



TEMPORARY FACULTY HANDBOOK  
2022 - 2023

*FOR ADDITIONAL CONSIDERATIONS RELEVANT TO COVID-19 INFORMED ACADEMIC OPERATIONS, PLEASE SEE THE APPENDIX*

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## 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 the Faculty Advancement office (Admin 101; x46111) or your department chair's office (for temporary faculty members). 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. Initial pre-boarding sign-in will take place electronically via Zoom. Be prepared to 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. 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.)

### ACCESSIBILITY

Accessibility is essential to our One SDSU Community. If you are encountering access barriers or would like to request accommodations, please contact your Dean and [Labor and Employee Relations](#): 619-594-8322.

### IDENTIFICATION

To receive your [SDSUcard](#), once you have finalized the onboarding process with Human Resources you will need your "Red ID" number (obtained from your department coordinator) and acceptable form of identification. The SDSUcard office is located on the second floor of Student Services West in room 2620 (SSW-2620). 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](#). Payroll deduction permits are currently not available online and may be obtained by contacting Parking and Transportation Services at [parking@sdsu.edu](mailto:parking@sdsu.edu) and completing and submitting the required forms through Adobe Sign. 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. Please be advised that there is a wait; contact the center to join the "waiting pool."

#### 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 underway as part of SDSU's Strategic Plan, [We Rise, We Defy](#). To learn more, see the full set of initiatives led by [Campus Diversity](#).

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#### 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 Website](#). 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. All new probationary faculty members at a time base of .50 or more for at least six months and one day, or 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 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 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:** 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. 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 both [tenured and probationary faculty](#) and [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 29,000 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.

## FACULTY WELLBEING

### Five Tips for Managing “Telestress” from Professor Lacie Barber, Ph.D. (Psychology, SDSU)

- **Schedule Your Email Time.** Email is *part* of the job, not *THE* job. Schedule email time (like other work tasks) for specific times of the day. Do not attempt ongoing inbox monitoring, which may create a sense of “inbox captivity.” Turn off push notifications, visual reminders, and alerts that require you to continuously monitor incoming messages.
- **Communicate Expectations to Students and Colleagues.** Establish an email response schedule and communicate it frequently to others, with rationale. Teach your students via your syllabi by providing an email etiquette guide in your syllabi (and/or orientation materials in your research lab) that outlines *when* students can expect to receive responses and *why* the policy is useful. Providing a rationale helps explicitly model healthy technology practices for others and also conveys your support for valuing work-life balance. You may also consider providing this information in an email signature (“This email account is checked twice a day before 5pm, Monday through Friday) and communicating “email blackout” dates to students based on travel or other vacation times.
- **Stick to Your Own Rules!** Responding too quickly sets unrealistic expectations and may even escalate expectations for faster and faster response times. If you feel you must violate your own rule, make sure to say so and note why it’s a rare exception. You can also use email scheduling tools that allow you to delay the timing of specific messages, or just hit ‘save’ on that email draft and send later.
- **Move the Medium.** Email is an excellent communication medium for sharing straight-forward information, such as announcements. It is not a good medium for messages that may elicit an emotional response or defensiveness. Such communications are best delivered face-to-face.
- **Protect Your “Recovery Time.”** Research shows that “recovery time” is critical to *sustainable* engagement--protecting your health and well-being so that you can maintain productivity. Non-traditional academic work schedules do not mean faculty need to be available at all hours. Faculty should create and maintain boundaries for “planned time off”--leisure, sleep, family, friends--to recover from work each day and take planned vacations. It is particularly important to avoid late-night communications that may create anxiety or trigger a “goal-directed” work mindset that makes it difficult to fall asleep. Additionally, fatigue due to poor recovery can prompt other communication problems that increase email stress, such as misunderstanding intent in emails and responding or reacting impulsively.

Emotional and mental health wellness: Stress, burnout, depression, anxiety, racial battle fatigue, and other distressing experiences happen to many of us in the faculty community. These can manifest in a variety of ways: *disruption of sleep or appetite, exhaustion, difficulty resting or disconnecting from work, difficulty concentrating, anger, increased conflict with others, heightened sensitivity, feeling like you need to withdraw from others, hypervigilance, having your thoughts interrupted repeatedly by unwelcome worries or preoccupations, and so*

on. Many faculty experience ups and downs in their emotional, mental, and neurological health over the course of their lives and careers.

