



SAN DIEGO STATE  
UNIVERSITY

# TEMPORARY FACULTY HANDBOOK

## 2021 – 2022

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## COVID-19

SDSU is closely monitoring the worldwide situation regarding the coronavirus (COVID-19), declared a pandemic by the World Health Organization. SDSU, in its decision-making regarding COVID-19, follows the guidance of the San Diego County Health and Human Services (HHSA), California Department of Public Health (CDPH), the U.S. Centers for Disease Control and Prevention (CDC) and the U.S. Department of State. More information, updates and campus resources regarding SDSU's COVID-19 pandemic response can be found here: <https://sa.sdsu.edu/student-health-services/coronavirus>. *You may also ask your chair or director for a copy of the Fall 2021 Academic Operations Guidelines, which detail the campus's COVID-related policies.*

## GETTING STARTED

### INITIAL APPOINTMENT

Your letter of appointment (Statement of Terms and Conditions for temporary faculty) spells out beginning and ending dates of initial appointment, classification, salary, rank, time base, teaching load, assigned department or equivalent unit, and special conditions. Read it carefully; if you have questions, address them immediately with your department chair or school director. All paperwork related to your appointment (including evaluations) is stored in your Personnel Action File, which is housed in your department chair's office (for temporary faculty members). For temporary faculty, departments have set up interim electronic PAFs. Material developed after March 17, 2020 that would conventionally be stored in the paper Personnel Action File shall be stored in the iPAF for the duration of SDSU's restricted access period and until such time as Faculty Advancement provides further instructions. See PAF policies [here](#).

### SIGNING IN

Prior to your arrival, complete all preboarding packet forms and the I-9 form electronically, as outlined in the email you received from the Center for Human Resources. Due to COVID-19 restrictions, initial pre-boarding sign in will take place electronically via Zoom. In this meeting, you will present your identity and employment eligibility documents. To facilitate social security number and name verification for tax reporting purposes, employees must present their Social Security Card or alternatively, information necessary to conduct verification via the Social Security Administration's Employee Verification System. When COVID-19 campus restrictions have been eased, Human Resources will conduct in-person sign ins for all new faculty, including those who signed in electronically. The [Center for Human Resources](#), is located at 5701 Hardy Avenue, on the 4th floor of the Extended Studies Center (x4-6404). (New faculty for the Imperial Valley Campus may sign in with the Director of Business Services on the Calexico campus.)

### IDENTIFICATION

Your "Red ID" number may be obtained from your department coordinator. Human Resources will notify you when you are approved to receive your SDSUcard (identification card). The SDSUcard is required to obtain keys and parking permits. Imperial Valley Campus faculty SDSUcards may be obtained from the Library at the Calexico campus.

### PARKING

Parking permits are required all year unless otherwise noted. Faculty may purchase a permit with a payroll deduction or purchase a daily, weekly, monthly, and semester permit online through the [Aztec Parking Portal](#). During normal operation, demand for parking spaces is especially high at the beginning

of the semester and on Tuesday and Thursday mornings. For parking locations, visit the [Where Can I Park](#) section of the [Parking and Transportation](#) website. Faculty parking permits are not required at the Calexico or Brawley campuses.

### **KEYS (AND MAGNETIC KEY CARDS)**

Keys are issued by [Key & Card Access Services](#) at the University Police Department (outside windows). At the Calexico campus, keys are issued by the Cashier's Office in the Administration Building. Authorization slips may be obtained from your department chair/school director. Keys must not be lent to any unauthorized person or duplicated. Lost or stolen keys must be reported to the [SDSU Police Department](#) immediately.

### **EMAIL**

Upon clearance from the Center for Human Resources, an SDSUId account, including email, is established (e.g., jdoe@sdsu.edu). An email from donotreplyidm@sdsu.edu will be sent to the non-SDSU email address with a temporary activation code and additional instructions. New faculty are encouraged to activate their SDSUId as soon as possible to ensure access to communication and collaboration tools. Contact [Information Technology Division Support](#) for assistance with [email](#) and other [web-based services](#). For assistance with computers and computation on the Imperial Valley Campus, call 6-5608 or go to Computer Building 107, Calexico campus (when the campus is accessible).

*Faculty are required to use their official SDSU email address for workplace communications. Faculty must also follow CSU and SDSU [IT Information Security](#) policies and practices.*

### **MAIL**

Incoming mail should be addressed to you including department name and mail code. Only official outgoing mail is accepted for payment of postage. Each first-class mail piece must exhibit an account number and barcode on the reverse side of the envelope. For assistance (including bulk mailings), see your department coordinator. Intercampus mail envelopes are available in your department office; utilize the individual name and campus Mail Code (MC) identification, which can be provided by your department/school office.

