



**SAN JOSÉ STATE  
UNIVERSITY**

# **Tenured and Probationary Faculty**

## **Reference Guide**

**San José State University**

**AY 2009-2011**

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## **PREFACE**

The “Tenured and Probationary Faculty Reference Guide 2009-2011” is updated biennially and is based on a major revision which occurred in 2004. The first “San José State University Faculty Reference Book” was produced in 1985; this was primarily the result of work by Robert Woodward. The next edition in 1991 was the work of Selma Burkom, Associate Dean for Faculty Affairs. Editions from 1999 through 2001, titled the “Handbook for Faculty Members at SJSU,” were created by AVP Peter Lee and Associate Dean Jo Sprague. Annual updates of the “Handbook” in 2002 and 2003 were the work of AVP Lee and Associate Dean Joan Merdinger.

In 2004, the first “Tenured and Probationary Faculty Reference Guide” was developed. The 2004-2005 Guide was a synthesis of the earliest editions of the “Faculty Reference Book” and the more recent “Handbooks.” The purpose of the Tenured and Probationary Faculty Reference Guide, and the new edition that is planned for every other academic year, is to provide faculty with information about a wide variety of topics; librarian and counselor faculty may find this a useful source as well. These topics include the history of SJSU and its relationship to the California State University system, academic policies and procedures, conditions of employment, regulations, instructional procedures, university resources, faculty development and research, complaint management, emergency and safety information, and the benefits package associated with CSU employment as a faculty member. URLs for pages on which original documents may be found are also included.

It is important to note that although there has been considerable effort to make this document up-to-date and comprehensive, it is not a legal document. Each year there are federal laws, state laws, Chancellor’s Office Executive Orders, Chancellor’s Office Technical Letters, Presidential Directives, university policies, the CFA-CSU Agreement, and arbitration rulings that may alter the interpretation of the information included here; these documents prevail if any conflict exists between such documents and the reference guide.

Suggestions for additions and/or corrections should be directed to Susan Supan in the Office of Faculty Affairs at x. 42454 or via e-mail at [susan.supan@sjsu.edu](mailto:susan.supan@sjsu.edu).

AY 2009-2010 &  
AY 2010-2011

Dear Faculty Colleagues:

It is a pleasure to welcome new and returning faculty members to a new year at San José State University. As we all know, faculty members make up the heart of the university, and your work in teaching, scholarship and service is central to the mission of our institution.

In order to provide additional assistance to you in your role as a member of the faculty, the Office of Faculty Affairs has produced a comprehensive and updated summary of a wide variety of policies, procedures and practices that will provide guidance to you in your ongoing work. I hope that you will find the Guide helpful and that you will give the Office of Faculty Affairs comments and suggestions for upcoming editions.

My best wishes to you for a most successful academic year.

Sincerely,

Gerry Selter  
Interim Provost

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## **I. HISTORICAL PERSPECTIVE**

### **AN OVERVIEW OF THE CALIFORNIA STATE UNIVERSITY**

The twenty-three campuses of The California State University (CSU) serve more than 450,000 students. Together these campuses make up one of the largest systems of four-year and graduate institutions in the world. The CSU, University of California, and California Community Colleges comprise the three publicly supported elements of the California Master Plan for Higher Education.

The CSU's mission was defined by the Donahoe Higher Education Act of 1960. This legislation spelled out educational responsibilities common to public higher education, e.g., general education. It also defined major functions of each of the three systems to avoid wasteful duplication. The CSU was charged with providing instruction for undergraduate and graduate students through the master's degree in the liberal arts and sciences, applied fields, and such professions as teaching. CSU faculty may undertake research consistent with the primary functions of the system and campus facilities. In practice, this means considerable applied research is constantly in progress. Students are direct beneficiaries because often they are able to participate in projects with their instructors or they see results of their instructors' research in classroom teaching.

The CSU is governed by its own Board of Trustees. The Board includes sixteen members appointed by the Governor to eight-year terms. Ex-officio members are the Governor, Lieutenant Governor, Speaker of the Assembly, Superintendent of Public Instruction, and the Chancellor of the CSU. Faculty, Alumni, and two student trustees serve two-year terms.

The Chancellor – the CSU's Chief Executive Officer – is appointed by the Trustees. The Chancellor delegates authority directly to the campus presidents, who administer all activities of their campuses. They are responsible directly to the Chancellor for enforcing trustee policies and regulations.

The California Post-Secondary Education Commission is generally responsible for coordinating community college, CSU and UC curricular programs, budget appropriations, capital outlay, and campus development. Its eighteen members are drawn from the above systems as well as independent institutions and the public. The council also acts as an advisory body to its constituencies and state officials.

### **SAN JOSÉ STATE UNIVERSITY**

San José State University is the oldest public institution of higher education in California. Founded in 1857 for the purpose of training teachers, the university grew until the campus graduated more elementary teachers than all but one other university in the nation.

By the late 1970s, SJSU was a comprehensive university with many innovative professional, business, and technical programs. From the first class of five young women and one man, SJSU enrollment has grown to more than 30,000 students, making it one of the largest campuses in the CSU.

The University's history, growing stature, and changing role in society are reflected in the names by which it has been known during its more than 150 years. The University traces its lineage directly from an academy founded in San Francisco by a pioneer in West Coast education, George Minns. The campus was taken over by the state in 1862 and became known as the California State Normal School. San José won a Northern California competition for selection as the institution's new home. The campus was relocated to San José in 1871 and established in an ornate, three-story building on Washington Square. In 1880 the original building was razed by fire and replaced by a brick structure. Reflecting its new community identification, the institution's name was changed to San José State Normal School in 1887.

When the great earthquake and fire of 1906 damaged beyond repair the second central campus building, Tower Hall was constructed. Dedication was in 1910. Still in daily use, Tower Hall remains the symbol and heart of SJSU.

In 1921 the University was renamed San José State Teachers College, becoming simply San José State College in 1935. By 1972 the institution's growing stature was recognized by the Legislature and Governor, as symbolized in its new name -- California State University, San José. Eighteen months later, in deference to long years of community identification with "San José State," the name was changed by the Legislature and Governor to San José State University.

From its original mission of teacher training, SJSU has expanded program offerings to include 69 baccalaureate degrees with 81 concentrations, and 65 master's degrees with 29 concentrations. The University was the first CSU campus to establish an undergraduate College of Engineering. Today the College is one of the largest of its kind in California. Courses in commerce grew into one of the largest colleges of business in the nation. A professional police school, another first, grew into a widely respected Justice Studies program. SJSU was among the first in the nation to establish programs in instructional technology and gerontology. Internationally, the University is known for its Steinbeck Research Center and Ira F. Brilliant Center for Beethoven Studies.

More than 150,000 men and women hold degrees from SJSU. Successful alumni are found throughout business, industry, government, arts, music, entertainment, science, and the human and social sciences.

The University's campus consists of twenty city blocks in the heart of downtown San José, hub of world-famous Silicon Valley. South Campus is the site of Spartan Stadium, athletic and recreation fields and facilities. The Aviation Department maintains a facility adjacent to San José's Mineta International Airport. The University is lead school for a six-CSU campus consortium that operates Moss Landing Marine Laboratory on Monterey Bay.

#### **SAN JOSÉ STATE UNIVERSITY'S MISSION**

To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.

## II. ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

### ACADEMIC AFFAIRS

The Provost and Vice President for Academic Affairs, under supervision of the President, is responsible for the academic programs of the University. You can view the overview of the organizational chart for the Division of Academic Affairs at.

[http://www.sjsu.edu/president/docs/org\\_charts/academic\\_affairs\\_orgchart.pdf](http://www.sjsu.edu/president/docs/org_charts/academic_affairs_orgchart.pdf) The President's Office website has other charts detailing this division, which can be accessed at <http://www.sjsu.edu/president/admin/orgcharts/>.

### ADMINISTRATION AND FINANCE

The Vice President for Administration and Finance, under the direction of the President, acts as the Chief Financial Officer of the University. The organizational chart for the Division of Administration and Finance can be viewed at [http://www.sjsu.edu/president/docs/org\\_charts/admin\\_finance\\_orgchart.pdf](http://www.sjsu.edu/president/docs/org_charts/admin_finance_orgchart.pdf).

### INTERCOLLEGIATE ATHLETICS

The organizational chart for the Division of Intercollegiate Athletics can be viewed at [http://www.sjsu.edu/president/docs/org\\_charts/athletics\\_orgchart.pdf](http://www.sjsu.edu/president/docs/org_charts/athletics_orgchart.pdf).

### PRESIDENT

The President of San José State University is the Chief Executive Officer of the University and the local representative of the State. The President is responsible for all aspects of the administration of the University. The organizational chart for the Office of the President can be found on the Office's website: <http://www.sjsu.edu/president/docs/pdf/president.pdf>.

### STUDENT AFFAIRS

The organizational chart for the Division of Student Affairs can be viewed at <http://www.sjsu.edu/president/docs/pdf/studentaffairs.pdf>.

### UNIVERSITY ADVANCEMENT

The organizational chart for the Division of University Advancement can be viewed at [http://www.sjsu.edu/president/docs/org\\_charts/ua\\_orgchart.pdf](http://www.sjsu.edu/president/docs/org_charts/ua_orgchart.pdf).

### III. BOARDS, COUNCILS, AND COMMITTEES

#### **ACADEMIC SENATE (see Senate Handbook)**

The Academic Senate is the principal agency for the formulation and recommendation of policy for the university. It makes recommendations to the President on policies and procedures governing personnel, curriculum, instruction, student affairs, fiscal matters, and other matters relating to the welfare of the university. Copies of the Constitution of the Academic Senate of San José State University, by-laws, and Standing Rules are available in the Senate Office. The Academic Senate Handbook is also available in the Senate Office. Please see [http://www.sjsu.edu/senate/handbook09\\_10/comdescriptions.htm](http://www.sjsu.edu/senate/handbook09_10/comdescriptions.htm) for a description of all Academic Senate committees.

## IV. ACADEMIC POLICIES AND PROCEDURES

### ACADEMIC FREEDOM

#### ACADEMIC FREEDOM AND THE COMMON GOOD

The CSU exists to promote the common good of the citizens of California and humankind and not to promote the welfare of an individual professor, an individual department or college, or the institution as a whole. "The common good depends upon the free search for truth and its free exposition" ("Academic Freedom and Tenure: 1940 Statement of Principles, " as reprinted in AAUP Bulletin, Fall, 1964).

The freedom of professors to inquire, to teach, to speak and to publish contributes very much more to the welfare of their fellow citizens outside the university than to their own good or the good of the campus. As a previous Chancellor, Glenn Dumke, said, the academic community has as one of its oldest functions to serve as "one of the consciences of society." The academic community "is a questioner, a worrier, a critic, and idealist, seeking a better way toward human aspiration and fulfillment." Academic freedom and tenure are essential for excellence in education and, moreover, exist so that society may have the benefits of objective and independent criticism, and honest answers to scientific, social and artistic questions that might otherwise be withheld for fear of offending an influential social group or transient social attitude.

On the most practical level many of the technological innovations of great material value to our society are the results of scientific research that is most effectively carried out in an atmosphere of complete academic freedom. On less tangible levels the social benefits of academic freedom are not so easily identified and accepted, but they are no less real than the material benefits. Free research, teaching, and discussion in political, social and cultural affairs lead to political, social and cultural advances just as clearly as freedom in the sciences leads to advances in science and technology. Freedom in science, indeed, cannot long endure the denial of political, social and cultural freedom. Society is best served when the teacher and scholar feels free to criticize and advocate change in any theories and beliefs, however widely held, and in any existing social, political and economic institutions. It is not easy for professors to dissent and to advocate unpopular ideas; it is almost always to their personal disadvantage to do so; but it is to the advantage of society to encourage them; only thus will society be aware of the full range of social, political and cultural choices available to it; and only thus can the democratic ideal be fulfilled.

#### ACADEMIC FREEDOM AND PROFESSIONAL RESPONSIBILITY ([HTTP://WWW2.SJSU.EDU/SENATE/S99-8.HTM](http://www2.sjsu.edu/senate/s99-8.htm))

The Academic Senate recognizes that professors in the CSU must defend and protect academic freedom – however unpleasant and costly to them personally. Earlier citizens of the State of California wisely established institutions of higher education in which the principles of academic freedom were respected; it is the responsibility of all professors to conserve the integrity of these institutions at whatever sacrifice to their personal tranquility.

CSU professors have these further and related responsibilities: to maintain themselves as experts in their fields of competence by study, research and, publication; to diffuse knowledge and to encourage creativity by their teaching; to defend their colleagues and their institution against any threats to the exercise of their responsibilities, whether from within or without the CSU.

From time to time in the history of higher education in California and elsewhere, advocates of particular social, moral, political or aesthetic positions attempt by violence, lawlessness or political and social pressures to interfere with academic freedom. At such times CSU professors have a special responsibility to see that their own actions do not interfere with the freedom of others. They have further responsibility to insist that their institution does not yield to ephemeral passion or heavy community pressures to take hasty actions that may infringe on freedom of expression.

