

FACULTY MANUAL



2016 - 2017
ACADEMIC YEAR

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WELCOME TO SF STATE

SF STATE MISSION STATEMENT

From the heart of a diverse community, San Francisco State University honors roots, stimulates intellectual and personal development, promotes equity, and inspires the courage to lead, create, and innovate.

SF State is a major public urban university, situated in one of the world's great cities. Building on a century-long history of commitment to quality teaching and broad access to undergraduate and graduate education, the University offers comprehensive, rigorous, and integrated academic programs that require students to engage in open-minded inquiry and reflection. SF State encourages its students, faculty, and staff to engage fully with the community and develop and share knowledge.

Inspired by the diversity of our community that includes many first-generation college students, and the courage of an academic community that strives to break down traditional boundaries, SF State equips its students to meet the challenges of the 21st century. With the unwavering commitment to social justice that is central to the work of the university, SF State prepares its students to become productive, ethical, active citizens with a global perspective.

SF STATE INFORMATION

University Facts

<http://puboff.sfsu.edu/sfsufact/archive/1516>



School Motto

"Experientia Docet" ("Experience Teaches")

School Colors

Purple and Gold

School Mascot

The Gator (alligator). Selected by students in 1931, it was originally spelled with an "er" - Godent Gaters - a play on words to emphasize SF State's location.



Accreditation

SF State is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of School and Colleges.

SF STATE WEBSITE

The San Francisco State University web site is an excellent and comprehensive source of information about the university. While this manual highlights selected information and web pages of interest to faculty, there is much more to be learned about SF State through accessing additional information on the web. Some useful portals include:

Faculty & Staff

This tab offers links to programs and services aimed at enhancing professional development and personal well-being for faculty members, thereby providing an environment conducive to the highest standards of excellence in teaching, professional achievement and growth, and campus and community service.

Current Students

This tab provides links that allow students to register for classes, access grades, keep track of class schedules, review transcripts, access test scores and financial statements, and a variety of other services.

About SF STATE

Links to a vast array of information about SF State, including faculty accomplishments, student demographics, SF State history, and FAQs.

A-Z of Web Sites

<http://www.sfsu.edu/atoz/>

An alphabetical listing of SF State departments, programs, services, and facilities.

CALENDARS

University Calendar

<https://webapps.sfsu.edu/public/webcalendar>

The online University Calendar provides a searchable calendar of important dates, deadlines, and university events.

Executive Calendar

<http://facaffairs.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/2016-17ExecutiveCalendar.pdf>

The Executive Calendar lists all of the data required by university administrative offices, the date for submission, and to whom the data is submitted.

CAMPUS RESOURCES

There are many on-campus resources available to faculty members. The following list is not inclusive, but highlights some of the offices and resources most commonly used by faculty.

Academic Technology

<http://at.sfsu.edu/>

Academic Technology supports and advances effective learning, teaching, scholarship, and community service with technology. Academic Technology actively collaborates to provide universally accessible solutions; researching, implementing, and evaluating innovations and best practices; developing expertise and competencies through training, consultations, and professional development; and designing, equipping, maintaining, and supporting virtual and physical learning environments.

Academic Technology provides a range of services in support of the university's mission. These include:

Systems, Applications and Support AT develops, maintains, and optimizes performance on SF State's technologies in support of learning and teaching, including iLearn (SF State's Moodle Learning Management System), DIVA (digital virtual media archive), CourseStream (Lecture Capture), POWER (workshop registration and scheduling), LabSpace (virtual desktops and software applications for faculty researchers and students), Online Syllabus Tool, ePortfolios, Clickers (Standardized Personal Response Systems), and other web-based technologies. AT's help-desk support is now accessible via chat, text, email, phone and drop-in.

Learning Spaces, Media & Events AT currently constructs and maintains more than 150 centrally-controlled electronically enhanced classrooms, meeting rooms, and lecture theaters within the new library and across campus, and will soon support the 150 college-controlled classrooms in an effort to gain campus efficiencies and improve the overall user experience. AT also supports the cablecast system that broadcasts 18,000+ films on demand to classrooms and viewing stations. Other services include satellite hookups, video conferencing, production for events such as Commencement, and audiovisual equipment checkout to students, faculty, and staff.

Teaching and Learning with Technology AT partners with faculty to develop curriculum in instructional modes that use technology, thereby helping ensure universally accessible, flexible and meaningful learning experiences for SF State's students and faculty. Faculty development activities include AT's summer and winter institutes, modularized face-to-face and online workshops, a new faculty multimedia drop-in lab, an expanding collection of online tutorials, resources and video training clips, and individual, department, and college-level consultations on instructional strategies in support of effective course and program delivery modes and assessment.

Children's Campus at SF State

<http://childrencampus.sfsu.edu/>

The Children's Campus (CC) opened in January 2009 with a three-fold mission: to provide high-quality care and education for infants, toddlers, and preschool children of SF State faculty/staff and the community; to offer on-site work, observation, and internship opportunities for SF State students from a variety of disciplines including Child and Adolescent Development, Consumer Family Science, Education, Kinesiology, and Psychology, and Special Education and Communicative Disorders; and to support faculty and graduate student research that aims to improve best practices in early care and education and child development theory. The Children's Campus is staffed with highly qualified early childhood professionals. The center is supported by an Advisory Council of parents, faculty, and staff.

Counseling and Psychological Services

<http://psyservs.sfsu.edu/>

The mission of Counseling & Psychological Services Center is to enhance the psychological well being of the entire campus community and thereby facilitate the retention and successful educational experience of students, faculty, and staff. Counseling provides an opportunity for students to freely explore personal problems or concerns. Students come to the center for reasons as varied as the people themselves; personal problems involving relations with parents or peers, emotional or social difficulties, relationship conflicts, anxiety or depression, sexuality and orientation, concerns about academic progress or direction, and other issues.

The professionally licensed counselor/faculty of the Counseling & Psychological Services Center include licensed marriage and family therapists, psychologists and clinical social workers, trained to work with San Francisco State's multicultural student body. Several of our counselors are bilingual.

Disability Programs and Resource Center

<http://www.sfsu.edu/~dprc/>

The DPRC collaborates with SF State's diverse community to ensure that all aspects of campus life - learning, working and living - are universally accessible. The DPRC provides the University with resources, education and direct services in order that people with disabilities may have a greater opportunity to achieve social justice and equity. This webpage is for all SF State faculty members, with or without disabilities. Here you will find resources for working with students and colleagues with disabilities, as well as for accommodating your own disability on campus.

Employee Accommodations

- Faculty members are invited to register with the DPRC for obtaining employee accommodations. For more information visit the Employee Accommodations page.

- The Accessible Media Program (AMP) of the DPRC provides accessible electronic versions of instructional print materials to Faculty with documented disabilities. To make a request to go our Faculty/Staff Accessible Print Request Form.

Providing Reasonable Accommodations to Your Students

Syllabus Disabilities Statement Policy

- In 2007, SF State Academic Senate approved the "Syllabus Disability Statement Policy" statement (#F07 - 244), requiring faculty to post the following statement on all syllabi:

"Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the Student Service Building and can be reached by telephone (voice/TTY 415-338-2472) or by email (dprc@sfsu.edu)."

The policy was later merged with the Academic Senate Policy #S08-90, Policy on Course Syllabi, into Academic Senate Policy #F10 – 257, Policy on Course Syllabi

Accessible Media Program

- DPRC's Accessible Media Program accessible instructional materials to eligible students, staff, and faculty with documented disabilities. Our two primary services are accessible print (also known as alt text or e-text) and media captioning.

Instructional Strategies

- Learn about instructional strategies to provide support to students with disabilities.

Human Resources

<http://hr.sfsu.edu/>

The Department of Human Resources provides a wide variety of services and resources for current and potential faculty, staff, and administrators. Their web site includes extensive information about employment opportunities, benefit plans and programs, university policies, procedures and guidelines, payroll, financial planning and retirement, and links to relevant resources. The fundamental mission of Human Resources is to ensure that SF State's faculty and staff have no distractions from fulfilling the role you each were hired to accomplish. With that in mind, we provide services ranging from benefits information and enrollment to employee development, from labor relations coaching and counsel to compensation & classification determinations, from leave management to recruitment & selection expertise, and many things in between. HR strives to: interact with ourselves and others in ways which communicate respect, courtesy/civility, appreciation, empathy, trust, inclusion, and consultation; clarify our responsibilities and lines of reporting for our campus constituents. Provide accurate information that is readily accessible; make our policies and procedures understandable and user-friendly.

Identification Cards

<http://onecard.sfsu.edu/home>

Faculty identification cards are required to check books and other materials out of the library and the Audio Visual Center, to use the gym facilities, and to verify university affiliation for security purposes. Faculty should obtain a temporary card (valid for 30 days from date of issue) from their department or college office. Faculty should present the temporary card at the photo-ID counter in Enrollment Services to have a photograph taken for the permanent card. Permanent cards are sent to the college office for distribution.

Information Technology

<http://its.sfsu.edu/content/about>

Information Technology Services (ITS) advances the mission of SF State by ensuring reliable systems and network infrastructure, excellent technology support, and promoting and assisting technology integration to support SF State's long-standing commitments to teaching, learning, and social justice. To achieve this mission, ITS provides the following services:

There are 8 core areas of service within ITS:

Service Desk: Provides assistance on a wide range of computer issues and support including assistance selecting technology, e-mail accounts, anti-virus software, passwords, software licenses, email and troubleshooting technology issues. One can seek assistance by submitting a Service Request Ticket, via e-mail, or walk-in services. Service Desk is located at ADM 110, Administration Building and is open between the hours of 8 am – 5 pm, Monday through Friday.

Network & Telecommunications: Manages the university's network and communications infrastructure. Network connectivity includes wireless (including eduroam) and wired services across campus. Telecommunications provides an array of telecom services to the campus community including classroom phones, blue-light emergency phones, and elevator phones. The team manages and supports the campus telephone and voicemail systems.

Information Security: Oversees SF State community's efforts to protect its computing and information assets and to comply with information-related laws, regulations, and policies. The ISO provides information security training, evaluations, and best practice recommendations for the campus network and community. In addition to these services, the ISO also coordinates the university's information security incident response. To learn more please visit Reporting an IT Security Incident or Vulnerability webpage.