### **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 for 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. An authorization code—obtained from your department / school—is required for all long-distance calls. Faculty and staff contact information can be found online on the [Campus Directory Search](#) page.

### **CHILD CARE**

The [SDSU Children's Center](#) is housed in a state-of-the-art facility, 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 Thursday of the month at 5 p.m., as well as the first Wednesday of each month at 9 a.m. 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.

## DIVERSITY AND INCLUSION

SDSU supports several initiatives to actively improve diversity and inclusion on campus. These include [nine Cultural Centers](#); [fifteen Employee Resource Groups](#); professional learning on implicit bias, inclusive communication and a range of diversity-related topics through the [Center for Inclusive Excellence](#); [diversity liaisons](#) and diversity councils in every college; unit-based [diversity planning](#); inclusive pedagogy learning opportunities; as well as a number of initiatives under way as part of SDSU's Strategic Plan, *We Rise, We Defy*. To learn more, see the full set of initiatives led by [Campus Diversity](#).

## ENVIRONMENTAL SAFETY

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. In compliance with Cal/OSHA, a written campus Injury and Illness Prevention Program (IIPP) is available on the [Environmental Health and Safety Web](#) site. Faculty must report injuries immediately and ensure that a Supervisor's Report of Work-Related Accident/Illness form is completed and sent to the [Center for Human Resources](#).

## 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.

## BENEFITS

- **Health Insurance:** The university contributes to medical, dental, vision, life, and long-term disability insurance programs. Lecturers at a time base of .40 (equivalent to six weighted teaching units) 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](#) (4<sup>th</sup> Floor, Extended Studies Center, x4-1144).
- **Sick Leave:** Sick leave is accumulated at the rate of eight hours (one day) per month, prorated for less than fulltime. 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 department 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. All sick leaves must be reported in [PeopleSoft](#).
- **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 working on an academic year basis do not accrue vacation. Full-time faculty working on a year-round basis 10-month and 12-month appointments accrue vacation leave at the rate of sixteen hours (two days) per month, prorated for less than full-time. All vacation leaves must be reported in [PeopleSoft](#). Vacation credits are cumulative to a maximum of 320

working hours for ten (10) or less years of qualifying service or 440 working hours for more than ten (10) years of such service. Accumulations in excess of this amount as of January 1 of each year shall be forfeited by the faculty member. After one (1) full year of employment, a faculty unit employee shall take at least 40 hours of vacation each calendar year. Any part of the 40 hours not taken during the calendar year shall be forfeited as of January 1 of the subsequent year.

- **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 15 days of earned sick leave. 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. Leave flexibility (intermittent leave, leave sharing, or workload reduction) is also available to faculty to take in lieu of a 30-day paid parental leave. For complete information, see the forms available on the [Leaves](#) page of the Faculty Advancement website.
- **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). For further information regarding retirement programs and benefits, contact the Center for Human Resources, Benefits Services, x4-1144. Sample retirement request letters are available on the [Retirement](#) page of the Faculty Advancement website.
- **Domestic Partnership:** 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. For further information, contact the Center for Human Resources, Benefits Services at x4-1144.
- **Employee Assistance Program:** The [Employee Assistance Program](#) provides cost-free, confidential counseling and other services to all employees and their families. EAP offers help on relationship and marital issues, emotional/psychological issues, parenting and eldercare, substance abuse, balancing work and life, legal or financial issues, and a wide range of other services that help faculty manage stress and be productive members of the campus community.
- **Fee Waiver Program:** 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. For more information, see the [Tuition Reduction and Fee Waiver Program](#) page on the Center of Human Resources website.
- **Leaves of Absence without Pay:** 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. Applications for [temporary faculty](#) may be found on the Faculty Advancement website.

- **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. Visit the [Leaves](#) page of the Faculty Advancement website for more information.
- **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. Visit the [Leaves](#) page of the Faculty Advancement website for more information.

#### CALIFORNIA FACULTY ASSOCIATION

The [California Faculty Association \(CFA\)](#) represents the 23,000 professors, lecturers, librarians, counselors, and coaches who teach in the CSU system. The San Diego State chapter of the CFA ([cfa@mail.sdsu.edu](mailto:cfa@mail.sdsu.edu); x42775) 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.” Faculty may contact CFA to 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.

#### UNIVERSITY LIBRARY

The [San Diego State University Library](#) supports the teaching, learning, and research needs of the SDSU community through the development of collections, curation of digital content, and provision of services designed to facilitate access to, and use of, information. Library faculty and staff collaborate with campus colleagues to assist students in effectively navigating, evaluating, and making use of resources found in an increasingly complex information environment. An overview of library services for faculty is available at: <https://library.sdsu.edu/help-services/services-faculty>.