## PROFESSIONAL ETHICS

The AAUP Statement on Professional Ethics was endorsed by the Academic Senate of San José State University, and was approved and accepted in university policies S99-8 (<http://www2.sjsu.edu/senate/s99-8.htm>). and S99-11 (<http://www2.sjsu.edu/senate/s99-11.htm>).

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of the decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their professions, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## **ACADEMIC INTEGRITY**

University policy S07-2 (<http://www.sjsu.edu/senate/S07-2.htm>) discusses the importance academic honesty and fairness. Defining the roles of students, faculty and the Office of Student Conduct & Ethical Development with regard to academic integrity, this policy also defines academic dishonesty and outlines notification standards and reporting mechanisms for cheating and plagiarism.

## **CAMPUS CLIMATE: TOWARD APPRECIATING DIVERSITY**

The following university policy, S01-13 (<http://www2.sjsu.edu/senate/s01-13.htm>), states the commitment to a campus climate that values diversity and equal opportunity (the following statement is the complete policy):

San José State University is committed to creating a diverse community guided by core values of inclusion, civility, and respect for each individual. Such a community enriches the intellectual climate of the University

and the educational experiences of its students, promotes personal growth and a healthy society, and supports a positive work environment.

As a community that values and respects diversity, inclusion, civility and individual uniqueness, San José State University is committed to:

maintaining a climate where individuals feel welcome;

encouraging students to act, listen and speak with open minds; to value individual experiences and perspectives, and to appreciate differing viewpoints, for the purpose of promoting the free exchange of ideas that fosters a healthy and productive society;

encouraging faculty and staff to act with civility towards co-workers and colleagues while respecting differences and defending free inquiry;

providing an environment where diversity is viewed broadly to include but not be limited to: accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, and veteran's status;

actively recruiting, retaining and promoting a diverse workforce;

ensuring that federal and state laws pertaining to affirmative action, non-discrimination, equal opportunity and prohibition of harassment are fully enforced;

making reasonable accommodations for persons with disabilities;

ensuring that employers using the services of the SJSU Career Planning & Placement Center are equal opportunity employers;

ensuring that students and employees have ready access to information on procedures for filing complaints for non-compliance with laws or university policies, with safeguards to ensure that reports can be filed without intimidation or retaliation;

helping members of the SJSU community sustain and continually strengthen the University's commitment to diversity and equal opportunity;

promoting this policy through seminars, discourse and discussions.

## **INSTRUCTIONAL OBLIGATIONS**

The university places great emphasis upon excellence of instruction. The primary responsibility of each faculty member is recognized to be that of instruction aimed toward achievement of the objectives of the university.

The most comprehensive statement on instructional obligations is S96-2, Direct Instruction Obligations; Ethics; Meeting Classes: Policy and Minimum Procedures (<http://www2.sjsu.edu/senate/s96-2.htm>), which is printed below. When violations of instructional obligations require immediate action or are of such seriousness as to warrant reprimand or disciplinary proceedings, Articles 18 (Reprimands) and 19 (Disciplinary Action Procedure) of the Agreement take precedence. When a faculty member has been absent without leave, whether voluntary or involuntary, for five consecutive working days, the Education Code, Section 89541, specifies that this absence constitutes an automatic resignation. Also see Article 20 of the CFA-CSU Agreement, [http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/Article20.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/Article20.shtml) for provisions relating to workload, assignment of responsibilities, and schedules.

## POLICY

It is the normal obligation of a faculty member to meet each of his or her classes at the scheduled time and place and to present or have presented to the class material appropriate to the stated subject matter. A faculty member who fails to meet or so instruct a class without justification may be 1) formally reprimanded or 2) officially reported as absent for payroll purposes and be docked all or part of the day's pay accordingly. Repeated failures may be the basis for disciplinary proceedings leading to suspension, demotion, or dismissal.

Failure to comply strictly with the prescribed schedule or to present the usual material in the usual way may be justified in terms of instructional innovation or experimentation. Such failures may also be justified by special considerations of a personal or professional nature. In all such cases it is desirable that the departure from the schedule, or the usual materials or approach, be cleared with the department chair in advance, or that advance notice of the personal or professional considerations be given and all practicable measures be taken to satisfy instructional obligations in substance. As a general rule, there should be no loss of salary or other sanction unless such failures have resulted in a loss to the student or to the University of some part of the faculty member's time and efforts to which they are entitled. (Justification under this statement does not prevent a charge against sick leave where the failure results from any cause for which sick leave is available.)

## PROCEDURES

A complaint that a faculty member has failed to meet instructional obligations (as defined above) should be made by or referred to the department chair. The chair should consult with the faculty member named and, if appropriate, investigate more widely. After the chair has investigated and determined that a substantial unjustified failure to meet instructional obligations did take place, the chair shall summarize his/her findings and shall recommend in writing appropriate sanctions to the appropriate administrator (usually the dean). This summary and recommendation shall be provided to the faculty member and shall include notice that s/he has seven days from the date of the notice to respond or rebut to the administrator. The administrator may issue an oral or written reprimand in accordance with Article 18 of the CFA-CSU Agreement and/or may recommend a pay dock to the Provost and Vice President for Academic Affairs. In cases of repeated failures, the administrator may recommend to the President via the Provost and Vice President for Academic Affairs that appropriate disciplinary action be initiated in accordance with Article 19 of the CFA-CSU Agreement.

## **STUDENT RIGHTS AND RESPONSIBILITIES IN THE CLASSROOM**

While faculty may ask a student who is disrupting a class to leave that session, barring any student from more than a single class meeting requires the intervention of the Office of the Vice President for Student Affairs. Students' due process rights are protected by S90-5, Students Rights & Responsibilities; Ethics; Student Government; Privacy; Equal Opportunity; Freedom of Association and Organization; Freedom of Expression; Discipline; Grievances (<http://www2.sjsu.edu/senate/s90-5.htm>).

Also see S07-2 (<http://www.sjsu.edu/senate/S07-2.htm>), Academic Integrity. The University emphasizes responsible citizenship and an awareness of ethical choices inherent in human development. Academic honesty and fairness foster ethical standards for all those who depend upon the integrity of the university, its courses, and its degrees. University degrees are compromised and the public is defrauded if faculty members or students knowingly or unwittingly allow dishonest acts to be rewarded academically.

## **OTHER IMPORTANT UNIVERSITY POLICIES**

Please refer to the Academic Senate webpage for an up-to-date listing of all approved university policies. All approved university policies may be found at [http://www.sjsu.edu/senate/pol\\_chron.html](http://www.sjsu.edu/senate/pol_chron.html).

## **SENSE OF THE SENATE RESOLUTIONS**

A recent Sense of the Senate Resolution, <http://www2.sjsu.edu/senate/SS-F04-1.pdf>, encourages faculty members to promote civic engagement annually, including non-partisan voter registration of students.

Please refer to the Academic Senate webpage for an up-to-date listing of all Sense of the Senate Resolutions. These may be found at [http://www.sjsu.edu/senate/sen\\_res.html](http://www.sjsu.edu/senate/sen_res.html).

## V. CONDITIONS OF EMPLOYMENT

### ABSENCE WITHOUT LEAVE

Absences for time not covered by sick leave, vacation, or an approved leave of absence will result in a partial dock of the employee's paycheck for the month in which the absence occurs. The remainder will be deducted from the employee's last paycheck for that academic year or semester. (Also see Emergency Excuse from Duty, under Regulations for Faculty, VI.) When a faculty member has been absent without leave, whether voluntary or involuntary, for five consecutive working days, the University may initiate the disciplinary procedure to terminate employment (Education Code, Section 89535 [f], Agreement, Article 19).

### ACCOMMODATIONS FOR FACULTY WITH DISABILITIES

Faculty members with disabilities are entitled to reasonable accommodations as provided for by the Americans with Disabilities Act. Information about accessing this support is available from your department chair, college dean or the Employment Accommodations Resource Center (EARC) at x. 46000.

### ADDITIONAL EMPLOYMENT WITHIN THE CSU SYSTEM

During the academic year, with the exception of the period between semesters, full-time faculty members are limited to total employment of 125% within the California State University. The maximum allowable additional employment or overload within the CSU is thus 25%, calculated in terms of timebase without reference to base salary. This overload provision refers only to state-funded and non-state funded auxiliary employment, not to employment outside the CSU (Agreement, Article 36; HR 2002-05).

### AGREEMENT FOR THE FACULTY UNIT (CFA-CSU Agreement)

Several of the topics in this section may be governed by the Agreement between the Trustees of the California State University and the California Faculty Association (CFA), pursuant to provisions of the Higher Education Employee-Employer Relations Act (HEERA). Copies of the Agreement are available in the campus office of the CFA, in departmental offices, and in the offices of College Deans. The Agreement may also be found at [http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/CFAtoc.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAtoc.shtml).

### APPOINTMENT TO POSITION

All university employees are to be appointed by the President (Agreement, Article 12.1). Probationary service for prior academic service, academic class and rank, salary, and departmental assignment are determined before the appointment is made. Official notification shall include this information as well as dates of appointment and conditions of employment. Either at the time of appointment or immediately upon arrival on campus, each new employee will be required to complete the paperwork assuring compliance with the Immigration Reform and Control Act (IRCA). New employees will also be informed of the procedures for signing payroll papers, and applying for health benefits, insurance, parking permits, keys, identification and library cards.

### BUYING FOR DEPARTMENTAL NEEDS

The University uses a centralized purchasing system for equipment, supplies, and services. Procurement and Support Services, in the Administration and Finance Division, is the only authority on campus for the issuance of orders that commit departmental funds. For further information regarding purchasing, call the Purchasing Office at (x. 41560).

### E-MAIL ACCOUNT

Check with your department chair to set up your SJSU e-mail account. Use of your email account is subject to the following policies: University Policies S99-8 <http://www.sjsu.edu/senate/s99-8.htm>, S02-8

<http://www.sjsu.edu/senate/S02-8.htm>. See also "Handbook of Election Issues" on the CSU Office of General Counsel website [http://www.calstate.edu/Gc/OGC\\_Manuals\\_on\\_Legal\\_Issues.shtml](http://www.calstate.edu/Gc/OGC_Manuals_on_Legal_Issues.shtml).

## **EMPLOYMENT OF CLOSE RELATIVES/IMMEDIATE FAMILY MEMBERS**

The CSU system does not prohibit the employment of immediate family members but does prohibit appointments that would require an employee to make decisions on the personnel status of any such person. An "immediate family member" is defined as a close relative including: "parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, spouse, registered domestic partner, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, and by guardianship and/or adoption or a person residing in the immediate household except live-in household employees or roomers. Relatives of domestic partners shall be treated as relatives of spouses." (see <http://www.calstate.edu/HRAdm/pdf2004/HR2004-18.pdf>) In addition, at SJSU, University policy S99-8 "Academic Freedom and Professional Responsibility" further discusses "Conflicts of Interest" (see <http://www2.sjsu.edu/senate/s99-8.htm>).

## **FACULTY REGISTRATION IN UNIVERSITY COURSES (FEE WAIVER)**

Tenured and probationary faculty members and temporary faculty members with a 3-year entitlement may, under the CSU Fee Waiver Program, enroll each semester in two classes or six units, whichever is greater, of approved job-related or career development courses. The courses shall not conflict with the faculty member's scheduled classes or scheduled office hours. The Fee Waiver may be transferred to a spouse, domestic partner, or dependent child (up to age 23) subject to the conditions of the [Agreement](#), Article 26. See the Faculty Fee Waiver forms online at [http://www.sjsu.edu/facultyaffairs/docs/FWAppR03\\_5-08.pdf](http://www.sjsu.edu/facultyaffairs/docs/FWAppR03_5-08.pdf) or request forms from the Office of Faculty Affairs (ADM 150).

### NON-RESIDENT STUDENT TUITION FEE WAIVER

Non-resident student fees are waived for faculty members and support service personnel, their spouses, domestic partners and their dependent children during their first year of California residency. This waiver is not available, however, to student assistants, part-time employees, or full-time employees on less than annual appointments (See Title V, Article 4, Section 41910).

## **HOLIDAYS**

Holidays for faculty are identified on the calendars that appear in publications developed by Institutional Planning and Research (IPAR) (See [Agreement](#), Article 33, and [http://www.sjsu.edu/academic\\_programs/calendars/academic\\_calendar/](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/)).

## **I-9 DOCUMENTS**

Each new SJSU employee must demonstrate the right to work in the US. See the "List of Acceptable I-9 Documents" on the HR website at [http://www.sjsu.edu/hr/forms/personnel/List\\_of\\_Acceptable\\_Documents.pdf](http://www.sjsu.edu/hr/forms/personnel/List_of_Acceptable_Documents.pdf). At the time of hire, documents that establish both identity and employment eligibility are required.