ITS Physical Planning & Development: Provides Internet, video, voice and technology support to the residential life unit of Student Affairs and to the students, faculty, and staff who live in campus housing.

Enterprise Applications: Implements and maintains enterprise business applications such as Human Resources Management System (HRMS) and Campus Solutions.

Systems: Provide the technology infrastructure that is key to running campus technology services, maintain the campus servers and data center, and support identity and access management.

Web & Mobile Applications: Designs and supports a robust Drupal-based content management platform and SF State sites. The team also manages the SF State Gateway web portal, which students can use to access online registration, grades, financial statements, class schedule, financial aid awards, unofficial transcripts, change their address, order official transcripts, and more. The team also maintains and supports the SF State Mobile App.

Fiscal Affairs Business Systems: Maintains the Campus Financial Systems and others tools such as OneCard that support financial-related aspects of the campus experience.

For more information, please visit the ITS webpage.

International Programs

<http://oip.sfsu.edu/officeinternationalprogramsioip>

The Office of International Programs provides campus-wide leadership and coordination in implementing the university's goals for international education and exchange. It works closely with faculty, staff, students, scholars, the local community, and international alumni in supporting initiatives to internationalize the campus.

The Office of International Programs supports international endeavors of SF State faculty members by providing information and support, identifying opportunities, coordinating activities for faculty international development and working with faculty to help internationalize the curriculum.

Keys

<http://sfstatefacilities.sfsu.edu/>

Office keys and outside building keys will be issued by Facilities and Service Enterprises upon written request from the department chair or college dean. There is no charge for the initial issue of keys. Faculty must sign for each key issued. Keys cannot be picked up for another person. Master building keys should not be given to students under any circumstance. It is illegal to have duplicate keys made by outside locksmiths. Lost keys should be reported immediately to Facilities at (415) 338-1568. There is a charge of \$5.00 for each lost key, \$20.00 for electronic card keys. Procedures for payment and replacement of the lost keys are available from Facilities and Service Enterprises.

Library

<http://www.library.sfsu.edu/>

The J. Paul Leonard Library web site provides links to the library's online catalog, numerous online databases and full-text documents, information about research advice and instruction, information competence and the basic information competence requirement for students, other libraries and searching tools, and a wide variety of library services.

Faculty Borrowing Privileges and Regulations

<http://library.sfsu.edu/faculty-borrowing-information>

Faculty Borrowing Period: One Semester (unless otherwise noted)

A faculty member of SF State, with a valid OneCard/SF State ID, may borrow circulating books and Masters Theses in the Main Collection for one semester. Faculty from other universities may also qualify for borrowing privileges. There is no limit on the number of books a faculty member may borrow at any one time; however, they must be returned or renewed at the end of each semester. It is expected that books needed for continual consultation would be purchased by a faculty member and not provided by the Library. Books from the Main Collection may be renewed up to five times. Faculty members are not authorized to lend books or other library materials to students, staff, or other persons. For more detailed information, see the General Borrowing Information page.

Mail Services

<http://www.sfsu.edu/~support/mailsv.htm>

The university's Mail Services maintains a central mailroom for the purpose of coordinating all incoming, outgoing, and intra-campus mail. Outgoing mail must have a complete university return address, including the issuing department name. All university mail, unless otherwise marked, will be metered at the lowest possible postage rate. Call the Mail Services Manager to coordinate handling, and to determine the most economical rate, for large mailings.

For expedited processing, it is required that all incoming and intra-campus mail be addressed as in the following examples:

Incoming:

Jane Jones
Department of Chemistry
1600 Holloway Avenue
San Francisco, CA 94132

Intra-campus:

Jane Jones
Chemistry

The building and office number should not be used as a destination address, since mail is sorted by department name.

Parking

<http://parking.sfsu.edu/>

Priorities for parking permits for designated campus parking lots are determined by the college dean. Under existing state regulations, any employee authorized by her/his department and desiring to park on the campus will be required to pay a fee each semester. A parking permit for a designated lot will be issued. The permit should be displayed on the inside rearview mirror or on the driver's side of the windshield. The permit does not entitle a faculty member to park in any one particular space. Public Safety Officers, on twenty-four hour patrol, will issue citations to illegally parked vehicles and to vehicles or drivers who fail to abide by the California Vehicle Code, City and County of San Francisco traffic code, and special regulations promulgated by the President of the university for the control of motor vehicles. For more information about parking visit the SF State Parking & Transportation web site. Faculty and staff who wish to purchase a semester or annual parking permit should have their department representative send the following information to parking@sfsu.edu.

- Employee Name
- University Identification Number
- Email Address

Once the employee is in the system, the Parking and Transportation Department will email them the link to the online permit application. Faculty/Staff permits can be purchased online and picked up at the Administration Building, Bursar's Office.

Lot 19 semester permits are valid in Lot 19, 20, and 25. Daily Lot 20 permits may be purchased in the Parking & Transportation Office for the rate of \$7 per day. The Parking and Transportation office only accepts checks or SF State OneCard.

University Police

<http://www.sfsu.edu/~upd/>

Call the University Police Department at (415) 338-7200, or ext. 87200, to report any emergency that occurs on campus. State the exact location and, if possible, the nature of the problem. UPD will arrange for appropriate emergency treatment immediately. Accidents which occur anywhere on campus or on a university-sponsored trip and which result in injury to faculty, staff, students, or visitors must be reported to UPD. For additional information about UPD, including crime prevention tips, crime statistics, the CARE Program, and the Emergency Preparedness Manual, see its website.

Student Health Center

<http://health.sfsu.edu/>

The Board of Trustees of The California State University defines those employee services which can be provided by the Student Health Center as:

- first aid treatment while on university premises

- first medical treatment of work injury
- diagnosis and prognosis of work-connected injuries
- some pre-employment, periodic, or OSHA-mandated physicals, or preventive measures, all by pre-arrangement with Human Resources

An injury or illness which would be expected to result in payment of temporary disability compensation, industrial disability leave, or permanent disability benefits should be treated by a State Compensation Insurance Fund-approved physician after the initial injury evaluation. For additional information refer to the section on Workers' Compensation or contact Human Resources.

Telephone Services

<http://tech.sfsu.edu/guides/telephone-and-directory>

For information about telephone services, including directory assistance, user guides, and department telephone services, visit the SF State Telephone Services web page.

Testing Center

<http://www.sfsu.edu/~testing/index.html>

<http://testing.sfsu.edu/facultyandstaff/zeus>

The Testing Center serves the university by coordinating and administering educationally required testing programs to include scoring, recording, and reporting results of tests required of students for admission (undergraduate and graduate); diagnostic and course placement purposes; credit, certification, and graduation requirements. The center provides information about all types of tests and supplies registration materials for many educationally required examinations. The center administers tests to students referred by academic and career counselors. The results are used to assist them in determining educational and career goals. The center provides support to faculty by offering computer scoring and statistical analysis of classroom tests, processing of faculty evaluations, and consultation in test design and measurement. The center staff aids in conducting evaluation studies pertaining to instruction and related test programs. ZEUS exams administered in class and brought to the Testing Center will produce online reports of scores and other test data. The data may be received in either HTML or Excel format. Statistics supplied include percentile (for each score), number right, number wrong, scores and sub-scores, number of items graded, number omitted on Key, number obtaining each different raw score and the corresponding percentile, mean, standard deviation, and number and percent responding to each choice of each item. Faculty, upon submission of tests, are required to uniquely identify their test by a combination of Course Sort (Schedule Number) and Date.

The following are the required answer key fields relating to the creation of both online and printed data. These are located on the red ZEUS TEST SERVICE – INSTRUCTOR FORM.

NAME: User's last name, first initial, and middle initial

COURSE SORT NO.: same as "Schedule Number" for the current semester. This number can be found by going to the SFSU home page / Academics / Student Resources / Class Schedule. (NOTE: If your schedule number is only 4 digits you MUST enter a 0 in the first field.)

DATE: This is usually the date of the test.

The Course Sort Number (Schedule Number) and the Date, uniquely identify this test and are required to run the ZEUS report.

The instructor may also obtain a report of student scores, a statistical analysis of the test characteristics, and an itemized analysis of the individual questions and their interrelationship. Services are provided within three working days of submission of the test to the Testing Center.

University Communications

<http://www.sfsu.edu/~puboff>

The Office of University Communications is responsible for sharing information about SF State with campus and external audiences, toward the goal of building pride and recognition for the University's many strengths and achievements. The department serves as the University's liaison with the news media, and uses publications, Web technologies and paid media to help inform constituents about the campus.

Faculty involvement with the office is primarily in two areas: media relations and publications. The office responds to calls from reporters seeking faculty expertise on current issues in the news, and works with faculty in securing coverage for innovations and accomplishments by producing news releases and placing feature stories. Many official University publications are produced by University Communications. The weekly electronic newsletter, CampusMemo, includes news of interest to all employees; periodic listings of new grants awarded; news of faculty and staff presentations, speaking engagements and awards; calendar items, and highlights of faculty mentioned in the news media; and business of the Academic Senate. Annual updates to SF State Facts, Campus at a Glance, Points of Pride and Alumni Hotshots provide data and background information about the University. SF State Magazine, published twice each year, provides photographic and feature-length coverage of major University and alumni news and achievements. SF State News, an online publication, is updated daily with feature stories listed on the University home page, a summary of campus and alumni sightings in the news media and events highlights culled from the University Calendar.

FACULTY EMPLOYMENT

http://www.calstate.edu/LaborRel/contracts_html/CFA_CONTRACT/2014-2017/

Faculty employment is governed by university regulations as set forth in the policies of the Academic Senate, the Agreement between the Board of Trustees of the California State University (CSU) and the California Faculty Association (CFA): Unit 3--Faculty (hereinafter known as the Collective Bargaining Agreement); system wide regulations which implement resolution of the Trustees; Title 5 of the California Code of Regulations; Executive Orders and policy directives issued by the Chancellor and his/her designee; the laws governing the CSU in the California Education Code; and other pertinent statutes and regulations.

In case of error or possible misinterpretation, it should be understood that the Collective Bargaining Agreement, pertinent government codes and statutes, Trustee and Chancellor policy, and officially approved university policy are controlling. The Collective Bargaining Agreement is used as an inclusive term, incorporating by reference all amendments ratified by CFA and CSU subsequent to the original Collective Bargaining Agreement.