As a faculty member, you have access to:

- [Subject Specialist Librarians](#) are available to work with you on acquiring and accessing library materials and resources and developing instructional resources for your students.
- [Instruction Librarians](#) offer a wide range of instruction and tours, from basic orientation to highly specialized research guidance to design of approaches for assessment of student learning.
- [Research Services](#) (x4-6728; [eref@sdsu.edu](mailto:eref@sdsu.edu), text 619-304-1820) is located on the 1<sup>st</sup> floor of the Library Addition. As a faculty member, you may send your students to work with librarians on course assignments, arrange a classroom (or Zoom-based) information literacy instruction session, or connect your students to specialized resources including the [Digital Humanities Center](#) and [build IT makerspace](#).



- [Special Collections and University Archives](#) houses rare, fine, unique, and valuable books, periodicals, manuscripts, and documents, which require preservation, security, and care in handling. Collection strengths include: early astronomy and other sciences; natural history; printing and the book arts; surfing; popular sheet music and the performing arts; American science fiction; zines and comics; alternative religious movements; and San Diego university, community and area history. Tours and instructional sessions that make use of the Special Collections and University Archives are welcome.

The basic faculty loan period for books is 183 days (6 months), with one renewal allowed. 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 online. 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.

The University Library developed a robust collection of digital resources and services as part of its response to the coronavirus pandemic, including support for [open educational resources](#) and for [integrating library resources and services into your Canvas course](#). Please contact your [subject specialist librarian](#) for additional information on these and other library services.

#### **ASK YOUR CHAIR OR DEPARTMENTAL/SCHOOL STAFF COORDINATOR:**

- About access to a workroom where you can make copies or other preparations for class; you are entitled to this access.
- About attending department/school meetings if you wish. Attendance is not required of temporary faculty.

## **TEACHING**

### **CENTER FOR TEACHING AND LEARNING**

[The Center for Teaching and Learning](#) is an invaluable resource to temporary, tenure-track, and tenured faculty. Visit the [website](#) to access resources on syllabus and course development, peer evaluation, inclusive pedagogy, and other vital issues, and to sign-up for email notices of upcoming CTL events.

### **CENTER FOR INCLUSIVE EXCELLENCE**

The mission of the [Center for Inclusive Excellence](#) (CIE) is to elevate, celebrate and support the diverse SDSU community, and to foster a culture of inclusive excellence in teaching, learning, scholarship and service through evidence-based professional learning and community building around issues of equity and social justice. Working collaboratively with the CTL and ITS, the CIE provides presentations, workshops, learning communities and many asynchronous [resources](#) to support equity-minded teaching.

### **INSTRUCTIONAL TECHNOLOGY SERVICES**

[Instructional Technology Services](#) provides support and leadership to the university in the effective use of academic technologies. ITS works to enhance learning, facilitate pedagogical research, and support strategic initiatives in service of student success. ITS fosters collaboration and innovation with faculty and university stakeholders in the design, development, and effective use of learning



environments and educational media. *Instructional Technology Services is located in Adams Humanities on the 1st Floor.*

Faculty Support  
619-594-6348 (GOFIT)  
M-Th: 8am – 5:30pm  
F: 8am – 4:30pm

Classroom Support  
619-594-4357 (4HELP)  
M-Th: 7:30am – 9:40pm  
F: 7:30am – 4pm

### **Course Design**

ITS helps faculty redesign online, blended, and traditional face-to-face courses. Every course is different, and ITS instructional designers are available for one-on-one consultations to discuss your course and how it can be enhanced. Features and benefits include:

- Increase student engagement and interactivity by creating assignments that stimulate active learning
  - Organize your course in a way that benefits student learning and provides the support necessary for students to succeed
  - Identify technologies that work with your teaching to save you time while grading and managing your class
- Please contact [fitcenter@sdsu.edu](mailto:fitcenter@sdsu.edu) to schedule a consultation.

### **Faculty Instructional Technology (FIT) Center**

The FIT Center (Located at ITS) supports faculty with technology resources and assistance with creating instructional materials, professional presentations, non-funded research and publication. The FIT Center serves as a hub for faculty to meet individually or in small informal groups. Comfortable furniture grouped around small tables and lounge chairs provide flexible seating and meeting options. Faculty are welcome to bring their snacks and lunches to the FIT Center. Features and benefits include:

- The FIT Center has workstations with Mac and Windows OS that include MS Office software, ParScore for scanning and grading multiple choice exams, i>clicker, and other tools.
- An instructional technology consultant is available from 8:00 am – 5:30 pm, Monday through Thursday, and 8:00 am – 4:30 pm on Friday for instructional design and technology consultation.
- Faculty can learn how to use instructional technologies such as Scantron test scoring machines and i>clickers, how to create accessible documents, how to use tools such as Blackboard, Respondus, Turnitin, and much more.