## **IDENTIFICATION CARD/TOWER CARD**

Each new SJSU employee is issued an identification card, or Tower Card. This card is required for certain campus transactions and it may also be useful for cashing checks, establishing credit or qualifying for professional discounts. The card will be collected from the employee at the time of separation from the University. See <http://www.sjsu.edu/bursar/services/towercard/> for additional details about the Tower Card.

## **INCOMPATIBLE ACTIVITIES**

Faculty members are expected to regard their academic assignments as their highest professional responsibilities. They shall not, therefore, engage in outside activities that in any way conflict with or interfere with their regular assignments ([Agreement](#), Article 35).

## **JURY DUTY**

An employee required to serve on a jury is allowed time off with pay for the period of time served but is prohibited from receiving the daily juror fee for jury duty service in a state court (see Civil Code of Procedure, Section 215, based on SB 1102). Employees called to jury duty in superior court, both civil and criminal cases, are eligible to receive reimbursement for mileage at the rate of \$.485/mile for each mile actually traveled in attending court as a juror after the first day, in transit to the court (one way only). See <http://www.calstate.edu/HRAdm/pdf2004/TL-BEN2004-22.pdf> for further details.

## **KEYS**

Keys are issued by the Lock Shop (a division of Facilities Development & Operations) in accordance with policies outlined in Administration & Finance. Employees should request keys through their department chairs. Employees must have an I.D. card in order to pick up keys. When leaving university employment, employees must turn in all keys to the Key Control Center. Keys must not be copied and should not be loaned. The Lock Shop is located on S. 10<sup>th</sup> Street between E. San Fernando and E. San Antonio. Additional information about the Lock Shop may be found at <http://www.sjsu.edu/facilities/buildings/lockshop/>.

## **OATH OF ALLEGIANCE**

The Oath of Allegiance is required of all faculty except those who are non-residents. The oath must be subscribed to on or before the effective date of appointment. An oath is valid for subsequent appointments if the effective date of appointment is within twelve months from the date of signing the oath.

## **OFF-CAMPUS USE OF UNIVERSITY EQUIPMENT**

Faculty members may take equipment off campus only for university business and only after receiving authorization from the department chair. The faculty member and the department office should have a receipt until the item is returned. If university property is not returned when requested, the faculty member will be required to pay replacement costs.

## **OUTSIDE EMPLOYMENT**

Faculty members shall not engage in outside employment (i.e., employment not compensated by the California State University or non-state funded auxiliaries) that conflicts with normal work assignments or with the satisfactory performance of all their assigned duties. (Agreement, Article 35). If outside employment, such as consulting, appears to be preventing the satisfactory performance of all the faculty member's responsibilities – including the meeting of assigned classes, maintaining office hours, and attending assigned department and committee meetings – the appropriate administrator (the college dean) should request a record of the outside employment, in accordance with the Agreement, Article 35.2, and forward it to the Associate Vice President/Faculty Affairs.

## **PARKING**

State regulations (Title V, Section 42201) require that parking fees be charged to students and employees who use campus parking facilities. Parking permits may be purchased at the Office of Traffic and Parking Operations (in the Seventh Street Parking Garage, corner of Seventh and San Salvador Streets, see <http://www2.sjsu.edu/parking/>).

Permanent employees may purchase a parking permit via payroll deduction. Temporary employees are not eligible for payroll deduction but may purchase a semester permit. The Tenth and Fourth Street Garages are permit **ONLY** at all times. The Seventh Street Garage offers a daily fee option (currently \$8), but on a very limited basis. For further information, contact Parking Services (46556).

## **PAY DAYS**

Paychecks are issued once a month, on the first day of the next pay period after the month worked (See [http://www.sjsu.edu/hr/all\\_employees/payroll/paydates/](http://www.sjsu.edu/hr/all_employees/payroll/paydates/)). Direct deposit is available (See dates [http://www.sjsu.edu/hr/all\\_employees/payroll/deposit/](http://www.sjsu.edu/hr/all_employees/payroll/deposit/)).

## **PAY PLANS FOR ACADEMIC-YEAR EMPLOYEES**

### AMOUNT AND DATES OF PAY FOR ENTIRE ACADEMIC YEAR

Academic Year (AY) employees with continuing appointments are paid in twelve equal monthly installments. Appropriate adjustments are made for changes in academic rank, salary rate, and timebase for the periods covered by such adjustments. Installments are paid on state paydays; the first installment is paid at the conclusion of the September pay period, therefore the first paycheck issued to a faculty member commencing employment with SJSU in the Fall semester is the October paycheck.

### DATES OF PAY FOR SERVICE FOR SEMESTER

Academic Year employees who are appointed to serve for one semester only are normally paid in six equal monthly installments payable on state paydays. Fall-semester-only employees will receive their first paycheck at the conclusion of the September pay period. Spring-semester-only employees will receive their first paycheck at the conclusion of the February pay period.

## **PROPERTY AND EQUIPMENT CONTROL**

The responsibility for safekeeping departmental property and equipment rests with the department chair; however, it is a concern all university personnel should share. Faculty members should be aware of maintenance needs and security precautions related to departmental property and equipment. Lost or stolen items should be reported to the University Police (x. 42222) and the Property Office (x. 41595) as soon as the loss is discovered.

## **PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS) (See Chapter XII. Benefits)**

University employees become members of the Public Employees' Retirement System (PERS) if employed full-time for more than six months. Part-time employees must be appointed for half-time or more for three consecutive semesters in order to qualify for membership. Employees who become members of the retirement system are also subject to Social Security contributions (OASDI). Members of PERS are eligible for service retirement on or after attaining age 50, provided the member has five years or more of service credit. There is also a provision for disability retirement. A member who retires with disability after ten years of service is guaranteed an annuity no less than one-third of the member's final compensation (Reference: PERS Benefit Booklet, Human Resources).

### RETIREMENT CONTRIBUTIONS UPON SEPARATION

Employees who leave may elect to withdraw their contributions together with any accrued interest. Should a former employee return to state service, the employee may redeposit those contributions together with the interest that would have accrued had the money remained on deposit. The redeposit may be made by lump sum, or in installments through payroll deduction (Reference: PERS Booklet, Human Resources).

## **REPORTING JOB-RELATED ACCIDENT OR ILLNESS**

If a life-threatening injury or illness (e.g., stroke, heart attack, seizure) occurs during normal working hours, the ill or insured employee must be taken to the Student Health Center by the department chair or the appropriate administrator. In less than life threatening instances and when the center is closed, the University's procedure is to accompany the employee to the nearest emergency room. Arrangements for an ambulance should be made through the University Police Department. When an injury occurs on the job, it is the responsibility of the immediate supervisor or a person in a supervisory capacity to accompany the employee the Student Health Center or to the hospital to ensure that the employee receives the required

treatment and to complete the Worker's Compensation Employer's Report of Occupational Injury or Illness. This form is available on the web at [http://www.sjsu.edu/hr/all\\_employees/safety\\_programs/lipp\\_pgm](http://www.sjsu.edu/hr/all_employees/safety_programs/lipp_pgm). The employee is, however, responsible for filling out the Worker's Compensation Claim Form (DWC 1) & Notice of Potential Eligibility in the Human Resources Office ([http://www.sjsu.edu/hr/all\\_employees/workplace\\_injury/workers\\_comp/index.htm](http://www.sjsu.edu/hr/all_employees/workplace_injury/workers_comp/index.htm)).

## **SALARIES**

Salaries for members of the faculty unit are negotiated through the collective bargaining process. Academic rank and salary level are determined before appointment. Service Salary Increases (SSIs) of approximately 2.65% (this changes by Agreement) may be granted for each year of service (up to a maximum for each rank) after evaluation as required by the Agreement (See Article 31). The counters for SSIs are set at the time of initial employment and reset after each promotion (For a current salary schedule see [http://www.sjsu.edu/hr/docs/payroll/info/payroll\\_calendar.pdf](http://www.sjsu.edu/hr/docs/payroll/info/payroll_calendar.pdf)). With the CFA-CSU Agreement, anniversary dates determine the year of awarding of SSIs. For the most recent technical letter on this subject see <http://www.calstate.edu/HRAdm/pdf2007/TL-SA2007-08.pdf>.

## **SEPARATION FROM THE UNIVERSITY**

Employees are required to submit an Confidential Employee Exit Survey Form to the Human Resources before they separate. On the day of separation, the employee should bring the completed clearance form to HR and be prepared to sign a form requesting disposition of retirement funds. See the form at [http://www.sjsu.edu/hr/docs/personnel/forms/exit\\_survey.pdf](http://www.sjsu.edu/hr/docs/personnel/forms/exit_survey.pdf).

## **VOICE MAIL**

All tenured and probationary faculty have an assigned campus phone and phone number. From your campus phone, press \*5 and then your password. Press P to play your message, D to delete, and K to keep your message. From off-campus, dial (408) 924-1009, at the prompt, enter your extension and the star key (example 45300\*). At the prompt, enter your passcode and proceed as above. You can press the "A" key to answer any message sent from the campus system. If you cannot access the voice mail system due to a previously set password, contact your department office. Be sure to give the department office your password to avoid a Telecommunications reset fee.

Campus phone numbers begin with (408) 924-4\_\_\_\_. Phone numbers for the Martin Luther King Jr. Library begin with (408) 808-2\_\_\_\_.

## VI. REGULATIONS FOR FACULTY

### ABSENCE AS A WITNESS

Contract provisions regarding "absence as a witness" distinguish between a "court-subpoenaed witness or . . . an expert witness in the interest of the CSU" and "a party to a suit or . . . an expert witness not serving in the interest of the CSU." This distinction must be construed quite literally. "In the interest of CSU" should be read as "on behalf of the CSU." Witnesses appearing "in the interests of the CSU" shall remit court fees to the CSU; alternatively, an equal amount "shall be deducted" from the employee's salary, unless the person is on vacation, leave, or CTO. A faculty unit employee who "is a party to a suit or . . . is an expert witness not serving in the interest of the CSU shall appear on his/her own time," shall be charged vacation or CTO, or shall be docked.

In short, any faculty member who misses assigned responsibilities because of consulting, or serving as an expert witness in a case not on behalf of the CSU, must do so on his/her own time or must be docked for time missed from assigned responsibilities. Since "approved travel" implies the conduct of the State's business during periods of assigned responsibility, departments should not file travel requests for people receiving money for their work unless their work meets the criterion described and they plan to remit any payments they receive (Agreement 23.12-17).

### ACADEMIC YEAR

The academic year begins with instructionally-related activities (faculty meetings, orientation, advising, and registration) prior to the first day of fall semester instruction. Instructionally-related activities are included in faculty workload assignments (Agreement, 20.1). The academic year ends with the close of the spring semester, which normally occurs on commencement day or a few days thereafter. The specific dates are listed in the calendars in the university bulletins and the Schedule of Classes and may also be obtained from the Office of Academic Budgets & Planning. (See [http://www.sjsu.edu/academic\\_programs/calendars/academic\\_calendar](http://www.sjsu.edu/academic_programs/calendars/academic_calendar)).

### AGREEMENT FOR THE FACULTY UNIT (CFA-CSU AGREEMENT)

Several of the topics in this section may be governed by the Agreement between the Trustees of The California State University and the California Faculty Association (CFA), (CFA-CSU Agreement) pursuant to provisions of the Higher Education Employee-Employer Relations Act (HEERA). Copies of the Agreement are available in the campus office of the CFA, in departmental offices, and in the offices of College Deans. For regulations about the following, which are not covered in these Guidelines, consult the Agreement regarding grievance procedures (Agreement, Article 10), reprimands (Agreement, Article 18) and disciplinary action procedures (Agreement, Article 19):

Disciplinary action procedures

Grievance procedures

Reprimands

### ATTENDANCE AT OFFICIAL MEETINGS AND EXERCISES

Faculty members are expected to attend faculty meetings unless they are teaching a class or otherwise engaged in work for the University. These activities are included in faculty workload assignments (Agreement, 20.1); unless faculty members are officially excused, their absence from these activities should, in accordance with established policy, result in disciplinary action if such actions are not remedied. University Policy F81-4 <http://www2.sjsu.edu/senate/f81-4.htm> requires that each department and/or program shall establish a policy ensuring that a minimum of fifty (50%) percent of its tenured/probationary faculty attend each annual commencement. Apart from this regulation governing attendance at the annual commencement, faculty members should be aware of the importance of commencement exercises to the University, and particularly to graduating students and their families.

## **DEPARTMENT VOTING RIGHTS**

For the university policy on departmental voting rights F02-4 (See <http://www2.sjsu.edu/senate/F02-4.pdf>). This policy is also applicable in the nomination of department chairs (F07-4).

## **DISCRIMINATION PROCEDURE**

It is the policy of the CSU to prohibit discrimination (Executive Order 883). Any faculty member who believes that he/she has been subjected to discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, medical condition or covered veteran's status may file a complaint. Discrimination complaints may be filed with the Office for Equal Opportunity in the Human Resources office (See Complaint Form, [http://www.sjsu.edu/hr/all\\_employees/equal\\_ops/](http://www.sjsu.edu/hr/all_employees/equal_ops/)).

