and administering federal, state and privately funded projects.
- Seeking funding sources, offering grant-related workshops, and assisting with proposal development and submission.
- Developing project budgets, obtaining university approvals, and negotiating sponsored grant and contract awards.
- Performing staff recruitment, purchasing support, and interpreting agency guidelines and policies for funded projects.
- Providing technology transfer services, protecting intellectual property, commercializing technology developed on campus, and assisting spin-out companies based on SDSU inventions.
- Identifying, acquiring, and managing real property in support of sponsored programs not housed in university facilities.
- Accounting and financial reporting support for research and project funds, scholarships centers, institutes, KPBS, College of Extended Studies and The Campanile Foundation.
The Research Foundation works in partnership with SDSU to facilitate the work of its researchers and ensures that funds are spent appropriately to achieve both sponsor and research objectives.

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

Contact information:
Office of Communications (grant opportunities, sponsor information): 594-2458
Sponsored Research Development (proposal development and submission): 594-5731
Sponsored Research Administration (post-award activities): 594-2173
Human Resources (funded project employees - recruitment, training): 594-4139

General SDSU Research Foundation information may be obtained by calling: 594-1900 or by visiting http://www.foundation.sdsu.edu/.

6. University Relations and Development

The Division of University Relations and Development generates the external recognition, support and financial resources the university needs to carry out its mission and to achieve its vision. Working with alumni, parents and the community, University Relations builds external interest and support, and enhances outreach efforts on behalf of SDSU. The division is also leading the effort for SDSU’s first comprehensive campaign. The major units of University Relations are the SDSU Alumni Association, which builds lifelong relationships with alumni; Marketing & Communications, which builds an understanding of the university throughout the campus community, the media, community leaders and elected officials; and Development, which oversees all fundraising activities at SDSU, working closely with faculty, volunteers and donors to help meet college- and program-specific needs. The Campanile Foundation receives and manages all philanthropic gifts to the university. In addition, it stewards most campus-related endowments and student scholarship funds.
For more information, see: [http://newscenter.sdsu.edu/urd/](http://newscenter.sdsu.edu/urd/) or call 594-4562.
For the Imperial Valley Campus, see: [www.ivcampus.sdsu.edu/Departments/Advancement](http://www.ivcampus.sdsu.edu/Departments/Advancement) or call 768-5587.
F. Miscellaneous

1. Mail, Telephone

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

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

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

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

*Telephone*
All main campus phone numbers are in the 619 area code and begin with 594; they may be dialed from campus phones by using 4 and the extension. Phone numbers on the Imperial Valley campus are in the 760 area code and begin with 768; they may be dialed from campus phones by using 6 and the extension.
Personal toll calls must be placed through cell phones or charged to home telephone numbers. An authorization code is required for all long distance calls. Departments are responsible for assigning faculty a long distance authorization card and authorization code. Telephone call records are sent monthly to department chairs. Ask your administrative coordinator about additional telephone services, such as voice mail. The Campus Directory can be accessed online. (http://phonebook.sdsu.edu/)

2. Alcoholic Beverages

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

3. Substance Abuse

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

4. Smoking

San Diego State University is a completely smoke-free campus. Smoking is not permitted in or outside any buildings, including Viejas Arena and auxiliary buildings, or in parking areas. For complete information on policy and programs, see http://smokefree.sdsu.edu/smoke_free/.

5. Political Activities

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

6. Catalogs and Bulletins

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

7. SDSU News Center

SDSU News Center (http://newscenter.sdsu.edu/sdsu_newscenter/news.aspx) is a comprehensive online site with up-to-the-minute news and features about San Diego State University, its people, programs and sponsored events. Special elements, such as multimedia clips, podcasts and photo slide shows, add depth and dimension to the stories.

8. Convocation

Convocation marks the ceremonial opening of the academic year. At convocation, the President welcomes new members of the faculty and staff, outlines his vision for the coming year, and honors faculty recipients of the Alumni Association awards. The ceremony is followed by an informal reception. Faculty members are strongly encouraged to attend this important event.
9. Commencement

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

10. Child Care

The SDSU Children’s Center is run by Associated Students. The center is housed in a new state-of-the-art facility which is licensed by the California Department of Social Services Community Care Licensing Division (license # 370805130/370805244). Priority is granted to families of SDSU students, faculty and staff. Tours of the facility are provided on the second and fourth Thursday of the month at 5 p.m. as well as the first Wednesday of each month at 9 a.m. The staff is headed by an experienced director who has extensive child development expertise. Staff further consists of an assistant director, supervising teachers, master teachers, student assistants, and child development students. The caring and capable staff at the Center receive criminal background clearance prior to working at the Center. All professional full-time staff members and part-time Associate Teachers possess current State of California Children's Center Permits authorizing them to work with children between 6 months and 5 years of age. For further information, see http://www.as.sdsu.edu/child/.

11. Lost and Found

The Lost and Found is located at the University Information Center in the Open Air Theatre ticket office. On the Calexico campus, Lost and Found is handled at the circulation desk of the library.
Emergency and Safety Telephone Numbers and Addresses

Public Safety
(24 hrs. per day: fire, theft, injury) .............................................. 41991 or police@mail.sdsu.edu

Escort Services
(Escort service available dusk to dawn. calls will transfer to Public Safety) ........... 46659

Physical Plant ............................................................................................................ 44754

Other Frequently Called Numbers

Academic Affairs....................................................................................................... 46881
Aztec Shops................................................................................................................ 46954
California Faculty Association ......................................... 42775 or cfa@mail.sdsu.edu
Center for Teaching and Learning.............................................................. 43157
Center for Students Rights and Responsibilities ................................................. 43069
Faculty Advancement ............................................................................................... 46111
Faculty Staff Club .................................................................................................... 45178
Human Resources .................................................................................................... 46404

ITS (Instructional Technology Services)
   General Information ............................................................................................. 45910
   Classroom Equipment Services ........................................................................ 45691
Library ........................................................................................................................ 46724
Mail Services ............................................................................................................ 41552
Office of Employee Relations and Compliance .................................................. 46464
Ombudsman ............................................................................................................ 46578 or ombuds@mail.sdsu.edu
Registrar’s Office .................................................................................................... 46871
Senate ...................................................................................................................... 45320 or senate@mail.sdsu.edu
TNS (Telecommunications Network Services). . . . . 45261 or etshelpdesk@mail.sdsu.edu

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