### **Equipment Checkout**

To support the instructional program, ITS offers a variety of computer and audio/visual equipment for checkout to SDSU faculty and staff. Such equipment includes Mac and Windows laptop computers, portable video/data projectors, digital cameras, and more.

### **COURSE SCHEDULES**

Fall, spring, and summer class schedules with real-time enrollments are published each semester on the [Class Schedule](#) website. Faculty may not change the time and place of meetings and examinations without advance approval by your department chair/school director. 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.

### **COURSE MATERIALS**

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 (x4-7540) will assist with course history information, publisher contacts, and delivery timeframes. Timely orders will help the campus provide affordable options to students and facilitate conversion to electronic formats needed by students with disabilities. *It is never appropriate for an instructor to charge students directly for course-related fees or materials that he or she has produced or collect royalties or fees from the publisher of materials used exclusively on the SDSU campus.*

### **STUDENT REGISTRATION**

The last day to add or drop classes is the twelfth day of the semester at 6:00 PM. 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 make their schedule adjustments through the online registration system in the [SDSU WebPortal](#). Students not registered for a class often try to add it during the schedule adjustment period. A “wait list” process has been created to prioritize student add requests to support student success and timely graduation.

### **COURSE SYLLABI**

SDSU course syllabi must contain items mandated by the University Senate Policy File, including student learning outcomes. Instructors shall provide students with access to the syllabus at or before the first class meeting. Major departures from the syllabus however, especially in regard to student learning outcomes, major assignment due dates and exam dates, grading policies, and academic honesty policies shall be made only for compelling reasons. Instructors must provide their department/school 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.

### **SYLLABUS TEMPLATE – REQUIRED SYLLABUS CONTENT**

*To be sure your syllabi contain all required elements, please use [this accessible syllabus template](#).*

### **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/school.

### **STUDENT ABSENCES AND ACCOMMODATIONS**

Within the first two weeks of class, a student who expects to be part of an official university event or activity (athletics, performances, 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. The [Policy File](#) states that instructors must accommodate students who notify them in advance of planned absence for religious observances, and

CA Education Code §89320 requires that students be permitted to take a test or examination at a time when it does not violate the student's religious creed, even if the student fails to provide adequate notification.

#### **STUDENT HEALTH SERVICES MEDICAL EXCUSE POLICY**

[Student Health Services](#) (SHS) Student Health Services does not provide medical excuses for short-term absences due to illness or injury. In circumstances when the illness or injury is prolonged (an absence of more than five days) and requires medical attention or hospitalization, Student Health Services will work with students to provide appropriate documentation. When a student is hospitalized or has a serious, ongoing illness or injury, Student Health Services will, at the student's request and with the student's consent, communicate with the student's instructors via the Vice President for Student Affairs and Campus Diversity and may communicate with the student's Assistant Dean and/or the [Student Ability Success Center](#).

Students are instructed to contact their professor/instructor/coach in the event that they need to miss class, etc. due to an illness, injury or an emergency. All decisions about the impact of an absence, as well as any arrangements for making up work, rest with the instructors. Assistant Deans may provide assistance to students or faculty members who have concerns about attendance issues.

#### **STUDENTS WITH VARYING ABILITIES**

Please include a statement on your syllabus affirming your intent to provide accommodations for students varying abilities. SDSU's Student Ability Success Center suggests the following: *"If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Student Ability Success Center at (619) 594-6473. To avoid any delay in the receipt of your accommodations, you should contact the Student Ability Success Center as soon as possible. Please note that accommodations are not retroactive and that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Student Ability Success Center. Your cooperation is appreciated."* To learn more, visit the [Student Ability Success Center](#) website.

#### **SDSU ECONOMIC CRISIS TEAM**

Please include a statement on your syllabus regarding the SDSU Economic Crisis Team (ECRT). They suggest the following:

*"If you or a friend are experiencing food or housing insecurity, or any unforeseen financial crisis, it is easy to get help! Visit [sdsu.edu/ecrt](https://sdsu.edu/ecrt) for more information, email [ecrt@sdsu.edu](mailto:ecrt@sdsu.edu), or walk-in to Well-being & Health Promotion on the 3rd floor of Calpulli Center.*

*The SDSU Economic Crisis Response Team (ECRT) is a group of on-campus and off-campus resources focused on addressing students' basic needs. The ECRT Coordinator aims to connect students experiencing food or housing insecurity, or any unforeseen financial crisis, with short-term, bridge support to transition students out of the crisis. The ECRT Coordinator aims to help students move from merely surviving to truly thriving by helping them identify and access long term, sustainable solutions. The ECRT is a collaborative initiative that leverages on-campus and off-campus partnerships and provides direct referrals based on each student's unique circumstances. Within 24 hours of submitting a referral, students are contacted by the ECRT Coordinator and are quickly connected to the appropriate resources and services."*

## EXAMINATIONS

Major comprehensive final examinations are to be held 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.

