







# WELCOME TO SF STATE

## SF STATE MISSION STATEMENT

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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.

*The Revised Mission Statement was approved by the Academic Senate at its meeting on Tuesday, February 10, 2015.*

# SF STATE INFORMATION

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## University Facts

<https://puboff.sfsu.edu/sfsufact/archive/1920>



### School Motto

“Experientia Docet” (“Experience Teaches”)

### School Colors

Purple and Gold

### School Mascot

The Gator (alligator) was selected by students in 1931; it was originally spelled with an “er” - Golden 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

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The San Francisco State University website 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:

### **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.

### **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.

### **Faculty & Staff**

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

### **Modified Campus Operations**

<https://news.sfsu.edu/covid-19>

## CALENDARS

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### **Executive Calendar**

<https://facaffairs.sfsu.edu/other-resources>

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

### **University Calendar**

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

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







## **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, <https://senate.sfsu.edu/content/proposed-academic-senate-policy-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 your 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.



**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, and 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 ITS <https://its.sfsu.edu/>.

## International Programs

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

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 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.



## **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 website. 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](mailto: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 \$8 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 <https://testing.sfsu.edu/>

<https://testing.sfsu.edu/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 sub- mission 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

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx>

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

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**Senate Policy #S19-158:** <https://senate.sfsu.edu/policy/tenure-track-recruitment-and-hiring-policy-current>

**Faculty Recruitment and Hiring Resources:** <http://facaffairs.sfsu.edu/recruitment-hiring>

The procedures for hiring often tenure track faculty are derived from Academic Senate Policy S19-158. 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

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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

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<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

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<https://senate.sfsu.edu/policy/temporary-faculty-lecturers>

The hiring of temporary faculty is governed by Academic Senate Policy F15-160

## VOLUNTEER FACULTY

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<https://hr.sfsu.edu/practice-directive-156e-0>

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

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

**Adjunct Faculty:** [https://facaffairs.sfsu.edu/sites/default/files/Adjunct\\_Faculty.pdf](https://facaffairs.sfsu.edu/sites/default/files/Adjunct_Faculty.pdf)

**Clinical Faculty:** [http://facaffairs.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/Clinical\\_Faculty.pdf](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](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](http://facaffairs.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/In_Residence_Faculty.pdf)

## GRADUATE TEACHING ASSOCIATES (GTA)

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[http://www.calstate.edu/HRAdm/Classification/R11/Graduate\\_Assistant.pdf](http://www.calstate.edu/HRAdm/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

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<https://hr.sfsu.edu/honorarium-practice-directive-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

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<https://hr.sfsu.edu/forms-policies>

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. Forms with 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

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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

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

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

## RETENTION AND TENURE

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**Academic Senate Policy #S19-241:** <https://senate.sfsu.edu/policy/retention-tenure-and-promotion-policy-current>

**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 S19-241 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 departmental 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 often sure 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 2018 it will become effective in the fall of 2018.

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

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Academic Senate Policy S19-241: <https://senate.sfsu.edu/policy/retention-tenure-and-promotion-policy-current>

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

Policies and procedures governing promotion are contained in Academic Senate Policy S19-241 and F04-028 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 on of teaching effectiveness is replaced by the criterion of effectiveness in library assignment, based upon the CSU Librarian Personnel Plan (FSA78-64). The Library Retention, Tenure, and Promotions Policy (section 5.16), located in the Library Administrative Manual.

## EVALUATION OF TENURED FACULTY

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<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 as needing support, and enhances opportunities for further development. The policy is consistent with SF State's mission of education 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

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<https://senate.sfsu.edu/policy/temporary-faculty-lecturers>

The procedures for the evaluation of temporary faculty are found in Academic Senate policy F15-160.

## EVALUATION OF TEACHING EFFECTIVENESS

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<http://senate.sfsu.edu/policy/administration-and-processing-electronic-and-paper-teaching-effectiveness-evaluation-forms-0>

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

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

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<https://facaffairs.sfsu.edu/sites/default/files/Personnel>

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

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<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 website. 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**

<https://hr.sfsu.edu/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 of 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, which they may have obtained while working at SF State.

# RETIREMENT

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<https://hr.sfsu.edu/thinking-about-retiring>

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 website 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 years' time base or two semesters a year at fifty percent of the preceding years' 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 form to the Office 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.



### **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 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

<https://hr.sfsu.edu/benefits-pay>

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

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article24.pdf>

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 ensure 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**

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article23.pdf>

<https://hr.sfsu.edu/benefits-pay>

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**

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article27.pdf>

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article28.pdf>

<https://senate.sfsu.edu/policy/leaves-pay-policy>

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

Professional Leaves with Pay are governed by Article 27 (Sabbatical Leaves) and Article 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 S13-18, 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**

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/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**

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/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 to 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**

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/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 non-general 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.

<https://hr.sfsu.edu/p211-additional-employment-guidelines>

### **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**

<https://www2.calstate.edu/csuo-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/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**

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article38.pdf>

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

# SHARED GOVERNANCE

## THE ACADEMIC SENATE

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<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 at <https://senate.sfsu.edu/>

## TEMPORARY FACULTY PARTICIPATION IN GOVERNANCE

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<http://senate.sfsu.edu/content/revise-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

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<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

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### 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

<https://dev-sfsu-hr.pantheonsite.io/race-color-national-origin-sexual-orientation-or-disability-0>

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.







































## STUDENT GRIEVANCE PROCEDURES

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<https://senate.sfsu.edu/policy/student-grievance-procedure>

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

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<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

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<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

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

Like the California State University system, the University of California also instructs in liberal arts, sciences, and professions, but in addition has exclusive jurisdiction in law, graduate instruction in medicine, dentistry, veterinary medicine, and architecture, and is the state's primary agency for research, although the system is permitted to make reasonable provision for the use of its libraries and research facilities by qualified faculties of other institutions of public higher education in the state.