## **DRUG-FREE SCHOOL, DRUG-FREE WORKPLACE**

### HISTORY

Presidential Directive (PD 90-02, <http://www.sjsu.edu/president/docs/directives/directives.pdf>) was developed in response to the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), which amends the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965. This Federal Law imposes new requirements on all institutions of higher learning to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises or as part of school activities. The new law imposes strict sanctions for institutions of higher education that fail to comply with its requirements, including the termination of all forms of Federal assistance.

### PURPOSE

San José State University recognizes that the abuse of drugs, including alcohol, is a threat to the health and welfare of the campus community and is not compatible with an optimal environment for teaching and learning:

San José State University recognizes that its policy on illicit drugs and alcohol must respect all legal requirements, including, but not limited to: a) Public Laws 101-226, 100-440, 100-690 and other drug-free work place laws; b) controlled substances laws contained in the California Penal Code; c) alcoholic beverage laws pertaining to the possession, consumption and sale of alcoholic beverages and penalties thereof; d) administrative regulations concerning drugs such as those contained in union contracts, CSU disciplinary codes and personnel practices.

Under the Public Laws cited above, the President has declared San José State University a drug-free workplace. This means that the unlawful manufacture, possession, distribution, or use of a controlled substance is prohibited on the campus. Violation of this directive may result in dismissal under the applicable regulations under Title 5. Any violator will also be subject to applicable civil and criminal penalties.

Unlawful possession, use, or distribution of illicit drugs and alcohol by students may result in disciplinary procedures under the applicable regulations of Title 5, California Administrative Code. Employees found to be in violation of this policy may be subject to corrective action, up to and including dismissal, or may be required, at the discretion of the University, to participate satisfactorily in an approved counseling or rehabilitation program.

### GUIDELINES

The following general principles will serve as standards of conduct: a) use of any illicit drug (including performance enhancing substances such as anabolic steroids) is prohibited on campus at any time and is also subject to the penalties imposed by local, State, and Federal laws; b) the use of alcohol by intoxicated individuals or anyone under 21 years of age is prohibited on campus and is also subject to the penalties imposed by local, State, and Federal laws; c) teaching, or performing other university duties, while under the

influence of any illicit drug or alcohol is prohibited; d) heavy consumption of alcohol at any university-sponsored event is unacceptable behavior and may result in sanctions; e) any consumption of alcohol by a pregnant women presents health risks to her unborn child, and is thus discouraged; f) responsible consumption of alcohol in low risk situations is acceptable behavior; g) alternatives to alcohol must be provided at all university sponsored events where alcohol is served.

University policy S02-5 was adopted in 2002, reaffirming the earlier policy on drug-free school/workplace with a focus on alcohol; this was based on a CSU request. See <http://www.sjsu.edu/senate/S02-5.pdf>.

### UNIVERSITY SERVICES

While recognizing the dangers of alcohol and substance abuse, the San José State University administration is also aware that alcohol and substance abuse problems require intervention and treatment. The University has set up internal systems of education, intervention, and referral services to treatment. For further information contact: Prevention Education Program (PEP), 924-5945 or 924-5944; Human Resources (information and guidance), 924-2250; Employee Assistance Program (EAP), 924-5940.

### **EMERGENCY EXCUSE FROM DUTY**

Faculty members who must be absent from any official duty should notify their department chair in advance. Since no sick leave is provided for full-time employees during their first month of employment, new employees must be docked in pay if absent from duties because of illness during this period. Absence from official duties for any kind of personal business, regardless of the faculty member's tenure, may require a pay dock (Also see Absence without Leave, under Conditions of Employment, V).

### **EQUAL OPPORTUNITY**

San José State University is guided by the principle of equal opportunity, including the conviction that there will be no differential treatment of persons because of race, religion, national origin, age, sex, handicap, veteran's status, or sexual orientation. This principle is to be observed in the admission, housing and education of students; in policies governing programs of extra-curricular life and activities; and in the employment of faculty, staff, and student personnel.

The University maintains a firm, and unambiguous commitment to the active elimination of discrimination, and the recruitment of a diverse, multicultural faculty and staff. See S01-13 San José State University's Policy of Commitment to a Campus Climate that values Diversity and Equal Opportunity; <http://www.sjsu.edu/senate/S01-13.pdf>.

### **FACULTY EARLY RETIREMENT PROGRAM (FERP)**

This section summarizes FERP's main features. Faculty should consult the Agreement, Article 29 for full details.

#### GENERAL DESCRIPTION

FERP is available to tenured faculty and librarians who have reached the minimum age of 55 and are eligible for service retirement under either PERS or STRS. FERP allows such qualified faculty members to retire while simultaneously continuing partial academic employment.

#### DURATION OF FERP APPOINTMENT

The Agreement, Article 29.7 states that the specific duration of employment in FERP is for "no more than five (5) consecutive years."

## ENROLLMENT

Eligible faculty and librarians electing to participate in FERP must notify the AVP/FA six months before the academic year when the FERP appointment is to begin. Participation in FERP may start only in the fall semester. Therefore, faculty and librarians planning to FERP must notify PERS/STRS that their retirement must begin prior to or concurrent with the start of the academic year.

## RIGHT TO EMPLOYMENT

The FERP participant is entitled to one "period of employment" per year at half of the time base worked in the year prior to retirement; for full-time faculty members in the year prior to entering FERP that would be one semester or .50 AY. The right to continued employment shall terminate in the event of dismissal for cause, layoff, or failure to meet the employment commitment.

## PERIOD AND TIME BASE FOR EMPLOYMENT

"Period of employment" refers to the calendar designation when the employee will work, i.e., the academic year, the fall semester or the spring semester.

The amount of time worked in the period of employment is determined by the year prior to entrance into FERP: participants who enter FERP may choose either to be employed full-time for one semester or .50 in the fall and in the spring semesters of an academic year, if they were employed full-time in the year prior to entering FERP (Agreement, Article 29.8). Faculty employed at less than full-time pre-retirement are eligible for half of the pre-retirement timebase.

A participant may request reduction of the time base of the FERP appointment. If the President determines that the request shall be granted, the reduction shall continue for the duration of the appointment (Agreement 29.12).

A participant may be granted one leave of absence without pay for personal illness, for all or part of the period of employment in one academic year. Such a leave shall not affect future participation in FERP (Agreement 29.16).

## RIGHTS AND RESPONSIBILITIES

For the period of employment, FERP participants shall be deemed tenured faculty or librarian employees and shall be required to perform "normal" duties, responsibilities and activities. The employee shall be entitled to serve on governance committees whose work is completed within the period of appointment. Per the most recently bargained Agreement, FERP participants may serve on personnel committees. Permission for such service must be requested in writing by the department chair and Dean and submitted to the AVP/FA.

## BENEFITS

Participants in FERP have the same benefits as do other retired employees.

**Health and Vision Plans:** Participants enrolled in health plans prior to retirement may continue benefits through PERS/STRS. Those enrolled in a CSU enhanced dental plan immediately prior to retirement may continue in the plan. (Agreement, 29.21). Effective January 1, 1988, FERP participants shall be eligible to receive the same vision care benefits as other employees.

**Sick Leave:** At the time of appointment into FERP, a participant may choose to carry over up to 48 hours of sick leave by electing to reduce his/her accumulated sick leave by that amount for service retirement credit. Participating employees accrue sick leave for each term of appointment at the same rate as other employees: 8 hours per month for full-time service, pro rata for less than full-time appointment. No more than 160 hours of sick leave may be accrued during FERP (Agreement, 29.17).

**Seniority:** Service is credited as continuous (See Agreement, Article 38.24).

**Tax Sheltered Annuities:** If intermittent payments are acceptable to the annuity company, participants are eligible to continue or join TSA programs.

FERP participants do not have payroll deductions for PERS, STRS, or OASDI. Nor are they eligible for NDI or IDL. They are, however, covered by Workers' Compensation. They are not eligible for sabbatical leave, or for promotion.

For additional information about the FERP program at SJSU, see Frequently Asked Questions on the Faculty Affairs webpage at [http://www.sjsu.edu/facultyaffairs/Unit\\_3/CBA/FERP/index.htm](http://www.sjsu.edu/facultyaffairs/Unit_3/CBA/FERP/index.htm).

## **HONORARIA AND FEES DURING OUT-OF-STATE TRAVEL**

State regulations prohibit employees traveling out-of-state for officially approved purposes from accepting any honorarium or fee from an outside source for work done during regular working hours. Employees have the choice of requesting a leave of absence without pay and accepting the honorarium or fee or of refusing the honorarium or fee and receiving regular compensation for the approved travel. If the travel extends over a number of days and the honorarium or fee is connected only with a service rendered on one particular day, the employee may elect to accept the payment and not receive state salary for that day. If the service is rendered by the employee after regular working hours, the employee may submit a certificate stating the fee was received for services after regular working hours and may thus be permitted also to receive state salary for that day.

## **INTERNATIONAL TRAVEL**

Requests for international travel must be submitted to the office of the Provost 30 days prior to travel (see <http://www.sjsu.edu/provost/forms/#travel>).

## **LEAVE OF ABSENCE WITH PAY (SABBATICAL LEAVE & DIFFERENCE-IN-PAY [DIP])**

The following information is based upon Title 5, California Administrative Code, Sections 43000-43008; CSU Policy as stated in FSA 67-19 and E.O. 37 (<http://www.calstate.edu/eo/EO-037.pdf>); the Agreement, Articles 27-28; the University Sabbatical policy F08-4 (<http://www.sjsu.edu/senate/F08-4.htm>) and the University Difference-in-Pay policy, S96-8 (<http://www.sjsu.edu/senate/s96-8.htm>).

### PURPOSE OF SABBATICAL LEAVES AND DIFFERENCE IN PAY (DIP) LEAVES

The purpose of Sabbatical leaves, and Difference-in-Pay leaves, is to benefit the university, its students and its programs through the professional development of its faculty as teachers and scholars. Projects which, because of their scope, cannot be undertaken in the course of a faculty member's fulltime responsibilities and which propose to benefit the University in at least one of the following ways (not listed in rank order) are eligible for consideration: scholarly, creative, and/or professional activities; activities which enhance a faculty member's pedagogical and/or professional competencies; projects which contribute significantly to the development of a discipline or curricular area.

### ELIGIBILITY FOR LEAVE WITH PAY

According to the Agreement, a full-time faculty unit employee shall be eligible for a sabbatical or DIP 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."

### APPLICATION AND SCREENING PROCEDURE

The Office of Faculty Affairs sets the calendar and distributes applications each summer for screening the following academic year. The department chair and college dean each make recommendations as does the College Sabbatical Leave Committee, and the University Sabbatical Leaves Committee. Both committees are made up of elected tenured faculty members. The President or his/her designee makes the final decision about whether an application shall be granted or denied. For detailed information concerning the criteria and the process, see University Sabbatical policy F08-4 (<http://www.sjsu.edu/senate/F08-4.htm>) and the University Difference-in-Pay policy, S96-8 (<http://www.sjsu.edu/senate/s96-8.htm>).

### TYPES OF LEAVE WITH PAY

Leaves of absence with pay are of four types: 1) one semester, full pay; 2) two semesters, half-pay; 3) one semester, difference-in pay; 4) two semesters, difference-in pay. Difference-in-pay (DIP) leaves are calculated by subtracting from the faculty member's current annual salary the current annual salary of the lowest pay rate for Lecturer A. Depending upon the application's current salary, it may be financially advantageous to request a difference-in-pay leave rather than a half-pay annual leave; applications should be aware, however, that there is considerable financial disadvantage to a difference-in-pay leave for one semester. It is also important to note that faculty members awarded difference-in-pay leaves and half-pay sabbatical leaves will lose partial retirement credit unless they choose to reimburse the State to the level of a normal retirement contribution. A faculty member's contribution to and credit in the retirement fund is in proportion to reduced compensation while on leave. The Human Resources Benefits representatives are able to provide information regarding ways by which full retirement credit may be purchased.

### CLEARANCE FROM ANIMAL USE OR HUMAN SUBJECTS COMMITTEE

Applicants whose sabbatical or DIP projects include research on animal or human subjects must include the approval of the Institutional Animal Care and Use Committee (IACUC) or the Institutional Review Board-Human Subjects (IRB-HS) with their applications, as campus policies F06-4 (<http://www.sjsu.edu/senate/SM-F06-4.pdf>), and S08-7 (<http://www.sjsu.edu/senate/S08-7.htm>) mandate clearance for all such research sponsored or funded by the University. The applicant must initiate the process for seeking approval from IACUC or IRB-HS no later than the start of the semester in which the application is being submitted. An application involving research on animal or human subjects, which lacks approval of either IACUC or IRB-HS, will not be considered by the Sabbatical and DIP Leaves Committee.