- Know that your background or culture may play a role in how you experience or manage emotional, relational, behavioral, or mental health. Some communities turn readily to medical or therapeutic treatment; in others, there may be stigma associated with seeking professional help, or traditional means of restoring well-being are preferred.
- You do not have to keep it to yourself. We are working as a faculty community to destigmatize these common health concerns, and research suggests that the vast majority of faculty who disclose their concerns to a family or community member, friend, or colleague experience a positive or extremely positive response and that peer-to-peer support is common among academics.
- Free, confidential consultation on emotional and mental health concerns with qualified professionals is available *right now* as a benefit of your employment. To learn more about the Empathia service, view this video. To access this service immediately, call 1-800-367-7474, or log in here, with login code SDSU1 . The Empathia Life Matters site features confidential self-assessments for anxiety, depression, and alcohol use disorders, as well as information about many common emotional health issues.
- Individuals who have received Western mental health diagnoses to understand their emotional, relational or behavioral health concerns are protected under federal employment law against discrimination on the basis of their medical condition.
- SDSU employee health benefits include coverage for many mental and emotional health services. To learn more, consult the CalPERS Benefit Booklet, see especially page 19.
- To locate a mental health care provider (including therapists trained to work bilingually with BIPOC, LGBTQ+, and various disenfranchised communities), visit It's Up 2 Us San Diego. African-American colleagues may also wish to consult San Diego Community Connections for Black Mental Wellness.
- If you receive a diagnosis or are living with a diagnosis or a form of neurodiversity that qualifies under the Americans with Disabilities Act, you can request accommodations through the Center for Human Resources.
- If you are in imminent risk, get immediate help by calling the National Suicide Prevention Hotline at 1-800-273-TALK (more information here.)
- For evidence-based practices to support emotional and mental well-being, please visit the University of California at Berkeley's Greater Good In Action Science Center here.

Further reading for colleagues: eLifeSciences (2020), eLifeSciences (2020)

## 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 observation, 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. Faculty may not change the time, place, or modality of meetings and examinations without advance approval by your department chair/school director. Classes should not be canceled except in cases of emergency, such as illness, and then only after notifying the department chair or school director and administrative coordinator. CSU policy prohibits an individual instructor from dismissing classes as a demonstration in support of a particular social or political movement.

Faculty must teach courses assigned at the time and location indicated in the campus Class Schedule. The modality of instruction for each course is determined well in advance by individual colleges and included in the Class Schedule as well as communicated to each instructor as a part of the workload assigned for each semester. Students expect to be taught in the approved modality that is stated in the Class Schedule and they planned for appropriate housing arrangements. Failure to provide instruction in the approved modality without receiving an official accommodation through Human Resources or without approval from the dean and the Provost's Office may result in disciplinary action. If instructors have unexpected health concerns, they can visit the [Labor and Employee Relations website](#) and complete the "[Reasonable Accommodations](#)" form for review. If approved, the deans will work with instructors to determine temporary accommodations.

### 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.*

Faculty should publish information about required materials in their course-associated Canvas or Blackboard rooms as soon as possible. Faculty may consult with the Electronic Resources Librarian for suggestions regarding integration of e-reserves, streaming media, or other digital library resources, into their course sites, or for suggestions regarding the use of open access and open educational resources as part of the university commitment to promoting affordable educational materials. Students who need financial and/or technology assistance may contact [ECRT](#) for support at any time.

## ACCOMMODATIONS FOR STUDENTS

SDSU via the [Student Ability Success Center](#) (SASC) works with campus partners to provide reasonable accommodations for students with documented disabilities or medical conditions covered under the Americans with Disabilities Act (ADA). If a student has been approved for SASC accommodations, they will receive, as per SASC's typical process, an SASC Authorized Academic Accommodations letter and instructors may reference the letter via the [SASC Connect instructor portal](#). Students are responsible for providing the letter to their instructors to receive SASC-approved reasonable accommodations.

SASC provides support to faculty and students with testing accommodations; for in-person courses, students typically take accommodated exams at SASC's Test Accommodation Center, unless arrangements have been made for the instructor to facilitate the accommodations in the classroom. In the virtual environment, students may need extra support to establish testing conditions that are responsive to their needs. In cases where students would typically require a separate quiet room or distraction-reduced environment as an accommodation in face-to-face instruction, SASC may approve an increase of extended time to compensate for noise and distraction students experience at home. SASC will work with faculty to provide instructions on how to extend exam time-lengths in Canvas and other learning management systems. Please do not hesitate to reach out to SASC Testing Accommodations Coordinator Peter Vu ([peter.vu@sdsu.edu](mailto:peter.vu@sdsu.edu)) for any matters pertaining to test accommodations.