Unless otherwise stated, "faculty" in this manual refers to Unit 3 employees in Academic Affairs. The term "dean" includes the six college deans and the University Librarian.

HIRING TENURE-TRACK FACULTY

Senate Policy #F02-158: <http://senate.sfsu.edu/content/revised-hiring-policy-tenure-track-faculty-0>

Faculty Recruitment and Hiring Handbook: <http://facaffairs.sfsu.edu/sites/default/files/HiringHBF2015.pdf>

The procedures for hiring of tenure track faculty are derived from Academic Senate Policy F02-158 and Academic Senate Policy #S94-120 (S88-120). The Faculty Recruitment and Hiring Handbook presents detailed procedures and guidelines for the recruitment and hiring of tenure-track faculty.

REQUESTING A TENURE-TRACK FACULTY POSITION

Departments submit written requests for new tenure-track position(s) to the Provost and Vice President for Academic Affairs via the college dean and Office of Faculty Affairs and Professional Development. Normally, these requests occur at the beginning of the academic year and no later than the deadline established annually by the Provost who will notify the college as soon as possible after this deadline of her/his decision, to allow adequate time for a full and thorough national search. Departments begin to recruit for tenure-track positions after the Provost has acted upon the dean's recommendation and allocated a position and after the Faculty Affairs and Professional Development Office approve the position description, advertising copy, and recruiting plan for the position.

QUALIFICATION FOR TENURE-TRACK HIRE

<http://senate.sfsu.edu/content/policy-qualifications-tenure-track-hire>

The qualifications for tenure-track hires are governed by Academic Senate policy #S89-159.

TEMPORARY FACULTY

<http://senate.sfsu.edu/content/san-francisco-state-university-0>

The hiring of temporary faculty is governed by Academic Senate Policy #S10-160.

VOLUNTEER FACULTY

http://www.sfsu.edu/~hrwww/Labor_Compliance_ProfDev/emp_relations/hr_Directives/PD156E.html

The university is privileged to have the services of a large number of people in various segments of the professional community of the city and the university. Such services include supervision of interns, laboratory direction, teaching of a class or scheduled lectures, and other types of experience which enhance the educational program of the university. See the Volunteer Acknowledgement Guidelines, for rules governing volunteer appointments.

ADJUNCT, CLINICAL, DISTINGUISHED, AND IN-RESIDENCE FACULTY

Adjunct Faculty: http://facaffairs.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/Adjunct_Faculty.pdf

Clinical Faculty: http://facaffairs.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/Clinical_Faculty.pdf

Distinguished Faculty: http://facaffairs.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/Distinguished_Faculty.pdf

In-Residence Faculty: http://facaffairs.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/In_Residence_Faculty.pdf

The university has developed definitions and policies regarding the employment of adjunct, clinical, distinguished, and in-residence faculty.

GRADUATE TEACHING ASSOCIATES (GTA)

http://www.calstate.edu/HRAAdm/Classification/R11/Graduate_Assistant.pdf

San Francisco State University graduate students who are employed at this university in fields directly related to their advanced study hold the title of Graduate Teaching Associate. The CSU has a position description for a Graduate Teaching Associate.

HONORARIA

http://hr.sfsu.edu/Labor_Compliance_ProfDev/emp_relations/hr_Directives/P301

An honorarium is a one-time payment for a special lecture/seminar given by an individual for a specific class or

instruction program under the direction of an SF STATE faculty member or administrator. See the Human Resources Practice Guideline governing honoraria.

IMMIGRATION REFORM AND CONTROL ACT (IRCA) OF 1986

<http://hr.sfsu.edu/forms>

All new employees must verify employment eligibility and identity with the Immigration Reform and Control Act of 1986. To complete the verification process, faculty are also required to complete the Employment eligibility I-9 form. The I-9 Employment Eligibility Form is in your sign-in packet, which can be picked up at Human Resources, ADM 252, or you can acquire I-9 forms from your Academic Office Coordinator, Office Manager, Secretary, and other office Administrator Assistants from your department. See the Human Resources Documentation and Verification Process procedures.

NON U.S. CITIZENS

Non-citizens who are permanent residents or possess a valid H-1 or J-1 visa (exchange visitor permit) are eligible for employment. Fully matriculated graduate students who possess a valid F-1 visa may be eligible for part-time employment only. It is the individual's responsibility to maintain a visa status which allows employment.

ORIENTATION

<http://facaffairs.sfsu.edu/>

The Office of Faculty Affairs and Professional Development ensures that there is an orientation for newly hired tenure-track faculty.

The Center for Teaching and Faculty Development offers workshops, seminars, and one-on-one counseling on teaching in higher education and on professional development topics of interest to faculty. For more information, please visit CTFD's website.

RETENTION AND TENURE

Academic Senate Policy #S16-241: <http://senate.sfsu.edu/policy/retention-tenure-and-promotion-policy>

Academic Senate Policy #S94-120: <http://senate.sfsu.edu/documents/policies/S88-120>

Retention and Tenure processes and procedures are governed by Academic Senate Policy numbers S16-241 and S94-120 and faculty should consult these documents directly for all questions regarding retention and tenure.

Retention

Probationary faculty have an annual review by the department retention and tenure committee, the department chair, and the college dean for the purpose of recommending retention or termination to the Provost and Vice President for Academic Affairs. The purpose of retention review is to assess the faculty member's performance against university criteria in order to make personnel recommendations, and to provide helpful information to the faculty member about performance expectations. Reviews and recommendations for the purpose of decisions relating to retention are based solely on material contained in the Working Personnel Action File (WPAF). The WPAF contains the faculty member's materials and index, student evaluations of teaching effectiveness, and all other information provided by faculty, students, academic administrators, and others who must be identified by name.

Tenure

Tenure means the right of a faculty member to continue at San Francisco State University unless voluntarily terminated or terminated for cause, lack of funds, or lack of work. Decisions with respect to the award or denial of tenure to a probationary academic employee shall be on the basis of full-time service in accordance with the procedures established. Reviews and recommendations for the purpose of decisions relating to tenure are based solely on material contained in the Working Personnel Action File (WPAF). For those denied tenure following the final probationary year, a terminal year shall be awarded if the probationary faculty has served a minimum of three years. A probationary academic employee shall not serve more than seven successive full-time years. Tenure at this university shall be effective at the beginning of the academic year following the year in which tenure is awarded. For example, if tenure is awarded in the spring of 2017 it will become effective in the fall of 2017.

Resources for retention and tenure processes are available on the Faculty Affairs and Professional Development website at: <http://facaffairs.sfsu.edu/>.

Library Retention and Tenure

<http://senate.sfsu.edu/content/library-retention-and-tenure-policy>

Librarians are evaluated for tenure according to the Retention and Tenure Policy (#S15-241 or #S88-120) for all faculty, with the exception that the criterion of teaching effectiveness is replaced by the criterion of effectiveness in library assignment. The Library Retention, Tenure, and Promotions Policy (section 5.16), located in the Library Administrative Manual, is available online.

Student Affairs Counselor Faculty

<https://sites7.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/RTPpolicyPsych.pdf>

Student Affairs Counselor Faculty evaluated for retention and tenure according to the Student Affairs Counselor Faculty Policy and Procedures.

PROMOTION

Academic Senate Policy # S16-241: <http://senate.sfsu.edu/policy/retention-tenure-and-promotion-policy>

Academic Senate Policy #F04-028: <http://senate.sfsu.edu/content/promotions-policy>

Policies and procedures governing promotion are contained in Academic Senate Policy #F11-241 and #S94-28 and faculty should consult these documents directly for all questions regarding promotion.

Advancement in rank is based on merit as demonstrated by teaching performance, professional achievement and growth, and contributions to the campus and the community. Reviews and recommendations for the purpose of decisions related to promotion are based solely on material contained in the working personnel action file (WPAF). The WPAF contains the faculty member's materials and index, student evaluations of teaching effectiveness, and all other information provided by the faculty, students, academic administrators, and others who must be identified by name.

Resources for promotion processes are available on the Faculty Affairs and Professional Development website.

Library Promotions Policy

<http://senate.sfsu.edu/content/untitled-14>

Librarians are evaluated for promotions according to the Promotions Policy with the exception that the criterion of teaching effectiveness is replaced by the criterion of effectiveness in library assignment, based upon the CSU Librarian Personnel Plan (FSA 78-64). The Library Retention, Tenure, and Promotions Policy (section 5.16), located in the Library Administrative Manual.

EVALUATION OF TENURED FACULTY

<http://senate.sfsu.edu/content/evaluation-tenured-faculty-policy>

SF State is dedicated to supporting and maintaining faculty development. The Policy on Post-Tenure and Review outlines how SF State supports faculty in the years following tenure and promotion through a process that encourages self-reflection, recognizes faculty contributions, identifies areas needing support, and enhances opportunities for further development. The policy is consistent with SF State's mission of educational excellence and encourages a culture of continuous feedback and professional support. It is also aligned with Article 15 of the Collective Bargaining Agreement, which stipulates periodic evaluation of tenured faculty in the California State University System.

EVALUATION OF TEMPORARY FACULTY

<http://senate.sfsu.edu/content/san-francisco-state-university-0>

The procedures for the evaluation of temporary faculty are found in Academic Senate policy #F99-160.

EVALUATION OF TEACHING EFFECTIVENESS

<http://senate.sfsu.edu/content/teaching-effectiveness-policy-2003-revision>

Written student questionnaire evaluations are required for all faculty who teach. Students will be given an electronic questionnaire at the end of the semester. The questionnaire will be anonymously submitted through iLearn. Consult the Retention, Tenure, and Promotion, and Evaluation of Tenured Faculty policies for the frequency of these evaluations. The Academic Senate policy on the administration and processing of teaching effectiveness evaluation forms outlines SF STATE procedures.

PERSONNEL FILES

<http://facaffairs.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/Personnel Files.pdf>

The Faculty Personnel Files policy outlines the procedures for the Personnel Action File (PAF) and the Working Personnel Action File (WPAF).

LEAVING EMPLOYMENT AT SF STATE

<http://hr.sfsu.edu/>

Each faculty member must complete the employee clearance procedures prior to the last day of work. He or she should obtain instructions from either his/her College office or the Department of Human Resources. Information about clearance procedures is found on their web site. Faculty members must turn in items such as keys, audio-visual equipment, gym equipment, library books, and their photo identification cards, and be cleared by the Payroll and Accounting Offices. Final salary warrants cannot be released until clearance procedures have been completed.