### BOND OR STATEMENT OF ASSETS

The Agreement (Sections 27.9 and 28.11) requires that an applicant for a Sabbatical and/or a DIP leave file "a suitable bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is individually or collectively at least equal to the agreement of salary paid during leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service." The bond or promissory note will be filed with the AVP/FA Office upon notification of recommendation for sabbatical leave by the AVP/FA. Faculty are not eligible to take the leave without having the signed bond or promissory note on file in the Office of Faculty Affairs. Because these documents provide a financial revelation from the faculty member, either document will be treated as confidential.

### ADDITIONAL INCOME WHILE ON PAID LEAVE

The Agreement states that faculty unit employees on Sabbatical leave and Difference-in-Pay leave "shall not accept additional and/or outside employment without prior approval of the President" or his/her designee (27.15 and 28.14). If any remuneration other than university salary is anticipated, full details must be included in the application.

### CHANGE OF LEAVE PROPOSAL AFTER IT HAS BEEN AWARDED

If the sabbatical leave project or the DIP cannot be carried out essentially as outlined and approved in the application, the faculty member must request, in writing, the approval of the college dean to change the leave proposal.

### HEALTH BENEFITS AND SERVICE CREDITS

Faculty members on leave with pay, of any type, shall be considered in work status and shall receive health, dental, and appropriate fringe benefits provided by the CSU in the same manner as if they were not on leave. They shall be entitled to accrue sick leave, credit toward merit Service Salary Increases, eligibility toward promotion (if applicable), and seniority credit.

### SERVICE REQUIRED FOLLOWING PAID SABBATICAL LEAVE & DIP

The California Administrative Code (Title 5, Section 43000-43008) specifies that a person awarded a leave with pay must return to the service of The California State University to provide at least one term of instruction for each term of leave granted (27.17). The return to service will normally follow the period of the leave with pay. Approval of the President must be obtained well in advance if the person on leave wishes to delay the immediate return to service by going on leave without pay before returning to service.

### COMPENSATION TO THE STATE IN THE EVENT OF NON-RETURN OR INCOMPLETE SERVICE TO THE UNIVERSITY FOLLOWING LEAVE

Although Government Code 21201 prohibits using PERS contributions to indemnify the State, if necessary, to meet the service obligations following paid sabbatical leaves, "the University may attach the posted bond, the promissory note, or the assets declared." If the failure of the employee to return and render the requisite service is not the fault of the employee (i.e., if death, physical or mental disability, or dismissal for cause have occurred (UCAM 6359.031), the service obligation will be waived.

### SUBMISSION OF SABBATICAL OR DIP LEAVE REPORT

Within six weeks after returning to service at San José State University, the faculty member shall submit a written report via the dean to the Office of Faculty Affairs (Agreement 27.16, 28.15). In addition, faculty members returning from leave are encouraged to present the results of the sabbatical or DIP leave at departmental, college or university forums.

### **LEAVE OF ABSENCE WITH PAY (MATERNITY/PATERNITY)**

Maternity/paternity leave refers to a leave for the purpose of a parent preparing for the arrival of a new infant and the care of a new infant. A maternity/paternity leave shall not constitute a break in service. Eligible faculty members are entitled to a maximum of thirty (30) days of such paid leave, which shall commence a 135 day period beginning 60 days prior to the anticipated arrival of a new child and ending 75 days after the arrival of a new child (Agreement, 23.4). Such leave shall be charged only for workdays. This leave may be used for the birth of a child of the faculty member, or the placement of a child with a faculty member in connection with the adoption or foster care of the child by the faculty member.

A faculty member who plans to take maternity/paternity leave is encouraged to discuss this in advance with the department chair, and to make an appointment with the Office of Faculty Affairs to discuss the implementation of this benefit. The faculty member must complete the Personal/Professional Leave Form (maternity/paternity leave is included on the form). The chair shall recommend approve/not approve and forward the application for the leave to the college dean. The dean shall record his/her recommendation on the form and forward all materials to the AVP/FA for the final decision (<http://www.sjsu.edu/facultyaffairs/forms/>).

Interested faculty may also visit the Office of Faculty Affairs website to view the ACE/Sloan Project 2008-2010 for more information on balancing work and life at <http://www.sjsu.edu/facultyaffairs/docs/ACESLOAN.pdf>.

## LEAVE OF ABSENCE WITHOUT PAY

### ELIGIBILITY

Full-time faculty unit employees and less than full-time tenured faculty unit employees are eligible for leaves of absence without pay (Agreement 22.1). Leaves without pay may be full-time or partial (such as half-time, quarter-time, etc.).

### DURATION

Leaves may be granted for specific time periods, such as one semester or one year, up to two years. Although there is no limit on extensions of full-time leaves, normally such extensions are not approved for more than a total of three years. Although it is possible to extend a partial leave beyond three years, for one year at a time, approval for such an extension is not automatic. Employees wishing to extend partial leave should make written requests far enough in advance of the proposed extension to permit adequate time for review at the university level.

A tenured faculty unit employee may be granted a maternity/paternity personal leave for up to twelve months (Agreement 22.11).

### TYPES OF LEAVES WITHOUT PAY

Leaves of absence without pay are of two types. A professional leave of absence without pay may be for the purposes of research, advanced study, professional development, or other purposes of benefit to the campus (Agreement 22.24-22.27). A personal leave of absence without pay may be for the purposes of unpaid sick leave, outside employment, maternity/paternity/parental leave, or other purposes of a personal nature (Agreement 22.8-22.23).

### APPLICATION PROCEDURES

The faculty member shall make a request for either a personal or a professional leave without pay by writing a memo and attaching the memo to the Personal/Professional Leave Without Pay form (see <http://www.sjsu.edu/facultyaffairs/forms/>). The memo and form should be addressed to the department chair, documenting and explaining the reasons for seeking the leave. The chair shall consult with an appropriate departmental committee to evaluate requests for professional leaves. The chair shall recommend approve/not approve and forward the application for the leave to the college dean. The dean shall record his/her recommendation on the form and forward all materials to the AVP/FA for the final decision. Reasons for granting or denying a professional leave shall be given, as well as any conditions of the leave (Agreement 22.4; 22.26).

### SERVICE CREDIT

For a single professional leave of absence without pay, including extensions, a faculty unit employee shall accrue a maximum of one year of service credit toward probation (if applicable), sabbatical eligibility, difference-in-pay eligibility, salary service increase eligibility and seniority. Such accrual of service credit shall be forfeited whenever it has been determined that the conditions of the leave were not met (Agreement 22.25). It should be noted that faculty members on partial leave without pay for several years, even though the partial leave has been approved one year at a time, are considered by the University to be on a single leave without pay, with each year of leave a continuation of the previous year of leave. Faculty members on such leaves are, therefore, eligible for only one service salary increase during the period of the leave. The increase will become effective upon return to full-time service. (Refer to the following item, Employee Obligations.)

Faculty unit employees on personal leave without pay shall not accrue service credit toward probation, sabbatical eligibility, difference-in-pay eligibility, or service salary increase eligibility except as provided in provisions 22.22 and 22.23 of the Agreement. A maternity/paternity personal leave shall not constitute a break in service (Agreement 22.10). Whether a personal leave other than a maternity/paternity leave constitutes a break in service shall be determined at the university level (Agreement 22.12).

### RETIREMENT SERVICE CREDIT

The time during which an employee is on leave without pay shall not be credited toward retirement (Education Code, Section 89514[a]), with the one exception that employees who are on leave without pay for the purpose of service with a university, college, local, state, federal or foreign governmental agency, or a non-profit organization, and who return to the employment from which the leave was granted, may elect to purchase retirement service credit, for up to two years, by paying an amount equal to both the employee and the employer contributions (Government Code, Section 20930[1]). An employee who qualifies and who wishes to purchase retirement service credit should apply to PERS. See CalPERS Service Credit Purchase Options (PERS-PUB-12). An employee who is a PERS member and who takes a voluntary reduction in time base (i.e., a partial leave without pay) or moves to a less-than-full-time position will remain a member but will earn retirement service credit on a pro-rata basis (Government Code, Section 20863).

### HEALTH BENEFITS

An employee on leave of absence without pay for fifteen working days or less shall receive health and dental benefits as normally provided by the California State University. If the leave of absence is more than fifteen working days, the employee may opt to continue health and dental benefits at personal expense (Agreement 22.5). An employee who is participating in a health plan before a leave of absence without pay and who remains in paid status of half-time or more shall continue to receive health benefits as before the leave (California Administrative Code, Section 559.504 of Title 2). Before going *off* paid status, an employee going on a leave of absence without pay beyond fifteen working days and more than half-time should consult the Human Resources Benefits Office about continuing health and dental benefits at personal expense.

### EMPLOYEE OBLIGATIONS

Faculty unit employees on leave of absence without pay shall notify the department chair before October 1 or April 1 of their intention to return to duty at the beginning of the next semester (Agreement 22.7). Returning to active pay status before the expiration of the leave period requires written approval at the university level (Agreement 22.6). Upon completion of a professional leave of absence without pay, the employee should submit to the department chair a written report of accomplishments during the period of leave. The department chair should consult with appropriate faculty (the manner of consultation is left to the discretion of the department) to determine whether service credits are justified in terms of what was accomplished during the leave. This procedure is to be completed before the Employee Profile on the returning employee is processed. The employee profile must be received in the AVP/FA Office by the end of the first week of the semester in which the employee returns from leave to assure the employee's receipt of salary payment in a timely manner.

### **MILITARY LEAVE**

Emergency military leave, temporary military leave, and indefinite military leave shall be granted to eligible faculty unit employees in accordance with the provisions in Article 23 of the Agreement.

### **OFFICE HOURS**

Faculty members, as part of their instructional responsibilities, must schedule regular office hours during which they will be available to their students for consultation. The hours scheduled for consultation should be at times and on days when students in a faculty member's class are normally in attendance. The scheduled hours are subject to the approval of the department chair and must meet the minimum requirement (five hours for full-time faculty members) specified by University policy S68-6 (<http://www2.sjsu.edu/senate/s68-6.htm>).

Faculty members must announce their office hours in class and are required to include them on green sheets (F06-2, <http://www.sjsu.edu/senate/F06-2.pdf>). Office hours should be posted outside the office door on a Faculty Directory Card supplied by each Department for that purpose. Office hours should be submitted to the department chair early each semester so that the chair may review the proposed schedule of hours before the preparation of the Faculty Directory Card.

Failure to schedule adequate office hours or repeated and unjustified failure to keep office hours as scheduled is a breach of instructional obligation. (References: Agreement 20.1; S68-6 and S79-3; FSA 73-14 and Supplement #1)

### **PERSONNEL ACTION FILES (PAFs)**

Although other files may exist in the department, the college, and the Office of Human Resources, Article 11 of the Agreement provides for one official personnel file—called a Personnel Action File (PAF)—for each faculty unit employee. This file is the one maintained in the Office of the Associate Vice President/Faculty Affairs (AVP/FA) (ADM 150).

The Personnel Action File contains all materials that pertain to a faculty member's employment and to periodic and performance evaluations for appointment, retention, tenure, promotion, and post-tenure review. Student (and, normally, peer) evaluations will be included by reference in the file, while actually being held in the Department office.

During the time of periodic evaluation and performance review, the Working Personnel Action File (that is, the dossier), which includes all information, materials, recommendations, responses and rebuttals, is incorporated by reference into the Personnel Action File. The dossier "index," -which is a detailed, itemized list prepared by the faculty member of the contents of the dossier, then becomes a permanent part of the Personnel Action File, to provide an accurate record of all the material reviewed.

A faculty member is assured notification of and access to all materials placed in the Personnel Action File (PAF) except for pre-employment documents. When any material, is added (other than routine clerical documents such as appointment forms and employee profiles or those forwarded by the faculty member, or disciplinary action information), the faculty member will be sent a copy of the material at least five days before it is to be added. The faculty member has the right to respond to or rebut all material being placed in the file.

A faculty member wishing to inspect the file should make an appointment to look at the file during normal working hours. The faculty member has the right to be accompanied by another person. If the faculty member believes that any portion of the file is inaccurate or should be removed, he/she may request, by writing to the AVP/FA, the correction or deletion of such material. The Agreement, Sections 11.11-11.12, gives the specific timelines and procedures for such requests.

The file shall be held in confidence. Other than the faculty member, or someone authorized in writing by the faculty member, the only people who will have access to the file are those with official need to consult it. The AVP/FA Office must keep a log of all users of the file.

For further and more detailed information, refer to Article 11 of the Agreement.

### **PERSONNEL EVALUATION**

For the University Appointment, Retention, Tenure and Promotion Standard and Procedures for Regular Academic Employees (S98-8), see <http://www2.sjsu.edu/senate/s98-8.htm>. Also refer to the Agreement, Article 12, Appointment; Article 13, Probation and Tenure; Article 14, Promotion; and Article 15, Evaluation.

### **POST-TENURE REVIEW**

Regulations and guidelines governing the periodic review of tenured faculty members may be found in the Agreement, Article 15.29-31, and in S97-5 (<http://www2.sjsu.edu/senate/s97-5.htm>) and S98-12 (<http://www2.sjsu.edu/senate/s98-12.htm>).