## "CHECK BEFORE YOU DROP"

When the semester begins, please remember that students may be delayed in getting campus clearance by no fault of their own--due to delays in international visas, or mandated isolation after a positive test, or (especially for Open University students) delays in getting clearance processed. Consequently, some students may be on a roster but not present in the first days of class. Before faculty drop these students from their roster, they should "check" in with them via Canvas or email, extend these students' consideration, and help them get up to speed when they return.

## STUDENT REGISTRATION

The last day to add or drop classes (Schedule Adjustment Deadline) is the tenth day of the fall and spring semester at 7:59 PM; this is also the deadline to change the grade basis to credit/no credit or withdraw from the university without filing a petition. Summer deadlines vary by session. Faculty are expected to review the [Academic Calendar](#) each term (including summer) to review and familiarize themselves with important registration dates and deadlines, to include the last day to add from the waitlist, Faculty Drop Deadline, and Schedule Adjustment Deadline.

Students make their schedule adjustments through the online registration system. 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.

SDSU is transitioning to a new Student Information System ([my.SDSU](#)). The following information pertains to fall 2022 registration only. Additional information for spring 2023 and future will be provided throughout the course of the fall 2022 term.

- Beginning on the first day of classes, faculty can begin to add seats from class section wait lists to over-enroll their course. If a seat becomes available, students on the waitlist will be added automatically. Faculty can also select the number of students to be added to each course section through the class rosters available in the SDSU WebPortal. By adding students from the roster, faculty will be accepting additional students to their course section.
- On the sixth instructional day through the Schedule Adjustment deadline, enrollment in open seats is no longer automatic through the waitlist process. Beginning on the sixth instruction day, faculty must monitor their class rosters and determine if students may be added to the waitlist to meet the enrollment needs for the class.
- The eighth instructional day is the final day (11:59pm deadline) for faculty to drop students for non-attendance or failure to meet course prerequisites. Remember to “check before you drop.” Be mindful of student absences due to circumstances outside of student’s control. Students dropped for missing course prerequisites should have been provided ample time to provide appropriate documentation before being dropped. *It is important to note that many courses have automated prerequisite checking, contact your department coordinator if you are unsure whether prerequisite checking for your course is automated.*
- The 10th instructional day is the Schedule Adjustment Deadline. Last day for students to be added from the waitlist, drop, or change grading basis (7:59 p.m. deadline).

All changes to student schedules after the Schedule Adjustment Deadline require a [Petition for Late Schedule Adjustment](#) filed through the Office of the Registrar. Students must contact faculty as part of this process. Students wishing to add a course late must have faculty approval prior to filing the petition. It is important to assess whether a student joining your course late can be successful. Students wishing to drop or withdraw must notify the course instructor prior to filing. When contacted by a student requesting to drop or withdraw, discuss other options available to the student to complete the class, such as an incomplete grade. In most cases, it is preferable for the student to remain in the course if the student can complete the course with your support.

## 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 (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](#).* Please link in your syllabus and share with your students the Student Academic Success Help Desk (Zoom / walk in / email), Student Academic Success Handbook, and Student Academic Success Web Hub, all at [studentsuccess.sdsu.edu](http://studentsuccess.sdsu.edu). Most essential campus information is here.

## FACULTY INTELLECTUAL PROPERTY PROTECTIONS

Faculty may include the following language in their syllabus or articulate it to students at the beginning of the course or class session: “Unauthorized recording or dissemination of virtual course instruction or materials by students, especially with the intent to disrupt normal university operations or facilitate academic dishonesty, is a violation of the Student Conduct Code. This may include posting of exam problems or questions to commercial on-line platforms. Violators may be subject to discipline.”

## 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 DISABILITIES

Please include a statement on your syllabus affirming your intent to provide accommodations. 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."*

#### EXAMINATIONS

Major comprehensive final examinations are to be held at the time and place / modality designated in the final examination schedule listed on the [Final Exam Schedule](#). Final exams day/time should be listed on the course syllabus and reviewed with students on the first day of class. Any student who finds it impossible to take a final examination on the date scheduled must make arrangements with the instructor. If the make-up examination is held after the grading deadline for the term, the student should have an incomplete grade reported and must take the deferred final examination within the time allowed for making up incomplete grades. Major exams are not to be administered during the final two weeks of class.