## GRADING

Grades are submitted through WebGrades in the [SDSU WebPortal](#). Faculty members are expected to submit final grades by the Senate-defined deadline. 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. Grading practices and patterns are expected to meet the highest professional standards of objectivity, fairness, and accuracy. 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 (I):** 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 within one year must be filed in the department/school office. If the I is not removed within one calendar year, the grade shall be counted equivalent to an F.
- **Withdrawal Unauthorized (WU):** WU 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.
- **Credit/No Credit (Cr/NC):** An undergraduate student may elect to be graded 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 (i.e. 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. Approval from your college dean is required to lower a grade.

## STUDENT EVALUATIONS OF FACULTY

Student evaluations are a required element of the performance review and periodic evaluation processes. 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.

## STUDENT DISCIPLINE

Student disciplinary procedures follow system-wide guidelines established by the Office of the Chancellor. (See Section 41301 of Title 5 for more details.) The [Center for Student Rights and Responsibilities](#), SSW-1604, x4-3069, is responsible for reviewing alleged offenses and coordinating disciplinary procedures to ensure due process.

## ACADEMIC INTEGRITY: CHEATING AND PLAGIARISM

Faculty should clearly communicate to all students expectations for academic honesty, including expectations in exams for individual or collaborative work, use of books, notes or other outside resources, time limits, and use of proctoring utilities. It is also important to remind students of their obligations under the [Student Code of Conduct](#). Faculty communications to students around academic honesty should demonstrate respect for all students and their privacy and honor the campus commitment to equity and inclusion.

In cases of academic dishonesty, SDSU faculty are governed by California State University (CSU) Executive Orders and the [University Senate Policy File](#), which indicate the following:

- Faculty must promptly notify the [Center for Student Rights and Responsibilities](#) (CSSR) of all instances of academic misconduct using the [Academic Dishonesty Incident Report Form](#).
- In addition to prompt notification to CSRR, faculty have the authority to levy academic sanctions, typically, grade modification: (a) a zero or F on the paper, project, or examination, (b) a reduction in one letter grade (e.g., C to D) in the course, or (c) an F in the course.
- To levy academic sanctions, faculty must follow a process of first gathering evidence, then meeting with the student in an “informal office conference” to discuss the issue.
- Faculty cannot undertake disciplinary sanctions, including permanent removal of a student from their course. CSU Executive Order 1098 reserves disciplinary sanctions, such as suspension or expulsion, to the university president or her designee, after “due process” (Executive Order 1098-Revised, 2019).

If any faculty believes that academic integrity may have been compromised:

- As indicated in the University Senate Policy File, please contact the student(s) involved individually and discreetly and ask to speak with them after the assessment.
- Document your observations and actions in a quick email or text message to yourself.
- Contact the Center for Student Rights and Responsibilities to report academic dishonesty using the [Academic Dishonesty Incident Report Form](#).

In alignment with existing policies, do not:

- Take action beyond what would be considered academic sanctions.
- Diverge from the policies and consequences established in your syllabus.
- Make up policies or consequences in the heat of the moment.
- Disclose in the company of other students any aspect of the student’s academic record or conduct.

At SDSU, students are expected to maintain the highest standard of academic integrity.

## STUDENT PRIVACY

Faculty members are responsible for protecting the privacy of student education records under the [Family Rights and Privacy Act of 1974 \(FERPA\)](#) and the [California Information Practices Act](#). Faculty



may not publicly post grades, return papers via an open system (such as leaving them on a table or in a box outside the door), mass e-mail a class with students' email addresses visible in the "to" line (see [Student E-Mail Address Use Policy and Procedures](#)), or discuss a student's academic record with any person who does not have a legitimate educational purpose.

## **STUDENT SAFETY**

Faculty members have a responsibility to provide students with a safe and healthful environment by (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/school; and (e) informing students of campus emergency procedures and explaining their application to the instructional setting. Additional health and safety considerations are in place for the COVID-19 epidemic, including virtual instruction and de-densification of campus spaces. Faculty are expected to abide all health and safety directives from the campus.

### **STUDENT SAFETY: EHS CANVAS MODULE**

Courses using hazardous materials or equipment must provide the appropriate safety training to students enrolled in the course(s). Environment, Health and Safety has implemented a new training module which can be incorporated into already existing Canvas courses. For instructions on how to do so, follow this link: [Importing the EHS module into your Canvas course](#). Students must acknowledge they have viewed the training by responding to a one question survey. Instructors will be able to track which enrolled students have completed the survey on Canvas. Canvas will automatically retain the training records, so *retention requirements will be met with no further actions needed*. If you have any questions, please contact [ehsoffice@sdsu.edu](mailto:ehsoffice@sdsu.edu)

### **FIELD TRIPS AND OFF-CAMPUS ACTIVITIES**

University liability policy requires that all classes be held on campus or at officially approved venues, but the university recognizes that field trips and some other types of off-campus activities that have a direct relationship to the course can provide an important dimension to the educational experience. See your department chair or school director for support in planning the event. See [Field Trip Guidelines and Forms](#) for more information. 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.