### **PRE-RETIREMENT REDUCTION IN TIME BASE PROGRAM (PRTB)**

The Pre-retirement Reduction in Time Base Program (PRTB) allows academic employees and librarians 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 service credit and other benefits for a maximum period of five years.

### ELIGIBLE CLASSES

Participation in the PRTB program is open to academic teaching employees and to ten and twelve month librarians and to ten and twelve month counselors (SSPARs).

Management levels positions are not eligible for this program, nor are Coaches or Directors of Athletics. An employee in an MPP position with retreat rights to a faculty position may qualify for eligibility to participate in the program by returning to an eligible class and otherwise meeting the age and service requirements of the program (i.e., ten years of full-time service in the CSU and five years of full-time service immediately prior to the program). Employees in eligible classes who are responsible for management functions must be reassigned to non-management duties within the same class prior to participating in the program.

### AGE AND SERVICE REQUIREMENTS

PRTB shall be available to tenured faculty who have reached the age of 55 years and who meet the following conditions: the tenured faculty member shall not have reached the age of 65 at the time of requested entry into PRTB; or, if a member of State Teachers' Retirement System (STRS,) the faculty unit employee must not have reached the age of 64 at the time of requested entry into the program (Agreement 30.1.b).

A participant in the PRTB program must have been employed as a full-time employee of the California State University for at least ten years. The five years immediately preceding the effective date of the reduction in workload must have been continuous full-time employment. While sabbatical leaves and other approved leaves do not count as time served toward this five-year requirement, they do not constitute a break in continuous service. Full-time continuous service immediately prior to such leaves should be combined with full-time continuous service immediately after such leaves to determine if the five-year requirement has been satisfied.

### PARTICIPATION

An eligible employee should request entry into the program by writing to the AVP/FA at least six months prior to the beginning of the academic or fiscal year in which the employee wishes to begin the program. The President may waive this required notice period.

Entry into PRTB may be implemented at the beginning of an academic year, or when appropriate, at the beginning of a fiscal year (Agreement 30.4).

### TIME BASE ADJUSTMENT

The time base of an approved participant is reduced to the requested two-thirds, one-half, or one-third time base (which may be averaged over the academic year) for academic-year employees or over the twelve-month period for twelve-month employees. No other fractional time bases are permitted.

Academic teaching employees are required to perform the appropriate pro-rata share of their normal duties, which include 12 units per term of direct teaching duties and 3 units per term of indirect teaching duties.

Twelve-month employees or academic-year nonteaching employees are required to perform the appropriate pro-rata share of their employment obligations averaged over twelve months or the academic year, respectively.

Campuses may allow a participant's workload to vary from term to term as long as the average workload is equivalent to the participant's reduced time base. For example, an employee who needs to teach half-time for the year may teach .75 in the fall and .25 in the spring, for an average of .50 for the year. If circumstances compel that an employee with a one-half time reduced time base work full-time in the fall semester and not at all in the spring semester, such a special arrangement should be discussed with the

AVP/FA. In case of varying workloads, the employee must be officially assigned on the payroll at the reduced time base for the entire academic year and will receive the appropriate pro-rata share of the employee's regular full-time salary even though the employee may be working above or below the reduced time base in a given portion of the academic or fiscal year. This payroll arrangement is necessary so that the appropriate retirement deductions, health insurance premiums, and other deductions may be continued through the entire year. As an example, an academic-year employee participating at one-half time reduced time base and working full-time in the fall semester would receive one-half pay over the entire academic year.

#### ADDITIONAL EMPLOYMENT

It is not appropriate for an employee of PRTB to be considered for an additional assignment from the General Fund, since the employee is treated as full-time for service credit and the additional employment policy precludes appointment in excess of full-time from the General Fund.

#### TERMINATION OF PARTICIPATION IN PRTB

Once an employee is authorized to participate in the program, the employee may not revoke the reduced time base and return to full-time employment or any other fraction thereof without the approval of the campus President.

The maximum period of time that an employee may remain on PRTB is five years. At the conclusion of an employee's maximum period of reduced service, the employee normally shall retire. An employee who does not retire following such period of service shall not return to full-time employment but may continue at the reduced level of employment as a tenured part-time employee outside the PRTB program. Benefits accruing from such continued service shall be the same as the benefits that accrue to other part-time employees outside the program.

#### BENEFITS

The treatment of benefits of a participant in PRTB shall be as follows:

**PERS, STRS, and OASDI Deductions:** Deductions related to PERS and STRS shall be based upon fulltime rate of pay. The employee and the employer pay their respective shares. Deductions for OASDI (Social Security) shall be based upon the actual amount of remuneration.

**Health and Dental Plans:** Basic and major medical coverage and dental benefits available to full-time employees shall be available to PRTB participants.

**Insurance Programs:** Participants in PRTB are considered full-time employees for CSU sponsored insurance plans and state health insurance plans. Some employee organizations also sponsor insurance plans. Employees enrolled in these plans should consult with representatives of the employee organizations prior to going on PRTB to determine if the reduction in time base will affect the status of their insurance benefits.

**Tax Sheltered Annuities:** Employees under PRTB may participate in the annuities program. An employee currently participating in the annuities program should, prior to going on PRTB, review the tax sheltered annuity and, if necessary, request an adjustment in monthly deduction to a level appropriate to the reduced salary.

**Sabbatical Leave:** Participants in PRTB are not eligible for sabbatical leave or leaves with pay. Employees who have a remaining return service obligation following a leave with pay are not eligible to participate in PRTB until the return service obligation has been met.

**Leave Without Pay:** Campus regulations related to leaves without pay apply to participants in PRTB.

**Vacation:** Vacation will be accrued at the appropriate pro-rata share for those employees in classes eligible to accrue vacation.

**Sick Leave:** Sick leave will be accrued at the appropriate pro-rata share (i.e., 5.33 hours per month, 4 hours per month, or 2.67 hours per month).

**Tenure:** Participants remain tenured members of the faculty while they are in the program.

**Seniority:** A participant is entitled to the same rights and benefits as a full-time employee. Therefore, the reduced service is credited as full-time service for seniority.

**Nonindustrial Disability Insurance (NDI), Industrial Disability Leave (IDL), and Workers'**

**Compensation:** Participants in PRTB are eligible for NDI, IDL, and Workers' Compensation. Benefit amounts, however, are based on the reduced earnings.

**REGULAR (TENURED & PROBATIONARY) APPOINTMENTS**

Tenured and probationary faculty hold "regular" appointments in the University. Probationary appointments, as the name implies, are made with the expectation that meritorious performance will lead to annual retention and to tenure at the end of a probationary period. The tenure decision is the most important the University must make in reference to its faculty for, in effect, it commits the University to three or four decades of instruction of its students. Accordingly, probationary appointments should be preceded by an extensive recruitment search, only qualified applicants should be recommended for appointments, and no probationary appointment should be made unless it is judged from a comprehensive review that an applicant will be able to satisfy the requirements for tenure. Since these requirements necessarily place the burden of proof for excellence in teaching, scholarship (or creativity) and professional activity on the probationary faculty member, both the University and the faculty member will normally benefit from a full probationary period.

Standards for probationary (tenure-track) appointments may be found in S98-8 (<http://www2.sjsu.edu/senate/s98-8.htm>). Also see the Agreement Article 12.

**REGULAR SERVICE RETIREMENT (CalPERS see Chapter XII. Benefits)**

A faculty member interested in regular service retirement should make an appointment with the Human Resources Benefits representative to discuss annuities, benefits, and a timetable for retirement. The office will process the faculty member's retirement application, or the faculty member may choose to file the papers personally. All retirement information is kept confidential by the Human Resources.

Forms requesting retirement from state service should be submitted to PERS approximately ninety days in advance of intended retirement. Retirement cannot be effected earlier than the first of the month in which the application for retirement is received at PERS.

When retirement plans are completed, the faculty member should formally notify the department chair (in writing), so that departmental arrangements and schedules may be arranged. The chair should forward a copy of the letter of retirement to the dean, who writes a formal letter of acknowledgment on behalf of the University. The dean should forward copies of both the retirement and acknowledgment letters to the AVP/FA.

It is important to note that occasionally a faculty member may wish to have retirement plans kept confidential until after the fact; these wishes should be honored. After the official retirement date has passed, the retirement information is available to the campus and is reported to the campus by PERS.

RECOGNITION

Individual departments and/or colleges may wish to recognize faculty retirees according to their ongoing practices. In addition, a faculty recognition event is held each spring to honor those faculty members who have retired during the year (or in the previous academic year, if not honored at that year's event). The retiree and spouse/partner are guests of the President at the event to which the department chair and dean are also invited.

### EMERITUS STATUS

The President may grant emeritus status to retiring faculty members in accordance with F92-6 (<http://www2.sjsu.edu/senate/f92-6.htm>) and F96-7 (<http://www2.sjsu.edu/senate/f96-7.html>) Faculty members participating in FERP (Faculty Early Retirement Program, see Article 29 of the Agreement) are considered "active" faculty members and are not granted emeritus status until they complete the FERP program. Faculty members may be granted emeritus status at the time of retirement (whether in spring or fall) so that they may enjoy emeritus faculty privileges during the following semester.

Emeritus status entitles retired faculty to library privileges. As far as space, resources, and priorities permit, the University assists faculty members in their scholarly or professional pursuits. Such assistance may include, but is not limited to, the assignment of an appropriate office space if available, access to equipment or services, and the right to compete for research grants through the University Foundation. Emeritus faculty should have access to campus recreational facilities and to cultural and athletic events on the same basis as regular faculty.

### CLEARANCE PROCEDURES

A retiring faculty member is required to go through clearance procedures. A clearance form may be obtained from the department office and must be completed before the final pay check may be released. The form may be routed through campus mail from one office to the next or may be hand carried.

Because faculty who elect to participate in the FERP (Faculty Early Retirement Program) are considered active faculty, they are not required to go through the clearance procedure until they elect regular retirement. They should however, make any necessary arrangements with their chair if office space is needed during "off" semesters. However, participants in the FERP who elect to teach full-time for a single semester are required to go through the clearance procedure.

### OPTIONAL FACULTY RETIREMENT PROGRAMS

For information regarding the Pre-Retirement Reduction in Time Base and the Faculty Early Retirement Programs, see items on these topics in this chapter. Interested faculty members should contact the AVP/FA regarding eligibility for and provisions of these optional plans. Human Resources will help with questions regarding the relative advantages and disadvantages of each program with respect to salary/benefits.

### CHANGING FROM THE FACULTY EARLY RETIREMENT PROGRAM TO REGULAR SERVICE RETIREMENT

A faculty member who wishes to change from the Faculty Early Retirement Program (FERP) to a regular service retirement need only inform the chair, dean, AVP/FA, and Human Resources in writing. If a fully retired faculty member is interested in employment, he/she may be hired as a rehired annuitant, subject to PERS regulations and subject to the Agreement, as a temporary faculty member and is subject to the procedures outlined in the "Guidelines for Hiring Temporary Faculty as SJSU."

### **REIMBURSEMENT FOR TRAVEL**

Travel expenses that faculty members incur on official California State University business shall be reimbursed in accordance with the regulations and limitations contained in the Agreement, Article 32, as modified by the CSU Policy and Procedures Governing Travel and Relocation Expense Reimbursement <http://www.calstate.edu/HRAdm/pdf2008/HR2008-10.pdf>.

Requests for in-state and out-of-state professional travel expenses (for conferences, meetings, workshops, seminars, etc.) should be submitted in accordance with the regulations and allocations established by the faculty member's individual department or college. (Travel funds are normally allocated through college deans to departments, which establish their own deadlines for submitting requests and their own system for the allocation of funds to department members.) .

In advance of the proposed travel, the faculty member should submit a "Request for Approval of Travel" to the department chair. This form is also applicable for advance travel funds (See [http://www.sjsu.edu/pass/docs/ap/forms/travel\\_approval.pdf](http://www.sjsu.edu/pass/docs/ap/forms/travel_approval.pdf)). The approved funds may be received as either a full or partial advance or as a reimbursement after the travel is complete (or as a combination of these methods). A request for approval of travel form is required for insurance purposes even if no funds are requested. A request for approval of travel form is also useful for tax purposes as verification of professional travel if the reimbursement does not cover all the required expenses. After the form is approved by the department chair, it is submitted by the department to the college dean, who forwards it to the Accounts Payable Travel Desk for processing. Since the time required for processing a travel request is sometimes up to two weeks, with three additional working days for processing an advance payment, requests for advances should be planned well in advance of the proposed travel.

Reimbursement rates for travel both in and out-of-state are as follows: Lodging, actual; Breakfast, \$10; Lunch, \$15; Dinner, \$25; in addition there is a \$5 "incidental" reimbursement amount per day that may be claimed (See <http://www.calstate.edu/HRAdm/pdf2008/HR2008-10.pdf>).