#### CONSIDERATIONS FOR TEACHING IN THE VIRTUAL CONTEXT

Under the Senate Policy File (133), "Instructors shall ensure that audiovisual materials used in or for a course are significantly related to the announced structure and purpose of the course. Audiovisual materials, whatever their source (rental, purchase, private collection, guest

lecture), shall be legally acquired and shall include captioning whenever possible.” Questions and issues of audiovisual Fair Use should be directed to the [Electronic Resources Librarian](#) in the SDSU Library.

Faculty who plan to require web-cam use during course sessions should notify students in the syllabus and in advance of the examination. Students shall be allowed to turn off their webcam and anonymize their Zoom identity during sessions.

A faculty member cannot require students to use or stay on video during a class session (students may be concerned about being recorded themselves, for disability-related or religious reasons, or concerned for other family members, including children, who live with them in close quarters). The faculty member can engage students--cameras on or off--so as to maintain their attention and assess their understanding, including calling on them or having them answer on-screen questions.

Instructors of courses with self-identified deaf or hard-of-hearing students are encouraged to record Zoom sessions to cloud and make transcripts available to SASC-accommodated students, as high demand for captioning has created delays in availability of captioned course presentations.

If a student has approved accommodations for video or media captioning (which means that all videos required for the course has captions visible on the video itself), instructors must email all videos to be properly captioned to [video.captioning.sasc@sdsu.edu](mailto:video.captioning.sasc@sdsu.edu) as early as possible, as the current turnaround time for video captioning processing is 10 business days. Videos should not be presented to the class without captioning if an enrolled student requires video captioning.

Faculty who plan to use Respondus must notify and receive approval from their Dean's office (policies on notification and approval may vary by college). SDSU's contract with Respondus requires Respondus to honor student privacy under the Family Educational Rights and Privacy Act (FERPA). Faculty and students with additional questions may review the [Respondus privacy statement](#).

Teaching in the virtual context may present additional challenges for classroom management. The Student Conduct Code remains in effect in all modalities and prohibits disruptive behavior in the classroom. If you witness such behavior, or receive reports from other students regarding disruptive behavior, please report this behavior to the Center for Student Rights and Responsibilities by completing a [General Incident Reporting Form](#), and notify your chair or director.

Faculty may, at their discretion, immediately end any class session that has been substantially disrupted and/or tell the disruptive student to leave the class immediately. Please contact your chair or director for support if you do so; they may be able to provide assistance in providing support resources for you and your students and preventing additional disruptions. If you do end a class session due to disruptive behaviors, or direct a student to leave the class immediately, please contact the Director of the Center for Student Rights and Responsibilities, Dr. Lee Mintz, immediately at [lmintz@sdsu.edu](mailto:lmintz@sdsu.edu) and/or (619) 594-3069 to report the behavior. Dr. Mintz will attempt to mitigate the situation before the next class

meeting and may direct the student not to attend the class until the matter has been resolved. Please note, faculty cannot remove a student from a class for disruptive behaviors or direct the student not to attend the class for the rest of the semester. Communication with CSRR is crucial in order to appropriately resolve the situation.

If you witness behaviors or receive reports from other students of an emergency during class time--for example, any disturbance that appears to threaten a class member or medical emergency--contact University Police at 619-594-1991 for immediate support.

## GRADING

Grades are submitted via [my.SDSU](#). Faculty members are expected to submit final grades by the Senate-defined deadline, which is posted on the [Academic Calendar](#) each term. Failure to submit grades by the deadline impacts SDSU automated end of term processes such as academic standing, auto-graduation, and prerequisite checking. In order to ensure that all processes run smoothly and students are not negatively impacted, faculty must submit grades by the deadline. Contact the [Office of the Registrar](#) for assistance.

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 converted to an Incomplete Charged (IC) which is counted equivalent to an F in GPA calculations.
- **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.
- A graduate 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 B (3.0) in all graded work. A grade of "No Credit" is given when the student's work is equivalent to a B- 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. 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](#) (CSRR) 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.