Employee Separation and Confidential Information

http://hr.sfsu.edu/Labor_Compliance_ProfDev/emp_relations/hr_Directives/P202

Employees who separate from SF State shall return or destroy, as the University may instruct, all Confidential Information in their possession or control, whether in printed, electronic or any other format, including all duplicates and copies thereof any files, compilation, study, report, analysis or data base containing, based on or derived from the Confidential Information. Confidential information includes, but is not limited to CSU sensitive information, FERPA restricted student data, HIPAA data or other's personal identifiable information (PII) which they may have obtained while working with SF State.

RETIREMENT

http://hr.sfsu.edu/Payroll_Benefits/retirement/retirement_home

The California Public Employees' Retirement System (CalPERS) is the State of California retirement system in which San Francisco State University participates. It is coordinated with Federal Social Security. Membership is mandatory for those persons employed full-time for at least six months or at a time base of .50 for a period of employment of one academic year. CalPERS is a defined benefit plan and the benefits are calculated based on years of service, age at retirement, and compensation. Employees may retire at age fifty with five years of service credit. Brief summaries about certain aspects of retirement follow. Detailed information about retirement is found at the SF State Human Resources web site and faculty members considering retirement should meet with a Human Resources representative early on in their planning process.

Social Security

Social Security (OASDI) deductions are coordinated with Public Employees' Retirement deductions. All employees in one or more positions which total 50% or more are required to contribute to Social Security and the retirement system unless specifically exempted by the retirement law. All employees, whether or not contributing to Social Security, must contribute to Medicare.

Pre- and Post-Retirement Work

Faculty may be eligible to work under three types of employment plans related to retirement: Pre-retirement Reduction in Time Base Program, Faculty Early Retirement Program, employment as a retired annuitant, subject to CalPERS policy on post-retirement employment.

Faculty Early Retirement and Pre-retirement Reduction in Time Base

Under the Faculty Early Retirement Program, an eligible faculty member actually retires but, subject to certain conditions, is entitled to teach one semester a year at the preceding year's time base or two semesters a year at fifty percent of the preceding year's time base. Under the Pre-retirement Reduction in Time Base program allows academic employees to phase into actual retirement through reduction in time base to an average of two-thirds, one-half, or one-third of full-time while maintaining full retirement credit and other benefits or a maximum of five years. The two programs are quite different. If a faculty member is interested, he/she should contact the Department of Human Resources to explore the relative advantages and disadvantages of each one with respect to salary and benefits.

If a faculty member plans to participate in either the Early Retirement Program or the Pre-retirement Program he/she must submit a written statement to the Dean of Faculty Affairs via the department chair and college dean at least six months prior to the effective date. Participation in the Early Retirement Program must commence at the beginning of the academic year. The Pre-retirement Reduction in Time Base Program may start either at the beginning of the academic year or fiscal year. Both programs are limited to five consecutive academic or fiscal year's participation.

Emerita/Emeritus Status

<http://senate.sfsu.edu/policy/policy-emeritaemeritus-status-0>

At the time of full service retirement and upon the authority of the President, the title Emerita/Emeritus shall be conferred on every tenured member of the faculty who has served the university for at least ten years in full-time employment or the aggregated equivalent of at least ten years of full-time service in part-time employment. See Academic Senate Policy F14-147.

In the Spring Semester, the Office of Faculty Affairs and Professional Development will notify the colleges/library of the deadline to submit names of faculty who wish to be considered for Emerita/Emeritus status. Emerita/Emeritus status is granted annually at the end of the spring semester.

SALARY, BENEFITS, LEAVES, AND RELATED INFORMATION

http://hr.sfsu.edu/benefits/benefit_summaries

An overview of salary and benefits information for tenure-track faculty has been developed by the Department of Human Resources and Risk Management.

SALARY

Faculty Salary Plan

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article31.pdf>

Faculty salaries are based upon a schedule established by The California State University through procedures governed by Article 31 of the Collective Bargaining Agreement. For probationary and tenured faculty, the determination of salary depends upon academic rank.

Service Salary Step Increases (SSI)

A Service Salary Step Increase refers to upward movement on the salary schedules. Adjustments are determined by the parties to the Collective Bargaining Agreement during salary and benefit negotiations annually and are limited to eight (8) Service Salary Step Increases for probationary/tenure track personnel. In those years that the parties have specifically negotiated the award of SSI's, upon the determination by the appropriate administrator that an employee has performed in a satisfactory manner in carrying out the duties of her/his position, the employee shall receive such a salary adjustment.

Step Increases for Market Equity

The President may grant up to eight (8) steps to a probationary or tenured faculty unit employee to address market or equity considerations. Applications for market-based step increases shall include documentation supporting the market-based salary lag or bona-fide offer of employment from another college or university. Applications must be submitted to the department chair and President or designee.

Academic Year Faculty Salary Plan (Pay Warrants)

Academic-year faculty work five months each semester. The calendar for each academic year is available in the department office. For each five-month semester of approximately eighty-two work days, faculty are paid six monthly salary warrants.

Temporary faculty employed for two semesters during the same academic year will receive twelve salary warrants, but will receive their final two checks on or about August 1 or September 1. Temporary faculty employed for one semester only will receive 1/12th of the annual salary for the first five months of that semester, plus a sixth salary warrant approximately a month after separation.

Pay Days

The Staff and Faculty Pay Day Schedule are available in department offices. College or department office coordinators distribute salary warrants in the afternoon of the last day of each pay period. Faculty may arrange for automatic deposit through the Department of Human Resources and Risk Management. The last day of each pay period does not always fall on the last day of the month. New faculty in attendance on the first scheduled academic work day of a semester will receive the first salary warrant approximately October 1 for the fall semester, approximately March 1 for the spring semester. Faculty should review each month the pay warrant deduction statement which accompanies their pay warrant to make sure their deductions are accurate. If any unexplained change occurs, the employee should notify the Department of Human Resources and Risk Management immediately.

Faculty Salary Docks

When faculty members miss a scheduled academic work day because of a late start in employment or an absence not covered by paid leave, it is necessary to dock the salary. A faculty salary dock occurs in two increments. The first increment, which is partial, occurs during the month in which the absence takes place. The second increment will occur during the month the sixth salary warrant is issued. The combination of the two increments will be equivalent to a reduction in salary for that semester by the fraction of academic working days missed during the total semester; i. e., if the semester has eighty-two working days, the total dock for one day missed will be 1/82nd of the salary for six months. For more specific information, please contact the Payroll Office.

The "August Hole"

The distribution of pay warrants requires that for academic-year faculty, the sixth salary warrant of the fall semester, normally due on or about February 1, is distributed on or about August 1. In this way, the faculty member avoids having two pay warrants on February 1, and none on August 1. This means, however, that faculty taking Academic Leave Without Pay in the fall semester will find themselves without a pay warrant in the succeeding August and should plan for that eventuality.

Distribution of Pay Warrants

Month	Semester	Installment #
September	Fall	1
October	Fall	2
November	Fall	3
December	Fall	4
January	Fall	5
February	Spring	1
March	Spring	2
April	Spring	3
May	Spring	4
June	Spring	5
July	Spring	6
August	Fall	6

BENEFITS

http://hr.sfsu.edu/Payroll_Benefits/benefits/benefit_summaries

Detailed information about benefits, including health, dental, and vision plans; life insurance; long term disability insurance; family and medical leave; and many other programs is available at the Human Resources Benefits web site.

LEAVES

Sick Leave

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article24.shtml

Sick leave is governed by Article 24 of the Collective Bargaining Agreement. Faculty work is paid on the basis of the total number of academic work days scheduled for the university, not just the days her/his individual classes are scheduled. Faculty are on work status on each academic work day. Full-time faculty members earn sick leave on the basis of eight hours per month regardless of the number of scheduled academic days in the month and regardless of the number of days they are assigned classes. Proportionate amounts are earned for part-time service. Sick leave is earned in each month for which a faculty member receives a pay warrant, including, for example, June, July, and August and during periods of leave with pay. Sick leave may be accumulated without limit. It is not accumulated during periods covered by leaves without pay, though previous accumulation is retained.

When faculty members are ill and absent on any single academic work day, that day must be charged against accumulated sick leave. When faculty members are ill and away for several days, sick leave is charged for the total number of academic work days during the entire period of illness, not just the days on which the faculty member is assigned classes. Full-time faculty members are charged eight hours per day for each academic work day missed. Part-time faculty members are likewise charged for each academic work day, but at the proportionate rate at which they accumulate credit. A faculty member may be required to provide a physician's statement or other appropriate verification for absences after three (3) consecutive days charged to sick leave.

Accumulated sick leave may, under specific conditions, be used for personal health problems, family illness or injury, family death, or an extension of the maternity/paternity leave benefits. It is the responsibility of each university employee to report the days he/she is unable to report to work. It is the responsibility of the supervisor of each unit/department/college to insure that absences from work are properly recorded on each employee's attendance report. The supervisor's signature on the Monthly Attendance Report certifies the accuracy of the attendance information.

If a faculty member is absent and her/his classes are covered on an emergency basis by a teaching assistant or another faculty member, she/he still must be recorded as absent. If the employee requests that sick leave be used to cover the absence, it is the responsibility of the supervisor of the area/department/college to verify that it is appropriate to use sick leave.

Sick leave credit accumulates from the beginning date of employment, and it may be used after the employee has completed one month of continuous employment. Sick leave may be used in increments of one hour or more, but may not be used prior to the date on which it was earned. More than four consecutive days' absence normally requires a doctor's note.

Personal Leaves with Pay

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article23.pdf>

http://hr.sfsu.edu/Payroll_Benefits/benefits/benefit_summaries

Personal Leaves with Pay are governed by Article 23 of the Collective Bargaining Agreement and include paid bereavement leave, paid maternity/Paternity leave, jury duty leave, leave to vote, absence as a witness, emergency leave and military leave. Information about personal leaves with pay is available at the Paid Leaves section of the Department of Human Resources Benefits web site.