After the trip has been completed, an itemized claim for each cash expense must be submitted. The "Travel Expense Claim" form (a link to the form may be found at this webpage: [http://www.sjsu.edu/pass/docs/form\\_travel\\_expense\\_claim.xls](http://www.sjsu.edu/pass/docs/form_travel_expense_claim.xls)) must be completed by the faculty member with accompanying receipts. This form must be signed by the department chair, and will be forwarded by the chair to college dean, who will forward it to the Accounts Payable Travel Desk. Any or travel or mileage claims must be turned in within 30 days of trip completion.

Note that faculty who travel to meet with students in supervision courses off campus may be reimbursed at the rate of \$.585/mile following the procedure regarding "Travel Expense Claim." For supervision travel, if a faculty member travels on a regular basis throughout the year, claims must be turned in on a monthly basis, e.g. all mileage from January must be turned in no later than the end of February. The form, "Authorization to Use Privately Owned Vehicles on State Business" must be approved by the appropriate administrator and renewed annually. See the form located at: [http://www.sjsu.edu/hr/links/Cal\\_State\\_std261](http://www.sjsu.edu/hr/links/Cal_State_std261).

## **RELOCATION EXPENSE REIMBURSEMENT**

If a faculty member negotiates to receive reimbursed relocation expenses or moving expenses at the time of hire, reimbursement may be allowed for actual and necessary expenses incurred for packing, insurance, transportation, and unpacking and installation of the employee's household goods at the new residence, when properly documented by invoices and receipts. If the employee whose moving or relocation expenses have been reimbursed does not continue his/her employment with SJSU for a period of 2 years, the employee will repay the university in the following manner: 100% if employed less than 6 months; 75% if employed at least 6 months but less than 12 months; 50% if employed at least 12 months but less than 18 months; and 25% if employed at least 18 months but less than 24 months (see <http://www.calstate.edu/HRAdm/pdf2004/HR2004-35.pdf>).

## **SERVICE SALARY INCREASE (SSI)**

A service salary increase refers to an upward movement on the salary schedule. Such adjustments are determined by joint CFA and CSU bargaining. If faculty members are eligible, and the appropriate administrator determines that the faculty member has performed in a satisfactory manner, the faculty member shall receive an SSI, if SSIs are available. SSI counters are set for tenure-track faculty members at the time of their initial appointments and are reset after each promotion. With the CFA-CSU Agreement, anniversary dates determine the date of awarding of SSIs. For the most recent technical letter on this subject see <http://www.calstate.edu/HRAdm/pdf2004/TL-SA2004-08.pdf>.

## **SEXUAL HARASSMENT**

CSU policy (Executive Order 345) defines sexual harassment to include "such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or applicant when one or more of the following circumstances are present: submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission

or academic evaluation; submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual; the conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment; the conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student." See <http://www.calstate.edu/gc/AntiSexualHarassmentTraining/sh-page1.shtml> for an on-line training module on sexual harassment created by the CSU for all employees.

San José State University is committed to maintaining a learning and working environment free from sexual harassment; this is codified in Presidential Directive 91-08.

(See <http://www.sjsu.edu/president/directives/archive/pd9108/>). Any faculty member who believes that he/she has been subjected to sexual harassment may file a complaint with the Office of Equal Opportunity in Human Resources (See the Complaint Form <http://www.sjsu.edu/hr/students/grievances/>). If a student reports sexual harassment to a faculty member, the complaint must be immediately brought to the attention of the Office of Equal Opportunity.

All complaints dealing with sexual harassment will be carefully investigated. The initial investigation will be confidential and will fully protect the rights of both the individual lodging the complaint and the person against whom the complaint is being lodged. At the end of the initial investigation, if further action is deemed warranted the investigating officers shall make appropriate recommendations to the proper campus authority.

## **SICK LEAVE**

This information about sick leave incorporates the Agreement, Article 24 (Article 23 is also referenced). For further information, refer to the Agreement.

### SICK LEAVE CREDIT FOR FULL-TIME EMPLOYEES

After one pay period (one month) of employment, a full-time faculty member accrues eight hours--or one day--of credit for sick leave with pay. Thereafter, the faculty member accrues eight hours (one day) of credit for sick leave with pay for each additional month of employment.

### ABSENCES CHARGEABLE TO SICK LEAVE

Sick leave may be authorized when a faculty member is absent because of illness or injury, or disability related to childbirth; exposure to contagious disease; dental, eye, or other physical or medical examinations or treatments by licensed practitioners; illness or injury in the immediate family; death of a person in the immediate family or an extension of the maternity/paternity leave benefit pursuant to provision 23.5 of the Agreement. The "immediate family" includes the faculty member's spouse or domestic partner, parent, grandparent, grandchild, son, son-in-law, daughter, daughter-in-law, brother, sister, uncle, aunt, stepchild or stepparent of the employee, and close relatives or persons in the immediate household of the faculty member, except domestic employees or roomers. Also included in this definition are any minor children or incapacitated individuals for whom the faculty member has primary responsibility or legal guardianship or conservatorship. Up to forty hours (five days) of accrued sick leave may be used for family care during one calendar year. Up to forty hours (five days) of accrued sick leave may be authorized for each death in the immediate family. A female employee on maternity leave may normally use ten workdays of earned sick leave credit, for the period of time covering the date of childbirth and the physical recovery immediately following delivery. Use of sick leave in excess of this ten-day provision shall require a physician's verification of disability.

### CHARGING SICK LEAVE

Section 24.14 of the Agreement states: "A full-time faculty unit employee shall be charged eight (8) hours sick leave for each day he/she was not available to work due to an absence chargeable to sick leave. Sick leave shall be charged for each day, exclusive of days on which the campus is closed, from the onset of

such an absence until the employee resumes attendance at the campus or until the employee notifies the appropriate administrator he/she is available to resume work."

The interpretation of the second sentence – "Sick leave shall be charged from the onset of such an absence until the employee resumes attendance on campus" – is that a faculty unit employee shall be charged with sick leave until he/she is able to return to work. A telephone report by the faculty unit employee to the department chair shall be adequate notice that he/she is available for work. Such a report shall normally meet the attendance requirement of this provision.

Section 24.14 also states: "A less than full-time faculty unit employee shall be charged sick leave on an hour-for-hour basis for absences chargeable to sick leave for hours of scheduled assignments." This provision should be used for absences of short duration for part-time faculty unit employees. Longer periods of absence should be charged on a pro-rata basis; for example, a .50 faculty unit employee who misses a full week would be charged five half-days of sick leave.

Sick leave should also be charged for absences chargeable to sick leave that prevent the faculty unit employee from meeting such instruction-related responsibilities as department meetings; office hours; student advising; student orientation; service on systemwide and campus committees or task forces; field work.

### REPORTING SICK LEAVE

Article 24.5 states: "A faculty unit employee shall be responsible for immediately, reporting an absence to the appropriate administrator." On this campus, for the purposes of this Article the appropriate administrator may be the department chair. The faculty member should also make the department chair aware of his/her return to campus duties after an illness and should promptly complete and sign the campus absence form after returning to campus.

A faculty member is to be charged sick leave even though his/her classes are to be voluntarily covered by a colleague. The advantage of having a colleague meet an absent faculty member's classes is not to avoid a sick leave charge against the absent faculty member but to provide competent coverage for students in his/her classes.

For a period beyond three days, a faculty unit employee may be required to provide a physician's statement or other appropriate verification for the absence, according to Article 24.7. If a physician's statement is required, it should provide specific information about the anticipated duration of the illness. The department chair (or the dean, if the department chair has an absence chargeable to sick leave) has the responsibility for verification and approval of the absence.

### EXTENDED SICK LEAVE

For extended periods of absence chargeable to sick leave, some special considerations should be borne in mind. The Absence Report is required monthly during the period of a faculty member's absence. If a physician has provided a statement about an absence that extends over two or more pay periods, a copy of the statement should be attached to the Leave Request Form ([http://www.sjsu.edu/facultyaffairs/docs/Per\\_Prof\\_Leave\\_Form.pdf](http://www.sjsu.edu/facultyaffairs/docs/Per_Prof_Leave_Form.pdf)).

An employee profile along with a Leave Request Form should be used only if the absence chargeable to sick leave extends for more than 3 days (Article 24.7), or extends to more than 10 days for maternity leave (Article 23.5). For purposes of audit verification, the statement by the physician should be attached to the form. The absent faculty member must be reported as absent on the monthly attendance form.

All faculty members must also complete the Family Medical Leave Act (FMLA) packet when applicable. (Requirements: you, yourself have a medical condition which keeps you from work, or if a family member for whom you are responsible has a medical condition causing you to miss work for more than 3 days. These forms needed to comply with FMLA laws may be downloaded from the HR Website at [http://www.sjsu.edu/hr/docs/benefits/forms/family\\_medical\\_cert.pdf](http://www.sjsu.edu/hr/docs/benefits/forms/family_medical_cert.pdf)).

## **WORKLOAD**

The annual full-time assignment for tenured and tenure-faculty members shall normally be fifteen (15) Weighted Teaching Units (WTUs) per semester. The assignment shall normally be composed of twelve (12) WTUs for instruction and three (3) WTUs for instruction-related responsibilities per semester, including office hours, department meetings and committee assignments. For further information on workload, see the Agreement, Article 20.

## VII. INSTRUCTIONAL PROCEDURES

### **ACADEMIC FAIRNESS (see Student Fairness Dispute Resolution)**

Consistent application of clearly announced requirements by either faculty or university authority appropriate to a course, seminar, or other academic work constitutes a working definition of academic fairness for the purposes of the Student Fairness Committee.

Legitimate grounds for charges of academic unfairness to the Student Fairness Committee include the following grounds for grade appeals: 1) when there is evaluation of students that differs from announced requirements; 2) when there are belated impositions of requirements; 3) when grades are based on criteria other than academic performance in the course; 4) when grading criteria do not provide a clear and consistent method of evaluating students' work or performance; 5) when students' requests for information during the semester regarding their academic progress in the course are not responded to in a reasonable time (e.g., two weeks after the request is made); 6) when students' requests for an explanation of how the posted course grades for a term were determined are not responded to in a reasonable time (e.g., the later of two weeks after the request is made or one week before the add deadline for the fall or spring semester following the term in question); 7) when students are penalized for expressing opinions; 8) when students are given to understand that they are removed from a course without due process of a hearing .

Each department has the specific responsibility towards its staff and students to take necessary steps to insure that fairness in the conduct of its course offerings is practiced. Written policy should be established at the department level covering the following areas of concern: 1) assignments; 2) conduct of examinations; 3) grading; 4) handling of examinations.

New faculty members should be thoroughly briefed on their department policy. Returning faculty should be advised of any recent changes of prior policy. Students should be informed through course syllabi or "green sheets" of their instructor's expectations, standards, and procedures. Instructors should refer to the most recent university policy on green sheets, F06-2 <http://www.sjsu.edu/senate/F06-2.pdf>.

Records of student performance evaluations are the property of the University and are made available to the Student Fairness Committee when necessary.

Prior to lodging a formal complaint, any student or faculty member may secure informal advisement from the Ombudsman or from the chair of the Student Fairness Committee. A formal complaint must be no later than the end of the subsequent fall or spring semester following that in which the alleged cause of the dispute occurred.

The Student Fairness Committee serves any student at San José State University who wishes to seek redress for injustice occurring in his or her academic relation to any instructor, administrator or staff. The committee has the responsibility for investigation, deliberation, and recommendation on any case recognized by the committee as appropriate to its function. Committee recognition of a case requires that the student present sufficient documentary evidence in support of this claim, as outlined in a formal petition, to warrant the efforts of the committee. An official petition form can be secured from the Office of the Ombudsman. The Student Fairness Committee (SFC) does not have authority to receive complaints in matters of sexual harassment, civil reports, disability reports, or equity and diversity. Nor does the SFC deal with allegations of violations of the student code of conduct.

(References: Executive Order 320; University Policies S90-5 <http://www.sjsu.edu/senate/S90-5.pdf> and S07-6 <http://www.sjsu.edu/senate/S07-6.pdf>; Family Educational Rights and Privacy Act of 1974, Section 438.b.1.A.; Statement on Student Rights and Responsibilities).

### **ACADEMIC REGULATIONS**

Faculty members should be familiar with the contents of the SJSU Catalog (<http://info.sjsu.edu/home/catalog.html>) and the Schedule of Classes (<http://info.sjsu.edu/home/schedules.html>) which explain academic regulations, policies, and standards, including the grading system, incompletes, probation, disqualification, academic renewal, and

related matters. The Schedule of Classes also lists dates governing the adding and dropping of classes, and essential information about final examinations, including a schedule of times and dates and the rules governing finals. The Academic Advisor's Resource Book (<http://www2.sjsu.edu/ugs/arb>) contains additional information useful for all faculty members.