#### MINIMIZING POSSIBILITIES FOR ACADEMIC DISHONESTY

According to the Senate Policy File, “The instructor is expected to administer examinations or other exercises measuring the level of student attainment in a manner reasonably calculated to minimize the possibility of dishonesty by the student” (emphasis added).

Reasonable steps faculty can take to address academic dishonesty include:

- Include language on academic dishonesty and its consequences on syllabi and reiterate these expectations prior to each assessment. See the [SDSU syllabus template](#) for sample language.
- Recognize that the use of monitoring technologies may compound stress for some students, thereby increasing their cognitive load and impacting their performance. Take care to explicitly inform students on the first class day and in the syllabus if you plan to use monitoring technologies (e.g., Respondus) so that they can enroll in an alternate section or defer the course if they wish.
- Continue to design courses and assessments to support academic honesty. SDSU strongly recommends frequent, low-stakes assessment whenever feasible. Instructors are encouraged to utilize resources from Instructional Technology Services Flexible Course Design Toolkit. (To access the Toolkit via preview, use this [preview link](#). To enroll in the course so that it is available via your Canvas Dashboard, please use this [enroll link](#).) Faculty can also join the Center for Teaching & Learning (CTL) [Faculty Homeroom on Canvas](#) for guidelines on how to design course assessments that support academic honesty.
- Help students understand that, as faculty, our primary commitment is to the education of our students, and that exams and assignments are designed to promote learning.

This can de-escalate the stressors connected to high stakes examinations that may incentivize academic dishonesty.

- In working with students, normalize academic challenge as an essential part of the learning process and encourage help-seeking from appropriate campus offices.
- Remember that heightened stressors make it imperative to handle potential instances of academic dishonesty with care and above all concern and consideration for the student and their well-being.

Technological tools used by faculty to address academic honesty issues may include:

Tool type	Examples	Supports available	Special considerations
Online assessments	Respondus 4.0, Canvas Quizzes	ITS	Potential technical glitches, particularly with unstable internet or older devices. Potential equity issue for students with older devices.
Plagiarism detection	Turnitin	ITS	
Browser management	Respondus LockDown Browser	ITS	Potential technical glitches, particularly with older devices including Chromebooks and older Macs. Potential equity issue for students with older devices.
Online Proctoring	Respondus Monitor	By prior arrangement with the Dean, ITS and CTL	Potential disability, privacy, economic, and student performance (cognitive load) impacts. Disabled students may seek accommodations from the Student Ability Success Center (SASC). Students facing economic hardships that prevent webcam acquisition should contact SDSU's <a href="#">Economic Crisis Response Team (ECRT)</a> . Please work with your

			Dean, ITS and CTL to ensure appropriate use of this tool.
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## 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 email 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 by 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.

## 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 [Labor and Employee Relations](mailto:chr.ler@sdsu.edu) (x4-8322; chr.ler@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 Center for the Prevention of Discrimination and Harassment (Gail Mendez, Director - x46464; gmmendez@sdsu.edu).

## 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.

## 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 Senior 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>	Contact
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:	<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="#">Labor and Employee Relations</a> : 619-594-8322.
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 Harrassment, 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>
Has questions about grading or registration	<a href="#">Office of the Registrar</a> Available via Virtual Front Desk, In-Person, and by Phone <a href="mailto:ESAcademicRecords@sdsu.edu">ESAcademicRecords@sdsu.edu</a>

## RESOURCES FOR WORKING WITH STUDENTS

Please refer students to [studentsuccess.sdsu.edu](https://studentsuccess.sdsu.edu) for ready access to the Student Academic Success Handbook, web hub, and Help Desk.

<i>When a student . . .</i>	Office	Contact
Needs immediate intervention with an acute health or safety issue	<a href="#">University Police</a>	911; x41991

Needs academic support before declaring a major	Student should log into <a href="#">SDSU Navigate</a> to schedule or email their advisor. First and second year students meet with their Coordinated Care Advisor. Third, Fourth: meet with their <a href="#">major advisor</a> .	studentsuccess@sdsu.edu
Needs support regarding grade disputes or grade changes	Contact department chair or director, and copy 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 Response 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> .	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	Student Resource Centers	<a href="https://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