Professional Leaves with Pay

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article27.pdf>

<http://senate.sfsu.edu/content/leaves-pay-policy-revised-s2003>

<http://facaffairs.sfsu.edu/forms-and-applications>

Professional Leaves with Pay are governed by Articles 27 (Sabbatical Leaves) and 28 (Difference in Pay Leaves) of the Collective

Bargaining Agreement. All procedures for sabbatical and difference in pay leaves are administered according to Academic Senate Policy S03-18, Leaves with Pay. Eligibility for these leaves is as follows:

Sabbatical Leaves

“A full-time faculty unit employee, shall be eligible for a sabbatical leave if he/she has served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference in pay leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements.”

Difference-in-Pay Leaves

“A full-time faculty unit employee shall be eligible for a difference in pay leave if he/she has served full time for six (6) years at that campus in the preceding seven (7) year period prior to the leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a difference in pay leave. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements, nor shall it fulfill the obligation in 28. 16. A faculty unit employee will be eligible for a subsequent difference in pay leave after he/she has served full time for three years after the last sabbatical leave or difference in pay leave and has satisfied the obligation in 28. 16.” Faculty who are on a difference in pay leave will earn only a portion of service credit toward retirement.

For further information about sabbatical or difference in pay leaves, consult Human Resources, the Academic Senate Leaves with Pay Policy, or the Office of Faculty Affairs and Professional Development.

Personal Leaves Without Pay

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article22.pdf>

Personal leaves of absence without pay may be granted by the President. A personal leave of absence without pay may be for purposes of unpaid sick leave, outside employment, maternity/paternity, family care leave, or other purposes of a personal nature. No service credit shall accrue toward probation, sabbatical eligibility, difference in pay eligibility, service salary increase eligibility, or seniority except as provided in provisions 22.22 and 22.23 of the Collective Bargaining Agreement.

Tenured/tenure-track faculty who voluntarily reduce their time base in order to pursue outside employment or other personal interests are considered to be on personal leave without pay, whether full-time or part-time.

Family care and medical leave shall refer to a leave for reason of the birth of a child; placement of a child in connection with adoption or foster care; care of a child, parent or spouse who has a serious health condition; or for one’s own serious medical condition. Maternity/paternity leave shall refer to a leave for the purpose of a parent preparing for the arrival of a new infant and the care of a new infant. Additional documentation is required for family care, medical, and maternity/paternity leaves without pay. Please contact a Benefits Coordinator in the Department of Human Resources.

Taking a leave of absence without pay has a substantial effect on the faculty member's benefit . Faculty members are strongly encouraged to contact the Department of Human Resources and Risk Management about the potential impact of leave without pay on their benefits.

It is the practice of the university to deny personal leaves without pay which exceed two years or when the leave is for the purpose of taking a tenured or tenure-track position at another university. Refer to Article 22 of the Collective Bargaining Agreement for further information about eligibility and other aspects of a personal leave of absence without pay.

Professional Leaves Without Pay

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article22.pdf>

Professional leaves of absence without pay may be granted by the President. A professional leave of absence without pay may be for purposes of research, advanced study, professional development, or other purposes of benefit to the campus. Professional leave without pay may not be taken for outside employment. Outside employment, defined as remunerative activity that does not contribute to the campus, is considered personal leave without pay.

A faculty member on a professional leave without pay shall, when otherwise eligible, accrue service credit toward sabbatical eligibility, difference in pay eligibility, service salary increase eligibility and seniority. Taking a leave of absence without pay has a substantial effect on the faculty member's benefits. Faculty members are strongly encouraged to contact the Department of Human Resources about the potential impact of leave without pay on their benefits.

It is the practice of the university to deny professional leaves without pay which exceed two years. Please refer Article 22 of the Collective Bargaining Agreement for additional information about maximum eligibility periods and other aspects of a professional leave of absence without pay.

ADDITIONAL EMPLOYMENT

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article36.pdf>

Article 36 of the Collective Bargaining Agreement governs additional employment. Additional employment is any employment compensated by CSU, funded by the general fund or nongeneral funds including CSU auxiliaries, that is in addition to his/her primary or normal employment as a faculty unit employee.

If the faculty member holds more than one appointment, primary or normal employment shall refer to an appointment of more than a fifty percent (50%) time base. If no appointment is greater than fifty percent time base, the normal employment shall refer to the appointment deemed normal by CSU.

Faculty must inform the President, at the time of appointment, of any appointments elsewhere in CSU.

The "25% overage" as used in the Collective Bargaining Agreement, is calculated as a percentage of full-time workload or, when appropriate, full-time time base. A faculty member's total additional employment shall not exceed a total of twenty-five percent (25%) overage.

See the Human Resources Practice Directive concerning additional employment.

http://www.sfsu.edu/~hrwww/Labor_Compliance_ProfDev/emp_relations/hr_Directives/P211.html

Limitation on Additional Employment

The faculty member is limited in CSU employment to the equivalent of one (1) full-time position in her/his primary or normal employment. An “overage” of 25% of her/his full-time position shall be allowed if the overage employment:

- consists in employment of a substantially different nature from her/his primary or normal employment.
- is funded from non-General Fund sources.
- is the result of the accrual of part-time employment on more than one campus.

Outside Employment

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article35.pdf>

Outside employment is governed by Article 35 of the Collective Bargaining Agreement. Outside employment shall not conflict with normal work assignments or satisfactory performance of all duties of the faculty unit employee. Upon written request directed to an individual full-time faculty unit employee by the appropriate administrator, the faculty unit employee shall provide a written statement of the amount and approximate distribution of time devoted to continuous outside employment during the academic term to which he/she has been appointed. Such requests may be made when the appropriate administrator has determined that such information is necessary to ascertain compliance with provision 35.1 of the Collective Bargaining Agreement.

Incompatible Activities

Full-time employment within The California State University imposes upon each employee the obligation to devote that degree of effort and attention to the duties necessary to execute fully all the demands of the position, whether appointed on a nine-, ten-, or twelve-month basis.

Section 19251 of the Government Code (California) states:

“A state officer or employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to the duties as a state officer or employee or with the duties, functions or responsibilities of the appointing power or the agency by which he/she is employed. . . .”

“Each state officer and employee shall during hours of duty as a state officer or employee . . . devote full-time attention and efforts to the state office or employment.”

Full-time employment within The California State University imposes upon each employee the obligation to devote that degree of effort and attention to the duties necessary to execute fully all the demands of the position, whether appointed on a nine-, ten-, or twelve-month basis.

Financial Disclosure/Conflict of Interest

State law requires certain designated university officials to file an annual disclosure of certain personal financial interests and to disqualify themselves from participating in decisions involving financial self-interest. While most faculty members are not affected by the disclosure law, university policy does require all university employees to notify their supervisor of any pending decision in which a conflict is present or may arise, to enable the decision to be made by someone other than the employee confronting the conflict.

There is a detailed university policy on Conflict of Interest. A copy is available in the Department of Human Resources and Risk Management. It is prohibited to enter into private contracts with vendors or agencies without seeking prior authorization from the Purchasing Office and other appropriate administrators if the contract involves the use of university property or facilities.

LAYOFF

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article38.pdf>

Layoff procedures are governed by Article 38 of the Collective Bargaining Agreement.



THE ACADEMIC SENATE

<http://senate.sfsu.edu/>

<http://senate.sfsu.edu/committee>

The Academic Senate, subject to established policies and regulations of the Legislature and the Trustees and the concurrence of the President of the University, formulates policies and procedures regarding:

- Faculty appointment, retention, tenure, promotion, leave and dismissal;
- Curriculum and instruction;
- Library and research;
- Student affairs, admissions, retention, awarding of grades and graduation;
- Business and fiscal matters;
- Campus development;
- Academic and professional standards;
- Mission and goals; and
- Other matters about the welfare and excellence of the University.

The Senate participates in the following types of committees:

- Standing Committees
- Academic Policies Committee (APC)
- Academic Program Review Committee (APRC)
- Curriculum Review and Approval Committee (CRAC)
- Faculty Affairs Committee (FAC)
- All-University Committees
- Ad Hoc Committees
- Committees on which Senate has liaison representatives
- Committees for which faculty members are recommended by the executive appointment

For detailed information about the Academic Senate, including policies, meeting agendas, minutes, and resolutions or for a list of all Academic Senate committees, with the committee charge and membership parameters, visit the Academic Senate website.

TEMPORARY FACULTY PARTICIPATION IN GOVERNANCE

<http://senate.sfsu.edu/content/revised-university-policy-temporary-faculty>

University governance involves participation in the decision making and administrative processes at all levels. Lecturers are encouraged, but cannot be required, to take part in the broad range of governance activities essential to the functioning of the University. Such activities include, but are not limited to, (1) the exercise of both voice and vote in department and school faculty meetings, (2) service on department, College and University Committees, (3) sponsorship of extracurricular campus groups and/or events, and (4) student advising beyond one's instructional assignment(s). For more information about lecturer participation in university governance, view the Academic Senate policy on temporary faculty.

FACULTY RIGHTS AND RESPONSIBILITIES

ACADEMIC FREEDOM AND RESPONSIBILITIES

<http://senate.sfsu.edu/committee>

Academic freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively. In 1969-70, the Academic Senate created a Committee on Academic Freedom, elected by the faculty.

AFFIRMATIVE ACTION AND NONDISCRIMINATION

Academic Affirmative Action

<http://senate.sfsu.edu/content/academic-affirmative-action-policy-statement>

An Affirmative Action Policy for San Francisco State University was first issued in September 1971, in conformity with federal legislation. The current Academic Affirmative Action Statement is found at Academic Senate Policy S99-124.

Nondiscrimination

http://hr.sfsu.edu/Labor_Compliance_ProfDev/labor_training_compliance_home

<http://hr.sfsu.edu/content/race-color-national-origin-sexual-orientation-or-disability>

It is the policy of the CSU to provide equal employment opportunities to all applicants and employees regardless of race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability, disabled veterans or Vietnam era veterans' status. Employment, retention and advancement of employees shall be based on merit and be responsive to the needs of the CSU for quality and excellence. See the SF State Nondiscrimination Policy.

Faculty Affirmative Action Program for the Disabled, Disabled Veterans, and Vietnam-Era Veterans

It is the policy of San Francisco State University to assure equal employment policies and practices for faculty who are handicapped in conformance with Sections 503 and 504 of the Rehabilitation Act of 1973.

This policy provides that persons who are covered by this Act are assured of equal consideration in the areas of recruitment, hiring, promotion, award of tenure, rate of pay, fringe benefits, terminations, and privileges of employment.

Definitions

Handicapped individual is any person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities; b) has a record of such impairment; or (c) is regarded as having such impairment.