## **PERIODIC EVALUATIONS**

### **[Guide to Interfolio Periodic Evaluations](#)**

Temporary faculty are evaluated regularly to support good teaching and to provide information for appointment and work assignment decisions. Evaluations for temporary faculty typically take place in Spring semester. Temporary faculty members on a 1-year contract must undergo an annual periodic



evaluation. Temporary faculty members requesting an initial 3-year contract must undergo a cumulative periodic evaluation, after an entire 6-year period has been worked on a single campus in a single department to become eligible. Temporary faculty members requesting a subsequent 3-year contract must undergo a cumulative periodic evaluation of the entire 3-year appointment, prior to reappointment. Please prepare and upload your materials by the deadline posted in the Periodic Evaluations timeline on the Faculty Advancement website. Your department coordinator will be able to assist you with any questions. A complete, step-by-step, downloadable Interfolio “Candidate’s Guide” is available on-line [here](#). You may also call Interfolio’s help-line at 877-997-8807.

*\*Please note: Out of considerations for the disruptions of COVID-19, the University and CFA have agreed that faculty under evaluation may opt not to submit Spring 2020 student evaluations of teaching.*

## **POLICIES AND WORKPLACE EXPECTATIONS**

*This handbook is a condensed guide to campus regulations and policies. The law authorizing and controlling the California State University is Title 5 of the California Code of Regulations. The SDSU Senate, a body of some 95 members mostly elected by and from the faculty, with some representation from staff, students, and administrators. Key policies created by the Senate are codified in the [Policy File](#). Other 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).*

### **PROFESSIONAL RESPONSIBILITY**

The faculty at SDSU subscribes to the [1987 Statement on Professional Ethics](#) by the [American Association of University Professors](#). 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.

### **CSU CONFLICT OF INTEREST**

*“No public employee at any level of state or local government shall make, participate in making or in any way attempt to use his [or her] official position to influence a governmental [CSU] decision in which [s/he] knows or has reason to know [s/he] has a financial interest.” Gov’t Code § 87100. Any person who willfully violates the general prohibition is guilty of a misdemeanor. Gov’t Code § 91000. This prohibition applies to all CSU employees.”*

### **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. SDSU is a community of men and women who are diverse racially, ethnically, linguistically, culturally, in class background, national origin, religious and political belief, age, ability, and sexual orientation. The SDSU community welcomes this diversity and is committed to celebrating the richness of ideas, traditions, and understandings as bridges to unleashing creativity and innovation in an academic and professional atmosphere of belonging and inclusion.*

## EMPLOYEES WITH DISABILITIES

SDSU provides accommodations for faculty members with qualified disabilities. If you are in need of accommodations, please contact your department chair/school director or the [Office of Employee Relations and Compliance](#) (x4-6464; [erc@sdsu.edu](mailto:erc@sdsu.edu)). The [Assistive Equipment/Auxiliary Assistance Program](#) is designed to provide one-time limited funding for accommodations or auxiliary aid to employees with disabilities.

## HARASSMENT, DISCRIMINATION, AND RETALIATION

The CSU forbids harassment, discrimination, or retaliation against students, staff, and faculty members, including sexual harassment. All faculty members who directly supervise students must take a state-mandated two-hour online sexual harassment training course. If you believe you have been subjected to harassment, discrimination, and retaliation or witness or receive a report from a student of harassment, discrimination, or retaliation, please contact the [Office of Employee Relations and Compliance](#) (x4-6464; [erc@sdsu.edu](mailto:erc@sdsu.edu)). At IVC, students should contact the Assistant Dean for Student Affairs (768-5502).

## WHISTLEBLOWER COMPLAINTS AND RETALIATION

California Government Code §8548 requires SDSU to inform employees of the [California Whistleblower Protection Act](#). This law provides SDSU employees the opportunity to report improper activities to the [California State Auditor](#). The State Auditor 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 State Auditor via the California Whistleblower Hotline at 1(800) 952-5665 or by mailing concerns to Investigations, California State Auditor, P.O. Box 1019, Sacramento, CA 95812. Concerns about campus practices may also be reported to the Associate Vice President of Administration by calling x4-6017. 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 x4-6017 or directly to the CSU Vice Chancellor for Human Resources, California State University Chancellor's Office at (562) 951-4455. See the [Office of Employee Relations and Compliance](#) for more information.

## 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 as an employee or student. 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. See [SDSU Nepotism Policy](#) and nepotism forms on the Faculty Advancement website.