## APPENDIX

### COVID-INFORMED ACADEMIC OPERATIONS GUIDELINES

#### TO BE UPDATED JULY 1

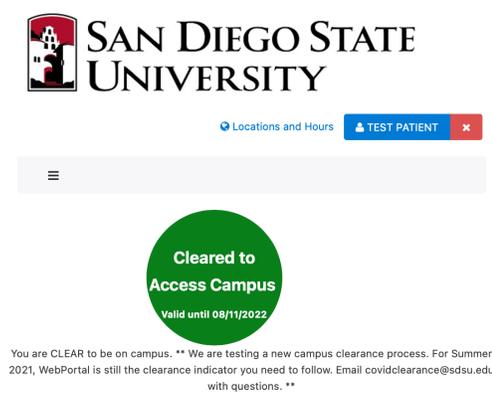
*SDSU will continue to operate in accordance with all federal, state, and county public health guidelines, and in compliance with CSU policies. The university will prioritize the safety of students, faculty, staff, and community, while seeking to fulfill its educational mission. Visit the university's [COVID-19 website](#) frequently, as the site is updated with current information.*

*Please note that public health guidance and regulations--including masking guidance--continue to evolve. SDSU will continue to update this handbook and provide notification when it is updated via [State Up to Date](#). Please continue to monitor messages from the President and Provost.*

As the global COVID-19 pandemic continues to evolve, CSU and SDSU have adopted an array of standards and practices to support the safety of the campus community.

- All faculty, staff, and students must have “clearance” to be on campus, either by providing proof of vaccination (including booster) or by receiving an approved exemption. This clearance status is available in the [HealthConnect](#) portal.
- Student Affairs and Campus Diversity is proactively monitoring the “clearance” status of all students and will enforce compliance with all COVID-19 policies and sanction accordingly. Faculty will be notified directly if a student who attended any of their courses tests positive, or if a student is being required to isolate away from campus due to an exposure.
- If a student disrupts class in connection with refusal to observe current campus guidelines for facial covering use or clearance requirements:
  - Offer a mask, or ask them to leave because they refuse facial covering and / or are not cleared.

- If the student refuses to leave the class, call for a 10 - 15 minute break to allow you to address and de-escalate the situation, or end the class session or meeting.
  - If you need any additional support due to a significantly disruptive student, you can request a Community Service Officer by calling the Public Safety non-emergency line: 619-594-1991.
  - Report the behavior to the Center for Student Rights and Responsibilities for followup by calling 619-594-3069 or by completing the [COVID-19 Incident Report Form](#), or on the [Center for Student Rights and Responsibilities](#) website. This will immediately begin the student judicial process.
  - COVID-19 testing remains available for students, faculty and staff through SDSU's Student Health Services (SHS). An appointment is required, but same-day appointments are often available. Information on how to schedule an appointment can be found on the dedicated [SHS COVID-19 Care page](#).
- Clearance "Medallions" are also available to all faculty, staff, and students on their handheld devices by logging into the Student Health Center HealthConnect application:



It is inappropriate for faculty or staff to inquire about a student's vaccination status. Faculty may, however, reiterate the expectation to students that they must have "clearance" to be on campus.

- Faculty, students, and staff who test positive for COVID-19 should be instructed to report their case to the University via the [COVID-19 Test Form](#). If you learn from a student in your in-person class or lab that they have become ill or tested positive for COVID-19, notify the campus COVID Assessment and Response Team right away by using the online [COVID-19 Case Report form](#).
- If you have any COVID-like symptoms, even if you believe them to be the result of allergies or another likely cause, please stay home and rest and do not come to campus, regardless of vaccination status. If you are scheduled to teach, contact your chair / director. They can help you find a substitute, or, alternately, ensure you have the support you need to teach your next session on Zoom or cancel.

- San Diego State University's [full facial covering policy](#) is available online and may be updated again. Faculty can request N95, KN95 or surgical masks through our [Facilities Services portal](#). We encourage our community to engage respectfully and with empathy around expressed individual preferences for facial covering use.
- Faculty may use their best professional judgment in determining the appropriate means for ill or quarantined students to complete their coursework. Contact [Instructional Technology Services](#) for or [Testing Services](#) (619-594-5216; emailing [proctor@sdsu.edu](mailto:proctor@sdsu.edu)).