A person is “substantially limited” if he/she is likely to experience difficulty in securing, retaining, or advancing in employment because of a handicap.

Reasonable Accommodation

http://hr.sfsu.edu/Labor_Combpliance_ProfDev/emp_relations/hr_Directives/P445

<http://senate.sfsu.edu/content/policy-reasonable-accommodation-and-procedures-employees-disabilities>

This Act also provides that the campus shall make “reasonable accommodation” to the known limitation of an otherwise qualified handicapped applicant or employee unless the accommodation would impose an undue hardship on the campus.

“Reasonable accommodation” may include (a) making facilities used by employees reasonably accessible to and usable by handicapped persons, and b) job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions (Section 84. 12). See the Academic Senate policy related to reasonable accommodation for faculty and staff and information about the All-University Committee on Students, Faculty, and Staff with Disabilities.

Faculty who wish to make requests under the reasonable accommodation provision must do so through their department chairs or college deans.

ATTENDANCE

The work year for faculty members is defined by regulation as beginning on Monday of the week preceding that in which instruction begins in the fall semester and ending following commencement exercises in the spring. Faculty are expected to be on duty during the registration periods at the beginning of each semester, and are expected to meet classes at the scheduled hours and places. Any anticipated absence or change must be reported to and approved by the department chair in advance. Arrangement can then be made for a substitute. In the case of emergency absence, the department or college office should be informed in sufficient time to make appropriate arrangements to cover classes.

DEPARTMENT CHAIRS

<http://senate.sfsu.edu/content/untitled-7>

Administration and leadership of each academic department are provided by a chair who is a member of the department’s faculty. The department chair also serves as representative and advocate for the department within the college, university, community, and profession. See Academic Senate Policy #F11-145.

GRIEVANCE PROCEDURES

<http://senate.sfsu.edu/content/untitled-7>

Article 10 of the Collective Bargaining Agreement establishes grievance procedures for alleged contract violations and faculty status matters. A “grievance” is defined as “an allegation concerning a claimed violation, misapplication, or misinterpretation of a specific term or provision of this Agreement.” A “faculty status matter” is defined as “a dispute involving solely a decision not to reappoint, promote, or tenure.” Faculty unit employees should refer to the Collective Bargaining Agreement for detailed procedures governing grievances. The President has designated the University Counsel to have general charge of the administration of faculty grievances and to represent the university in grievance matters at the campus level.

INTELLECTUAL PROPERTY

<http://senate.sfsu.edu/content/intellectual-property-policy-and-procedures>

This policy covers the many forms of intellectual property associated with the creative and scholarly activities of faculty, students, administrators, and staff. This document sets forth a statement of policy regarding the ownership of, and procedures for, the exploitation of this intellectual property. Intellectual property created before the effective date of this policy is subject to the policies/understandings in place at the time of the project’s undertaking. The policy outlined in this document will be reviewed in no fewer than two years from the date it has been adopted as University policy. This will ensure that it continues to effectively serve the needs of SF State faculty, students, administrators, and staff.

NEPOTISM

http://hr.sfsu.edu/Labor_Compliance_ProfDev/emp_relations/hr_Directives/P101

See the SF State policy on nepotism.

OFFICE HOURS

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article20.pdf>

http://senate.sfsu.edu/sites/sites7.sfsu.edu.senate/files/S06-191_REV.pdf

Although neither the Collective Bargaining Agreement nor University policy specify a required number of hours for faculty office hours, faculty are required to hold office hours. Therefore all faculty - tenured, tenure-track and lecturers - are urged to consult with their departments and to establish the time, frequency and manner of office hours appropriate to their teaching and advising schedule.

PROGRESSIVE DISCIPLINE REPRIMANDS

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article18.pdf>

http://hr.sfsu.edu/Labor_Compliance_ProfDev/emp_relations/hr_Directives/P206

Refer to Article 18 of the Collective Bargaining Agreement. Written reprimands require five days prior notification to the faculty member before the reprimand is placed in the Personnel Action File. Faculty have the right to request a meeting and to attach a rebuttal to the written statement.

Disciplinary Action Procedure

Faculty are subject to discipline for those actions or conduct that exert a harmful effect upon the academic functions of the university, those that adversely affect the teaching process, students, other faculty members, or the proper administration of the university. The President initiates the Disciplinary Action Procedure and designates an appropriate administrator to review the matter.

Refer to the Collective Bargaining Agreement for detailed procedures governing formal disciplinary action.

SEXUAL HARASSMENT POLICIES AND PROCEDURES

<http://titleix.sfsu.edu/>

The university's policy and procedures related to sexual harassment.

WHISTLEBLOWING

<http://hr.sfsu.edu/whats-new/annual-whistleblower-notification-0>

<http://ucorp.sfsu.edu/whistleblower-policy>

<http://hr.sfsu.edu/content/university-executive-directive-02-26>

Resources and contacts are available to report improper governmental activities. For campus policies and procedures fraud, refer to University Executive Directives 02-25 and 02-26 or see the Whistle Blower Hotline Information Sheet.

WORKLOAD

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article20.pdf>

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

Faculty members have additional professional responsibilities such as: advising students, participation in campus and systemwide committees, maintaining office hours, working collaboratively and productively with colleagues, and participation in traditional academic functions.

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

The professional responsibilities of faculty members include research, scholarship and creative activity which contribute to their currency, and the contributions made within the classroom and to their professions. The professional responsibilities of faculty members are fulfilled by participation in conferences and seminars, through academic leaves and sabbaticals that provide additional opportunities for scholarship and preparation, and through a variety of other professional development activities.

It is the professional responsibility of each faculty member to meet classes (including the final examination period) according to specified departmental/university schedules; to know and to observe departmental, college, and university deadlines for such obligations as class verification reports, grade reports; and to act in a timely fashion upon student petitions involving their class requirements.

The assignment of a librarian may include, but shall not be limited to, library services, reference services, circulation services, technical services, on-line reference services, teaching in library subject matter, service on system wide and campus committees and task forces, and activities that foster professional growth, including creative activity and research.

Rules governing faculty workload are governed by Article 20 of the Collective Bargaining Agreement.

FACULTY PROFESSIONAL DEVELOPMENT

OFFICE OF FACULTY AFFAIRS AND PROFESSIONAL DEVELOPMENT

The Boyer Model of Scholarship

<https://sites7.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/boyermodel.pdf>

The Office of Faculty Affairs and Professional Development serves the faculty in a variety of ways, including coordination of hiring, retention and tenure, post tenure review and promotions processes; administration of internal grants and awards programs; provision of professional development programs and workshops, and individual consultation to faculty. The Boyer Model of Scholarship serves as the conceptual framework for all of the activities of the Office of Faculty Affairs and Professional Development.

PROFESSIONAL DEVELOPMENT COUNCIL (PDC)

<http://senate.sfsu.edu/content/professional-development-council-0>

Under the aegis of the Academic Senate, the Professional Development Council (PDC) serves as the primary advisory body for faculty professional development in research, scholarship, curricular and instructional development, and creative activities. In addition, the PDC evaluates and recommends funding of proposals for internal award programs pertaining to faculty professional development.

PROFESSIONAL LEAVES WITH PAY

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article27.pdf>

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article28.pdf>

<http://senate.sfsu.edu/content/leaves-pay-policy-revised-s2003>

Professional Leaves with Pay are governed by Articles 27 (Sabbatical Leaves) and 28 (Difference in Pay Leaves) of the Collective Bargaining Agreement.

The policies and procedures for Sabbatical and Difference in Pay leaves are found in the Academic Senate Leaves with Pay policy and the Faculty Affairs website.

INTERNAL GRANTS AND AWARDS

<http://facaffairs.sfsu.edu/>

A list of internal grant and award opportunities for faculty at San Francisco State University in the areas of teaching, research, scholarship, and creative activities provides summary information. Detailed information and online applications are available through the Office of Faculty Affairs and Professional Development. Faculty members should also check with their department chairs and college deans about other funds that may be available for research and special projects.

FACULTY PROFESSIONAL DEVELOPMENT RESOURCES

Many SF State offices and department are committed to providing a wide variety of faculty development opportunities. Among them are:

Center for Teaching and Faculty Development

<http://ctfd.sfsu.edu/>

The Center for Teaching and Faculty Development (CTFD) promotes and supports teaching excellence by responding to the needs of the San Francisco State faculty as they meet the demands of teaching, conducting research, and working in and for an urban community defined, in great part, by its diversity. Through workshops, consultations, seminars, discussion groups, and one-on-one support, CTFD provides intensive support for teaching and learning at SF State.

Office of Research and Sponsored Programs

<http://research.sfsu.edu/>

The Office of Research & Sponsored Programs serves the SF State Community to help create a campus environment that is conducive to the research enterprise in the broadest sense. The office provides leadership, information, direction and technical assistance to faculty engaged in externally funded research, instruction, community service and other scholarly activity. In accomplishing this mission, ORSP ensures accountability, compliance and stewardship for sponsored programs as directed by the values of the office and by all applicable Federal, State, and University policies, procedures and regulations.

University Development Office

<http://www.sfsu.edu/~develop/>

The Office of University Development is responsible for helping to build a culture of philanthropy and support for SF State among alumni, parents, foundations, corporations and other friends in the community. Our primary objective is to secure funding for University identified priorities to advance SF State's academic, research and public service missions.

San Francisco State University Foundation, Inc.

<http://sfsufdn.sfsu.edu>

The San Francisco State University Foundation ("SF State Foundation") is San Francisco State University's newest auxiliary

organization dedicated solely to philanthropy. The SF State Foundation encourages the solicitation and acceptance of private gifts, trusts, and bequests that will help the Foundation in the furtherance of its mission to foster private financial support for SF State. It directly manages the university's endowment – focusing on determining acceptable risks in the portfolio, maximizing investment returns, minimizing investment expenses, and improving endowment reporting and stewardship.

University Corporation, San Francisco State

<http://ucorp.sfsu.edu/>

The purpose of the University Corporation is to promote, assist, and enhance the educational mission of San Francisco State University through Educational Projects, University Research and Development Projects, and Community Outreach.

The University Corporation, San Francisco State, administers projects and funds attracted from outside sponsors. UCorp provides services to San Francisco State University in administration, legal, personnel, payroll, accounting, fiscal reporting, auditing, investment, insurance, lease writing, purchasing, equipment maintenance, and other services for sponsored projects and research.