## PERSONAL RELATIONSHIPS IN THE WORKPLACE

*Faculty members shall not engage in affectional or sexual relationships with anyone over whom they have instructional, supervisory, or evaluative authority.* 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.

Faculty members should be especially cautious about socializing with students in environments that serve alcohol and should never drink with underage students. Faculty members must not “cover” for a colleague who is inappropriately engaged with a student or someone over whom they have authority; doing so puts the university and all parties involved at risk. Faculty members who have family members at SDSU should consult with their chair about submitting a conflict of interest management plan to ensure that any evaluative, supervisory, or instructional conflicts of interest are managed.

#### **ALCOHOL AND SUBSTANCE ABUSE**

Alcohol is not permitted at events unless approval is requested under the [SDSU Alcohol and Other Drugs Administrative Policies and Procedures](#). The university prohibits the 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, on university property, or in university vehicles. See [SDSU Alcohol and Substance Policies](#).

#### **SMOKING**

San Diego State University is a completely [smoke-free campus](#). Smoking is not permitted in or outside buildings, including auxiliary buildings and parking areas. See [SDSU Smoke-Free Policy](#).

#### **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 may not use university resources (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.

#### **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. If you are contacted by an attorney in connection with your work at SDSU, please do not respond before you contact the Associate Vice President of Administration, Jessica Rentto (x4-6017, [jrentto@sdsu.edu](mailto:jrentto@sdsu.edu)).

#### **OUTSIDE EMPLOYMENT**

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, using the [Outside Employment Disclosure Form](#), that details the amount and distribution of time devoted to continuous outside employment to their dean’s office each semester.

#### **TRAVEL AND ABSENCE FROM CAMPUS**

All professional travel requires the submission of a [T2 form](#) prior to departure, at least ten days in advance for in-state travel and out of state travel, and forty-five days for foreign travel, even if reimbursement is not requested. Travelers must complete and submit the [Foreign Travel Insurance Form](#) at least forty-five business days prior to departure from the U.S. to ensure timely processing. For more

information visit the [Foreign Travel](#) section of the BFA website. Traveling to high-hazard countries requires forty-five days' notice. High-hazard countries are listed on the [Alerts and Warnings](#) section of the U.S. Department of State's website, and the [CSU Warning List](#). There are also restrictions on state-funded travel to states with laws discriminating against LGBTQ+ communities; more information is available [here](#).

### **OTHER CAMPUS OFFICES AND RESOURCES**

*Please note that some offices may not be open due to COVID-19. Check their website for up-to-date information on hours and accessibility.*

[Analytic Studies & Institutional Research \(ASIR\)](#) provides official university information to the SDSU community, the California State University Chancellor's Office and external agencies. Visit ASIR's website to access reports on applications, enrollment, student profiles, continuation and graduation rates, and so on.

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. The award-winning [Aztec Aquaplex](#), located adjacent to the Tony Gwynn baseball stadium, offers SDSU faculty excellent swimming and diving facilities.

The [Faculty-Staff Club](#) is located east of Hepner Hall in the heart of the old campus. 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. To reserve tables for lunch or rooms for meetings, call x4-5178.

[Instructional Technology Services](#) (ITS) provides support and leadership to the university in the effective uses of technologies for enhancing learning, as well as facilitating research and strategic initiatives.

The [International Student Center](#) (ISC) serves as a resource crossroads for international students seeking educational opportunities at SDSU, and for SDSU students seeking educational opportunities abroad.

[SDSU International Affairs](#) is the primary contact for international programs and visiting scholars, and represents the university on international matters to external agencies and institutions. It organizes workshops on Fulbright faculty grants and other opportunities.

[SDSU Global Campus](#) offers a wide variety of lifelong learning classes, seminars, and certificate programs. Career advancement courses are offered in many areas of management, leadership, and quality improvement while self-enrichment courses range from accounting to web design. Additionally, the SDSU Global Campus offers more than 50 certificate programs, online courses, English language programs, and many other learning opportunities locally, regionally, and around the world.