### *A COVID Case in your Face-to-Face Classroom: Frequently Asked Questions*

*The information below provides guidance to the most common questions we receive after notifying instructors of a case of COVID in one of their courses. This guidance is based on public health guidelines and the public health actions outlined have been developed in partnership with epidemiology experts and partners from San Diego Health & Human Services Agency.*

*A student from one of my courses has informed me they've tested positive. What should I do?*

*First, please instruct them that they must stay home until cleared to return to campus. While most students are aware of this, and Student Health Services will also notify students directly with instructions, you may be the first person they have reached out to after receiving their positive test results.*

*Ensure that the case has been reported to the university via the [COVID-19 Case Reporting Form](#). Once the case has been reported, a case manager will contact the student and conduct a full [case assessment](#). As part of this process, the case manager will work to assess whether the student may have been in class while infectious and any close contacts the student is able to identify. When close contacts are identified, the case management team contacts each individual to provide additional information and direction, to include instructions for quarantine if required per U.S. Centers for Disease Control and Prevention guidance. With high rates of vaccination amongst students, the risk of transmission is generally low in these situations. Also, as individual health/medical-related information is kept private, do not share specific student health-related information with others.*

*I've received a notice that a student was in my class while infectious. Do we all need to quarantine?*

*No. Once the case has been reported, a case manager will contact the student and conduct a [case assessment](#). Once the assessment has been completed, and if the student was in the class while they may have been infectious, a notification will be sent to students in the course and the faculty with information. Students will be advised to not attend class if they feel unwell. Close contacts will be directly contacted to assess and to be given specific instructions as to whether they need to quarantine.*

*In general, faculty can continue to teach courses in-person after a COVID-19 case has been confirmed. With high rates of vaccination amongst students, the risk of transmission is generally low in these situations.*

*Should I discuss the notification with my students?*

*We encourage you to acknowledge the message that was sent to students and remind them that they should never attend class when they feel unwell. Also remind students that they have access to [free testing on campus](#) at Student Health Services and via various vending machines on campus. Additional [testing and vaccination information](#) is on the COVID-19 site.*

*There were other guests in the class that day. What should I do?*

*If you are aware of additional guests in the classroom during the time period in question, please share the notification with them. This may include guest speakers or substitute faculty or teaching assistants.*

*Please also note that only the faculty on record and all students registered in the class are copied on the notification, based on the course roster. If there are graduate or teaching assistants who are present in each class, please share the notification with them.*

*What if there are more cases?*

*The COVID Assessment & Response Team will continue to monitor for any additional cases in the class. Should there be additional cases, they will be assessed to determine if they are potentially connected to the first case. Each situation is individually assessed. We work closely with our Epidemiology Team at SDSU as well as public health experts from the County of San Diego and Imperial County to determine any public health actions that may occur. Should actions be necessary, we will communicate with faculty regarding guidance on steps to take.*

*How will I know if a student is on a legitimate excused absence due to being required to isolate?*

*For those students who need to be away from the classroom due to a required isolation, a letter will be sent to faculty from the Vice President of Student Affairs & Campus Diversity's office. We also encourage students to directly reach out to their instructors to make arrangements for missed classwork.*

*When do student medallions change from green to red? And will I see the update on my roster?*

*Students are cleared to return to the classroom on an individual basis by a COVID analyst who reviews that student's specific circumstances. While this information will no longer be displayed in the course roster, the COVID Clearance Team will continue to monitor and respond to any issues related to campus clearance and advise individual community members on their clearance status through HealthConnect.*

*If I want to switch my class to a virtual modality, can I make that adjustment? If so, how?*

*Instructors should contact their chairs/directors and then their deans and request HR to consider accommodations based on medical reasons.*

*The student informed me of their situation, but they weren't out of the classroom for 10 full days. Why?*

*Per the guidance from the Centers for Disease Control & Prevention and our local health authorities, individuals must isolate for 10 days from the onset of symptoms or their test date if they are asymptomatic. Individuals may end their isolation prior to the 10th day only if they have a negative COVID-19 test and approval through the [online request to exit isolation](#), which is reviewed by the COVID Clearance Team. The COVID Assessment & Response Team will work with the student and in partnership with the county to determine their isolation end date and clear them to return to campus at the end of that isolation period.*

*What if I disagree with the date the student indicates they can return to class after being out of class?*

*While we cannot discuss the student's specific medical information, the University works with the county and individual students to confirm the end date (or return to class date) is accurate and in alignment with isolation requirements from the CDC and County of San Diego.*

*Who can I contact with more questions?*

*You can send questions related to COVID-19 cases to the Assessment & Response Team at [covidcaseresponse@sdsu.edu](mailto:covidcaseresponse@sdsu.edu).*