Office of Research and Sponsored Programs – Human and Animal Protections

<http://research.sfsu.edu/protocol/>

Human and Animal Protections at San Francisco State University supports the work of the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC).

The IRB and the IACUC are charged with protecting the safety and welfare of humans and animals used in research at or in conjunction with this university. The committees do not expect research to be free from risk, but do expect the investigator to be aware of the risks, to minimize risk when possible, and to take appropriate precautions whenever necessary.

The Institute for Civic and Community Engagement

<http://www.sfsu.edu/~icce/>

The Institute for Civic and Community Engagement (ICCE) provides opportunities for civic engagement and leadership development at San Francisco State University for students, faculty, and community members. Through innovative courses, experiential learning, political engagement, participatory action research, and direct services, we partner the resources and expertise of the urban university with the knowledge and assets of diverse communities. Working locally, statewide, nationally, and internationally, we cultivate strong leaders who will effectively advocate for social, economic and educational inclusion, and fully participate in the civic life and political processes of their communities.

Faculty Development Days

<http://senate.sfsu.edu/content/faculty-dev-days>

Faculty Development Days are devoted to matters focusing on teaching, research, and/or curricular development. Faculty members of departments or programs may decide to use all or part of the time to explore matters of curricular change or pedagogical development and will be expected to participate in Faculty Development Days. See the Academic Senate policy (#S01-216) on Annual Faculty Development Days.

CURRICULUM

CURRICULUM DEVELOPMENT AND IMPLEMENTATION

<http://air.sfsu.edu/curriculum>

<http://senate.sfsu.edu/committee/structure1>

Curriculum development at San Francisco State University is a joint, coordinated effort of the department faculty, academic deans, the appropriate committees of the Academic Senate, and the Office of the University Provost, Academic Affairs. Curriculum proposals involving degree programs are reviewed at each level before recommendations are made to the Academic Senate, the Provost, and, if necessary, to the Office of the Chancellor and the Trustees. Proposals for new, revised, or deleted courses are reviewed at the departmental and college levels. Final review and approval of new or revised courses comes from the University's Course Review Committee, and Graduate / Undergraduate Dean, under the purview of the University Provost, Academic Affairs.

Information on the curriculum at SF State, including guidelines for course proposal and forms, are available on the curriculum website. The Academic Senate Curriculum Review and Approval Committee (CRAC) has a critical role in curriculum development.

Academic Senate policy governs the delivery and assessment of the curriculum at SF State. Relevant policies include:

- **Academic Advising:** http://senate.sfsu.edu/sites/sites7.sfsu.edu.senate/files/S06-191_REV.pdf
- **Academic Assessment:** <http://senate.sfsu.edu/content/san-francisco-state-university>
- **Academic Program Review:** <http://senate.sfsu.edu/content/guidelines-fifth-cycle-academic-program-review>
- **Undergraduate Instructional Aides:** <http://senate.sfsu.edu/content/policy-undergraduate-instructional-aides>
- **Written English Proficiency:** <http://senate.sfsu.edu/documents/policies/F10-14>

UNDERGRADUATE STUDIES

<http://ugs.sfsu.edu/>

The Division of Undergraduate Studies facilitates undergraduate students' success from entry to graduation by providing services that support the academic, personal, and professional developmental needs and expectations of SF State's diverse undergraduate student community. The Dean of Undergraduate Studies fulfills the role of dean for all students

who are undeclared majors. Liberal Studies and Special Majors, two all-university interdisciplinary majors, are administratively housed within Undergraduate Studies, as well as all-university certificate programs. The Dean has oversight of all-university graduation requirements. The Dean works closely with many all-university and Academic Senate committees on initiatives designed to improve academic skills, retention, and time to graduation of our undergraduates.

The division's academic advising and support units provide assistance to all undergraduate students. Individuals in the dean's office and in the units that report to the dean serve as consultants to colleges and departments regarding all-university academic policies, articulation, curriculum, advising, general education, the first-year experience, and writing skills. For more information visit their website.

GRADUATE STUDIES

<http://grad.sfsu.edu/>

The Office of Graduate Studies has overall administrative responsibility for graduate studies at SF State. For additional information about Graduate Studies, see their home page or refer to the University Bulletin section on graduate education.

THE GRADUATE COUNCIL

<http://senate.sfsu.edu/policy/graduate-council-policy>

The Graduate Council serves as the primary advisory body to university-wide administrators in the area of graduate studies and graduate programs.

ACADEMIC RESEARCH AND DEVELOPMENT

<http://air.sfsu.edu/>

The Office of Academic Institutional Research (AIR) reports on a variety of data to support the University in its efforts of accountability, internal reporting, decision making, improvement and planning. Our web page provides data on student enrollment by a variety of demographics, by major, department and college, by student level, as well as by full- and part-time status. Reports on continuation and graduation and the number and types of degrees conferred can also be found here. Finally, survey results and analytical studies of student success, including retention, remediation and probation, can be found on our page. This office adheres to the Code of Ethics by the Association for Institutional Research.

INFORMATION RELATED TO TEACHING

ADMISSIONS

Undergraduate Students

<http://www.sfsu.edu/future/>

The Admissions Office admits undergraduate students to the university. Any questions concerning the admission of undergraduate students or the amount of credit given for previous college work (Advanced Standing Evaluation) should be referred to the Admissions Office. The Admissions Office also evaluates and certifies all undergraduate students who apply for graduation.

Graduate Students

<http://grad.sfsu.edu/>

The Office of Graduate Studies admits all post baccalaureate students to the university and evaluates and assures that graduate students complete all degree requirements. Detailed information about all aspects of graduate studies, including the graduate culminating experience, can be found at their web site.

ADVISING RESPONSIBILITIES

<http://senate.sfsu.edu/content/policy-academic-advising>

One of the primary responsibilities of faculty is the advising of students, both undergraduate and graduate. Faculty are obligated to be available to students and to be knowledgeable about the requirements in the particular area in which they function as advisers and with university requirements and procedures.

Faculty members are expected to advise and consult with students about their academic program and goals. Effectiveness of advising will be evaluated as part of the normal work load of full-time tenured and tenure-track faculty. See the Academic Senate policy on academic advising.

CLASS ROSTERS AND LISTS

<https://www.sfsu.edu/online/faclogin.htm>

Class rosters are available online to the faculty member teaching the class. Options you may select include students' SFSU e-mail addresses, major, class level, test scores e.g. JEPET/ELM/EPT/GET, grades for previous semesters and prerequisites from previous SF State courses, as well as students on the official waiting list. The roster can be downloaded as an Excel

spreadsheet. For example the deadline for adding and dropping classes. Faculty also have access to permit numbers they can email to students from their class roster or issue in class and note on the web roster. Key dates and deadlines are also posted on the class roster.

Web Grades

Prior to the end of the semester, instructors receive an email reminder and instructions for submitting grades via the web. Instructors are required to submit the completed grades within forty-eight hours after each final examination or final meeting of the course. All students listed on the web grade sheet must be given a grade regardless of whether they attended the course or not. The grade reported on web grades cannot be changed after being submitted except by petition. Petitions for grade changes, including the make-up of an incomplete, are available in the Registrar's Office or on the Registrar's web page. For additional information see the Academic Senate policies.

- **Withdrawal from Courses** (<http://senate.sfsu.edu/content/policy-withdrawal-courses>)
- **Retroactive Withdrawal from Courses** (<http://senate.sfsu.edu/content/policy-retroactive-withdrawal>)
- **Incomplete Grade** (<http://senate.sfsu.edu/content/policy-incomplete-grade>)
- **Reinstatement of the U Grade** (<http://senate.sfsu.edu/content/policy-reinstatement-u-grade>)

CLASS SCHEDULE AND REGISTRATION

<http://www.sfsu.edu/online/clssch.htm>

Students may view the complete class schedule on line. Students may register for classes via SF State Gateway on the Student Center tab. Students can take advantage of the walk-in open labs and training through campus solutions or visit <http://cms.sfsu.edu/student-training>.

CLASSROOM ASSIGNMENTS

<http://academic.sfsu.edu/ar/>

For purposes of class schedule building, each college is given an allocation of standard time slots in which to schedule their classes. This allocation is based on an analysis of contact hours and utilization rates. The Office of Academic Resources uses a room scheduling software package called Resource25 to schedule approximately 2300 classes into university classrooms every semester. Academic Resources controls only those rooms that are designated as university classrooms, approximately 150 standard lecture rooms, ranging in capacity from 20 - 160. Academic Resources does not control scheduling of specialized space such as labs, gyms, or other types of activity rooms.

All University classrooms have the following standard audio visual equipment: telephone (campus access only), TV receiver/monitor or equivalent, projection screen, and data port. One hundred twenty (as of Fall 2013) classrooms are outfitted with enhanced audio visual equipment, consisting of auxiliary inputs for video/sound (laser, disc, cd, etc.), PC/MAC interface (for computer screen projection), overhead projector, large screen projection system (equivalent to TV receiver/monitor), microphone connection, and video cassette recorder (VCR).

If an instructor wishes to teach in an enhanced classroom, s/he should make the request through the department office at the beginning of the schedule building cycle. The schedule building cycle for the spring semester begins in August; the summer semester cycle begins in November; the fall semester cycle begins in February. Instructors with physical disabilities are pre-assigned into suitable university classrooms based on their requests. These instructors should request pre-assignment through their department office and must have a "Reasonable Accommodation Request Form" on file in the Office of Disability Programs, located in Student Services Building (SSB) 109.

COURSE MATERIALS

Copyright

<http://library.sfsu.edu/j-paul-leonard-library-copyright-policy>

<http://at.sfsu.edu/mds/>

Faculty who have course materials reproduced are responsible for ensuring that proper copyright permissions have been obtained. The Franciscan Shop Bookstore will automatically obtain the necessary copyright permissions for materials included in course readers sold through them. The Library's electronic reserve service will obtain the necessary copyright permissions for materials put on electronic reserve through the Reserve Book Room.

Course materials, whether made available electronically or in course readers, should not violate federal copyright law. While this is an area of continued discussion and interest to faculty members, the underlying principles of "fair use" and copyright infringement must be observed. Copyright and fair use information and copyright policies for media provide guidance for faculty.

Copies of portions of articles can be made for classroom use without obtaining copyright permission only if they are spontaneous, brief, and contain notice of copyright.