## QUICK REFERENCE RESOURCES FOR FACULTY

<i>If a faculty member. . .</i>	<b>Contact</b>
Needs up to date information about COVID-19:	Visit <a href="https://sa.sdsu.edu/student-health-services/coronavirus">https://sa.sdsu.edu/student-health-services/coronavirus</a>
Needs immediate intervention with an acute health or safety issue:	<a href="#">University Police</a> --911; x41991
Has a concern related to health and safety:	Contact <a href="#">Environmental Health and Safety</a>
Encounters a facilities problem:	Call <a href="#">Facilities Services</a> x4-4754, e-mail <a href="mailto:facilitieservices@sdsu.edu">facilitieservices@sdsu.edu</a> , or submit a <a href="#">Work Request Form</a> .
Needs support with technologies related to teaching on-line:	Contact <a href="#">Instructional Technology Services</a>
Needs support or assistance with teaching:	<a href="#">The Center for Teaching and Learning</a>
Would like to request accommodations for a disability:	Please contact your department chair or school director. Assistive devices are available to faculty through the <a href="#">Office of Employee Relations and Compliance</a> : 619-594-6464.
Needs assistance with their SDSU email account:	<a href="#">Enterprise Technology Services (ETS) Help Desk</a>
Would like to locate gender neutral bathrooms:	<a href="#">Consult this list of locations</a> around campus.
Needs lactation accommodations additional to her office:	Visit <a href="#">Women’s Resource Center</a>
Needs prayer or meditation space additional to their office, or foot washing facilities to support religious practice:	Contact the <a href="#">Center for Intercultural Relations</a> .
Would like to connect with Employee Resource Groups for women, LGBTQ+, first generation faculty, or underrepresented minorities:	Visit <a href="https://diversity.sdsu.edu/ergs">https://diversity.sdsu.edu/ergs</a>
Needs immediate and / or long-term support for an emotional health or substance use-related issue:	<a href="#">Employee Assistance Program</a>

Believes that they have been subjected to discrimination, harassment, or retaliation on the basis of their identity (race, ethnicity, religion, gender, sexuality, nationality, etc.)	Office for the Prevention of Discrimination and Harassment, Gail Mendez, Director, x4-6464.
Would like support when working with members of the news media, or would like their research/scholarship, major awards, grants or other work considered for internal or external promotion, including NewsCenter, SDSU's central news site:	<a href="#">Strategic Communications and Public Affairs</a>
Would like to be added to the SDSU Experts Directory to serve as a contact for regional, national and international news reporters:	<a href="#">Strategic Communications and Public Affairs</a>

### RESOURCES FOR WORKING WITH STUDENTS

<i>When a student . . .</i>	<b>Office</b>	<b>Contact</b>
Needs immediate intervention with an acute health or safety issue	<a href="#">University Police</a>	911; x41991
Needs academic support before declaring a major	<a href="#">Office of Advising and Evaluations</a> , SSW-1551	x4-6668
Needs academic support after declaring a major, including grade disputes, grade changes, leaves, advising	Contact your college's assistant dean via your Dean's Office	
Wishes to pursue a complaint about administrative or academic processes or outcomes	Student should meet first with instructor and / or department chair, then contact <a href="#">Office of the Ombudsman</a> ; see also <a href="#">Procedures for Handling Student Grievances Against Members of the Faculty</a>	Ombudsman x4-6578
Needs help with an unforeseen financial crisis, is experiencing any level of food or housing insecurity, or is having trouble taking care of their basic needs.	<a href="#">Economic Crisis Reponses Team</a> You or the student can reach out via email or submit a request through the website. The only information needed is the student's RedID; any additional information is helpful but not necessary.	Chelsea Payne, ECRT Coordinator ecrt@sdsu.edu x4-44133



Needs immediate and / or long-term support for an emotional health or substance use-related issue	<a href="#">Counseling and Psychological Services</a> ; See also <a href="#">this guide</a> .	Jennifer Rikard, Director <a href="mailto:jrikard@sdsu.edu">jrikard@sdsu.edu</a> x4-5220
Needs accommodations for a disability	<a href="#">Student Ability Success Center</a> ; see also their <a href="#">Faculty and Staff Resources</a> webpage	Dr. Erica Aros, Director <a href="mailto:earos@sdsu.edu">earos@sdsu.edu</a> x4-1113
Has committed an act of academic dishonesty or other misconduct	<a href="#">Center for Student Rights and Responsibilities</a>	Dr. Lee Mintz, Director <a href="mailto:lmintz@sdsu.edu">lmintz@sdsu.edu</a> x4-3069
Reports that they have been the victim of sexual violence, including dating or domestic violence	<a href="#">Center for Student Rights and Responsibilities</a>	Dr. Lee Mintz, Director <a href="mailto:lmintz@sdsu.edu">lmintz@sdsu.edu</a> x4-3069
Believes that they have been subjected to discrimination, harassment, or retaliation on the basis of their identity (race, ethnicity, religion, gender, sexuality, nationality, etc.)	Office for the Prevention of Discrimination and Harrassment	Gail Mendez, Director, x4-6464.
Needs or seeks additional support in connection with issues specific to historically underrepresented / minority groups	<a href="#">Educational Opportunity Program</a> or Student Resource Centers	<a href="mailto:eopappt@sdsu.edu">eopappt@sdsu.edu</a> x4-6298; or <a href="http://diversity.sdsu.edu">diversity.sdsu.edu</a>
Needs guidance in career planning	<a href="#">Career Services</a>	<a href="mailto:careerservices@sdsu.edu">careerservices@sdsu.edu</a> x4-6851