Selling of Course Materials

Faculty should not sell, nor should they allow students or outside vendors to sell, any course materials or course readers in their classes.

Use of Buildings and Grounds

The University Policy on the Use of Buildings and Grounds prohibits commercial activities in an academic building.

If you have questions, please contact your department chair or college dean.

COURSE REQUIREMENTS

<http://senate.sfsu.edu/content/faculty-statement-course-requirements-0>

According to Academic Senate Policy #582-90, a faculty member must prepare a Statement of Course Requirements for each course he/she teaches. Students must receive, in writing:

- A statement of scope, content, and expected learning outcomes of the course
- A list of texts and materials to be used throughout the course, including any additional fees or costs
- A description of grading policy and practices
- A description of teaching style (for example, fixed outline, lecture, discussion, class-directed, or evolutionary)
- A description of any substantive departure from the content published in the university Bulletin or Class Schedule

FIELD TRIPS

http://academic.sfsu.edu/field_trips

Instructors are urged to enrich their classes with suitable field trips on and off campus. Field trips should be considered as much a part of the learning experience as the more formal classroom activities, and students should be held responsible for the knowledge to be gained from the trip. See the Academic Field Trip Guidelines for Faculty.

FINAL EXAMINATIONS

<http://www.sfsu.edu/deptpage/acal4.htm>

According to Academic Senate policy #F76-12 a time period is set aside at the end of each semester for a formal examination period. All classes are expected to meet during the final examination period whether an examination is given or not. The final examination schedule is published each semester in the University Academic Calendar.

GRADING POLICY

<http://bulletin.sfsu.edu/policies-procedures/grading/#gradingpolicy>

<https://www.sfsu.edu/online/faclogin.htm>

The university's grading policy is printed in full in the Bulletin. All grades are recorded through the SF State web grading system.

GRADE APPEAL

The university's grade appeal practices and procedures (Policy #1G) are available in the Academic Senate office. Colleges have also developed procedures that are on file in college offices, but the practices of the college must be in concurrence with university policy.

GRADUATION CEREMONIES

Commencement

The practice of the university, as adopted by the Academic Senate, is that one-half of the full-time faculty attend commencement in alternating years. It is the faculty's professional responsibility to conform to that policy, to enhance the graduates' final university experience. Cap, gown, and hood rental may be arranged through the Bookstore. Ordering information is supplied to all faculty members prior to commencement.

Honors Convocation

In conjunction with the Office of the President and the Office of the Vice President for Student Affairs, the Office of the Provost and Vice President for Academic Affairs plans and coordinates an undergraduate Honors Convocation at the end of each academic year. The Department Chair/Director or her/his representative for those units with an undergraduate major is expected to take part in this event. Additionally, a Graduate Recognition Ceremony is coordinated by the Division of Graduate Studies. Faculty representatives for this event are selected by the colleges.

REGISTRAR'S OFFICE

<http://www.sfsu.edu/~admisrec/reg/reg.html>

The Registrar's Office serves the enrolled student. It registers students each semester and produces Class Lists, Grade Sheets, and Final Grade Reports. It also administers course add/drop procedures, including withdrawals from the university and requests for exceptions to university policy to the Board of Appeals and Review. Any questions regarding student enrollments should be addressed to this office.

RELIGIOUS HOLIDAYS

<http://senate.sfsu.edu/content/f00-212-policy-observance-religious-holidays>

The SF State community recognizes and takes pride in the diversity of religious and spiritual backgrounds of its student body and strives to make every reasonable effort to give its students the opportunity to observe their recognized religious holidays. The Academic Senate Policy (#F00-212) on the Observance of Religious Holidays indicates that, "The faculty of San Francisco State University shall make reasonable accommodations for students to observe religious holidays when

such observances require students to be absent from class activities....” Refer to the policy for further information, including implementation procedures.

SF STATE BULLETIN

<http://bulletin.sfsu.edu/>

Many of the questions faculty and students have regarding the workings of the university can be answered by referring to the Bulletin, published annually by the Office of the University Provost, Academic Affairs. The Bulletin includes general information, policies and procedures relating to admission, registration, grading, fees, student financial aid, General Education, undergraduate majors and minors, graduate degree programs, and requirements for graduation. Complimentary copies are distributed to full-time faculty. Students can purchase them at the Bookstore. The full text of the Bulletin is available online.

STUDENT FORMS

<http://www.sfsu.edu/~admisrec/reg/formstoc.html>

Many of the forms used by applicants and students during their enrollment at SF State are available online through the Registrar’s Office website.

TEXTBOOKS

Faculty should check with their department chairs regarding department policies and procedures for ordering textbooks. Instructors are encouraged to submit orders for the next semester as early as possible, preferably before the announced deadline. This ensures that the bookstore is able to purchase used books from distributors or have the titles placed on the “buy back” list at the end of the semester, thereby giving students a chance to sell their books.

STUDENT POLICIES RELATED TO TEACHING

GENERAL POLICIES AND PROCEDURES

<http://bulletin.sfsu.edu/>

General university student policies and procedures, including observance of Bulletin requirements, registration policies, classification of students, class level of students, auditing courses, academic load, class attendance, cancellation of registration or withdrawal from the university, and transcripts are found in the University Bulletin.

RELIGIOUS HOLIDAYS

<http://senate.sfsu.edu/content/f00-212-policy-observance-religious-holidays>

See the university policy on the observance of religious holidays. An informational email message is sent out to all chairs/directors from the Office of the Provost prior to the beginning of each semester to forward to faculty.

BOARD OF APPEALS AND REVIEW (BOAR)

<http://senate.sfsu.edu/content/board-appeals-and-review-0>

All students at SF State, as they work toward their educational objectives, are expected to adhere to a number of regulations and policies which have been established by the State Legislature, the Board of Trustees of The California State University, and San Francisco State University.

In administering these regulations and policies, the university recognizes that it must at times take into consideration the special needs of the individual student. The President, by virtue of his authority and responsibility for the administration of the educational program in the university, has delegated to the Board of Appeals and Review the responsibility for ruling on requests for special consideration. See Academic Senate Policy #S84-121.

CHEATING AND PLAGIARISM

<http://conduct.sfsu.edu/>

<http://conduct.sfsu.edu/plagiarism>

<http://conduct.sfsu.edu/academic-dishonesty>

Each faculty member who requires outside written work as part of course requirements should carefully define the meaning of plagiarism and outline the proper methods for using outside sources. Students should be cautioned about the consequences should plagiarism be discovered.

If cheating or plagiarism occurs, it is the instructor's responsibility to handle the situation. The grade assigned must be based on the student's academic performance and must not be used as a punitive measure. The University Coordinator for Student Judicial Affairs in the SF State Division of Student Affairs will assist the instructor and is responsible for determining whether formal disciplinary action should be taken.

As a result of faculty and student discussions, the following list of suggestions to prevent cheating on examinations has been developed:

- Proctor examinations in person as there is no honor system.
- Space students as widely as possible to avoid sharing information or misinformation during examination. (Call the college secretary if room is too small for satisfactory testing arrangements.)
- Construct fair tests; e. g., their length, content, applicability to class assignments.
- Determine final grades on as broad a base as possible, not entirely upon the results of one or two examinations. Additional short tests and other supplemental means of evaluating student achievement are strongly recommended.
- Consider giving alternative forms of the same test where the order of questions is different for each form. This device is especially effective whenever there is occasion to use objective tests answer sheets that can be machine-scored. (For assistance in the construction of machine-scored tests, contact the Director of Testing.)
- Confer with the department chair for further assistance on planning examinations, or for information about university resources for special help on examinations.

STUDENT DISCIPLINE PROCEDURES

Office of Student Conduct

<http://conduct.sfsu.edu/home>

The Office of Student Conduct (OSC) at SF State supports the University's educational purpose and goals set forth by interpreting and enforcing standards of student behavior, related policies and procedures under the State of California Code of Regulations, Title V, sections 41301-41304 through Executive Order 1098, Student Conduct Procedures. Cases involving alleged violations of University policies or campus rules by students should be referred to this office, which is responsible for ensuring the fair and confidential administration of the Student Conduct Procedures. The OSC strives to facilitate student learning, ethical development in connection with the student disciplinary process, promote academic integrity and responsible conduct through outreach, conduct outcomes, and education. The OSC works to maintain a safe and orderly campus environment.

STUDENT GRIEVANCE PROCEDURES

<http://senate.sfsu.edu/content/student-grievance-procedures>

Detailed information about the procedures for student grievances is found in the Student Grievance Procedures section of the Supplemental Regulations and Procedures found in the University Bulletin.

HIGHER EDUCATION IN CALIFORNIA

SF State is one of twenty-three campuses in The California State University system, all of which operate under a Master Plan enacted by the California State Legislature in 1960. Under the plan, the principal policy and administrative responsibilities for The California State University system were vested in the Trustees of The California State University and in its administrative-executive arm, the Office of the Chancellor. The Trustees form a board consisting of sixteen members appointed by the Governor, and five ex officio members: the Governor, Lieutenant Governor, Superintendent of Public Instruction, the Speaker of the Assembly, and the Chancellor, who serves as the chief executive of the system. Terms of the Trustees are presently set at eight years. While the Trustees and the California State University and the Chancellor set broad policy for the system, they delegate much responsibility to presidents at each of the twenty-three campuses which comprise The California State University system. A Statewide Academic Senate composed of representatives of the faculty at each campus consults with the Chancellor and makes recommendations to him/her regarding academic matters.

Under the provisions of the Master Plan, the three main divisions of California higher education include the following:

CALIFORNIA COMMUNITY COLLEGES

<http://www.cccco.edu/>

Instruction in these institutions includes standard collegiate courses for transfer to higher institutions, pre-employment vocational and technical training, and general or liberal arts courses. The community colleges may confer the degree of Associate of Arts upon the satisfactory completion of the required units and courses.

THE CALIFORNIA STATE UNIVERSITY

<http://www.calstate.edu/>

The California State University instructs undergraduate and graduate students through the master's degree level and in doctoral work in selected areas of study, in liberal arts and sciences, in applied fields, and in the professions, including the teaching profession. Under special arrangement, doctoral degrees may be awarded jointly by The California State University and the University of California.

UNIVERSITY OF CALIFORNIA

<http://www.universityofcalifornia.edu/>

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