### **ACCESS TO INSTRUCTIONAL MATERIALS (F07-3)**

Academic Senate policy F07-3, (<http://www.sjsu.edu/senate/F07-3.htm>), "Access to Instructional Materials: Timely Identification of Textbooks, Course Readers and Library Reserves," outlines the importance of ordering accessible course materials in a timely manner. Faculty are encouraged to choose course materials from publishers who provide accessible content as well as course materials that are in the database of the Disability Resource Center (DRC). Departments must develop a procedure for selection of textbooks, course readers and library reserves in a timely manner, and each semester the University will identify the deadlines for the selection of textbooks, course readers and library reserves to be adopted.

### **ACCESSIBILITY**

EO 926, the CSU Board of Trustees Policy on Disability Support and Accommodation states: "it is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability." Academic Senate policy S08-3, (<http://www.sjsu.edu/senate/S08-3.htm>), "Incorporating Accessibility into the Curriculum Review Process," covers print-based instructional materials that must, to the extent possible, be accessible to students with disabilities at the same time they are available to all other students enrolled in the course. Print-based instructional materials include, but are not limited to, green sheets, handouts, websites, and electronic presentations. The conversion of instructional materials to accessible format is an important aspect of the SJSU mission to provide quality education for all students. The conversion of print-based instructional materials to accessible format represents a large and important step towards that goal.

### **ADMINISTRATION AND SUPERVISION OF CLASSROOM INSTRUCTION**

Classroom instruction is under the general supervision of the Provost and the more specific direction of the college deans and the department chairs.

### **CHANGING GRADES**

The university recognizes the prerogatives of faculty to set standards of performance and to apply these to individual students. The university is willing to correct injustices to students but, at the same time, believes that the instructor's judgment at the time the original grade was assigned is better than a later reconsideration of an individual case. A change of grade may be made only in the case of a declared clerical or other administrative error, except as indicated below. It may not be made as a rejudgment or an afterthought. The definition of clerical error is an error made by the instructor or by an assistant in calculating or recording the grade.

A letter grade may be changed to any other letter grade or to "Incomplete," if the student qualifies; changes (except for those required because of clerical error) shall not be made to "W" (Withdrawal), "AU" (Audit), or to non-traditional grades of "CR" (Credit) or "NC" (No Credit). Non-traditional grades of "CR" and "NC" may be changed to an appropriate non-traditional symbol or to "Incomplete," if the student qualifies. Changing an "SP" or "Incomplete" in a mandatory CR/NC course to "NC" does not affect the student's grade point average. Audit (AU) symbols may not be changed to any other grade except "W."

In order to clear an "I" (Incomplete), the student must complete all required work within one year of the original assignment of the 'I' grade. (The student must not re-enroll in the course. An "I" cannot be assigned if it is necessary for the student to attend a major portion of the class.) Clearance of Incomplete forms are available in all department offices. The form must be signed by the instructor. If the incomplete is not cleared within one year of assignment, the "I" is computed as an "F" in the student's grade point average. Petitions to extend the time to clear incompletes may be obtained online (<http://www.sjsu.edu/registrar/forms/>).

An appeal for a change of grade must be initiated by the student and must first be approved by the instructor and then by the department chair before it will be accepted by Admissions and Records. Change of grade forms are available in department offices. An appeal for a change of grade should be initiated as soon as possible, normally within one semester, in order to ensure that proper documentation is available (S09-7, <http://www.sjsu.edu/senate/S09-7.htm>).

The Student Fairness Committee serves students who wish to appeal a grade decision made by an instructor. An official petition form is available through the Office of the Ombudsman. (See University Policy S07-6 <http://www.sjsu.edu/senate/S07-6.pdf>).

## **CLASS ATTENDANCE**

It is university policy (F69-24, <http://www2.sjsu.edu/senate/f69-24.htm>) that students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class.

**Attendance per se shall not be used as a criterion for grading.** Class participation may be factored into the grading criteria.

Students who have been out of school for one or more days should report to their instructors upon their return to inquire about making up the work. Students who know in advance that they will miss one or more classes should inform their instructors about their plans.

## **CLASS MEETINGS**

All classes must meet on the days and at the times and locations listed in the Schedule of Classes. Permission for exceptions to this rule must be secured in advance from the department chair. Agreements arrived at between faculty and students to alter class meetings and location are not permitted without the agreement of the department chair.

## **CLASS SYLLABUS OR "GREENSHEET"**

Greensheets help enable students to better understand and fulfill their responsibilities as learners in courses. They are a necessary tool in higher education to enable students to take part in the learning process through knowing what is expected of them and what they can expect from the course. Student success is aided by students knowing in advance as much as possible about the course requirements so that they can plan their study time and coordinate work on assignments from multiple courses. Student success is also aided by encouraging students to contact their professors and providing information about key university policies to which they are subject. In addition, greensheets provide an opportunity to model thorough, clear, professional communication (See F06-2 <http://www.sjsu.edu/senate/F06-2.htm>).

General greensheet procedures:

Each member of the faculty at San José State University shall provide a greensheet to each student in every class, to be available no later than the first class meeting. Exceptions are made only with approval of the department chair.

If the faculty member chooses to make the greensheet available only on-line and not distribute hard copies to students, it must be available not later than the first class meeting. The faculty member shall provide an electronic or hard copy of the greensheet to the department office for department files on or before the first day of class.

The greensheet is an agreement to provide certain classroom experiences to students. While it may be changed as the semester develops, any changes must be communicated to the students. Changes to the greensheet are not allowed after the semester ends.

Each greensheet shall include, at a minimum, the following items.

Course Information

Basic information:

San José State University

Course title, number, and section; days and times taught, location of class

Semester and year course is being taught

Professor's name, office number and location

Professor's contact information: include as much information as possible and at least one direct way for students to reach you, i.e. phone number(s) or email

NOTE: While not required, it is strongly recommended in the spirit of encouraging interaction with students, that faculty include a statement of the method by which they prefer students to contact them to maximize successful communication between faculty and student.

Office hours and days

Course or section information:

Description of the course from the University catalog augmented by section-specific description.

Prerequisites

Required and recommended texts, readers, or other reading materials

Any other necessary equipment/materials/fees

Student learning objectives for the course, and if the course is GE, GE area student learning objectives

Course requirements, e.g. papers, projects, exams, quizzes, homework, laboratory work, fieldwork, participation, etc.

Tentative course calendar including assignment due dates, exam dates, date of final exam; you might want to include "subject to change with fair notice" as well.

NOTE: It should be noted that the Academic Vice President in a memorandum dated October 25, 1977 cites a university policy that states that there shall be an appropriate final examination or evaluation at the officially scheduled time in every course, unless specifically exempted by the college dean who has curricular responsibility for the course.

Since attendance per se may not be used as a criterion for grading, if you grade on participation (which can be used) some indication of how participation will be assessed should be included, pop quizzes, in-class writing assignments, conversation and discussion groups, etc.

NOTE: According to University policy F69-24, "Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading."

Grading information:

A statement of how you will determine letter grades for the course, including +/- grades if you use them

Extra credit options, if available

List of the percentage weight assigned to various class assignments

Penalty (if any) for late or missed work

University, College, or Department Policy Information

Academic integrity statement (from Office of Student Conduct & Ethical Development):

"Your own commitment to learning, as evidenced by your enrollment at San José State University, and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty are required to report all infractions to the Office of Student Conduct & Ethical Development. The policy on academic integrity can be found at: <http://www.sjsu.edu/senate/S07-2.pdf>."

Campus policy in compliance with the Americans with Disabilities Act:

"If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with DRC to establish a record of their disability." See <http://www.sjsu.edu/senate/S97-10.pdf>.

Policies or information required by the department, or college with which the class is associated.

## APPENDIX

The following items are recommended for consideration. This list is not exhaustive.

"In addition to my specifically posted office hours, I am available by arrangement."

An invitation to use office hours for help

"You are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. found at [http://sa.sjsu.edu/judicial\\_affairs/students/student\\_code\\_of\\_conduct.html](http://sa.sjsu.edu/judicial_affairs/students/student_code_of_conduct.html).

Expectations about classroom behavior; see Academic Senate Policy S90-5 on Student Rights and Responsibilities at <http://www.sjsu.edu/senate/S90-5.pdf>.

As appropriate to your particular class, a definition of plagiarism, such as that found on the Student Conduct & Ethical Development website at [http://sa.sjsu.edu/judicial\\_affairs/students/index.html](http://sa.sjsu.edu/judicial_affairs/students/index.html).

"If you would like to include in your paper any material you have submitted, or plan to submit, for another class, please note that SJSU's Academic Integrity policy S07-2 (see: <http://www.sjsu.edu/senate/S07-2.pdf>) requires approval by instructors."

Statement about whether collaboration is allowed and in what form.

The name and contact information for the librarian liaison.

Evacuation plan for the classroom.

## CLASSROOM VISITS/PEER EVALUATIONS

University policy S91-9 (<http://www.sjsu.edu/senate/S91-9.pdf>) requires that class visits shall be conducted. Class visits for probationary members shall be made in at least one course per semester; over the probationary period, visits shall have been made in the range of courses taught. Candidates for promotion shall have class visits in at least one course per year, with a representative sampling of courses by the time of review. For tenured faculty members, an appropriate department committee of equal or higher rank may, at its discretion, require class visits when problems of instruction come to its attention. Peer evaluators

should be assigned by the department chair and/or department personnel committee. A faculty member may request additional peer evaluations. The individual faculty member being evaluated shall be provided a notice of at least five days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es). (See Agreement, Article 15.14 [http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article15.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml)).

### **CRITERIA FOR GRADING**

Assignment of grades should be based solely on student performance in the course. This places upon the instructor the responsibility to employ dependable methods of evaluating the work of the students.

All students have the right to know, within a reasonable time, their test scores, to have their papers and examinations reviewed, and to be provided with an explanation of how their course grade was determined (F68-18, <http://www2.sjsu.edu/senate/f68-18.htm>).

### **DROPPING CLASSES BY STUDENTS**

Procedures for dropping classes vary according to the time in the semester when the drop is initiated. Faculty members must be aware of all the drop deadlines, policy, and required approvals, which are outlined in detail in the Schedule of Classes. In short, students may drop no later than the 9<sup>th</sup> day of instruction without prejudice and the course will not appear on their permanent records.

Dropping after the 9<sup>th</sup> day of instruction is permissible only for "serious and compelling reasons;" these are defined as circumstances and genuine emergencies beyond the student's control. The required form for dropping after the 9<sup>th</sup> day of instruction is available at the Student Services. The instructor's signature is required on the form (See S05-12 <http://www2.sjsu.edu/senate/S05-12.htm>).

Faculty members should call the students' attention to the dates for adding and dropping classes and the consequences of failure to comply with the schedule.

### **DROPPING CLASSES BY THE INSTRUCTOR**

Instructors are permitted to drop students who fail to attend the first scheduled class meeting and who fail to inform the instructor prior to the second class meeting of the reason for any absence and their intention to continue in the class. Some instructors will drop students who do not meet the stated course prerequisites. However, they are not required to do so. It is the student's responsibility to make sure that classes are dropped. The final day for instructor drop is one instructional day before Census Day (Census Day is the 20<sup>th</sup> day of instruction).

### **ENROLLMENT REPORTS**

Trustees of the California State University require an enrollment report form for every class each semester. Class rosters are available online and include all enrolled students. Class enrollment is based on the official class roster and must include every student who has not officially dropped the course. It is extremely important that class rosters are accurate by the end of the fourth week (commonly known as the Census Day), as the University receives funds based on FTE/S recorded as of that date. Preliminary rosters are provided several times prior to Census Day and should be used carefully to assure an accurate final roster.

### **FACILITIES PROBLEMS**

If classroom facilities are inadequate or otherwise unsatisfactory, the department chair should be informed immediately. Rooms are not to be changed or facilities altered without the assistance of the department in correcting the problem.

## **FINAL EXAMINATIONS**

A final examination to begin at the time and place stated in the Schedule of Classes is required in every course. Exceptions to the requirement for giving a final examination must be approved by the college dean, and announced explicitly to all enrolled students. For policies and rules governing final examinations, consult the Schedule of Classes and S06-4, "Final Examination, Evaluation, or Culminating Activity Policy."

## **GRADE RECORD FOR THE SEMESTER**

Prior to the beginning of final exams, online grade rosters will be made available to all instructors. Specific instructions for completing the grade roster must be followed.

Faculty members are encouraged to complete their grade rosters by 5:00 p.m. on or before the deadline date for grades.

Failure to submit grades on time may result in unnecessary work on the part of the Office of Admissions and Records and delays for the student. Grades that are not part of the computerized grade run must be posted to the academic record manually, thereby creating delays for the student who is anticipating graduation or ordering transcripts.

Faculty members, upon separation from the University, must turn in to the department office their grade books and/or rosters, including a record of requirements for students receiving incompletes (Executive Order 792).

## **GRADUATE ASSISTANTS (GAs)**

Graduate Assistant (GA) positions provide graduate students with part-time employment offering practical experience in fields related to their advanced study and provide professional non-teaching assistance to faculty members. GAs are not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students, nor are they assigned responsibility for instructing the entire enrollment of a course, or for providing the entire instruction of a group of students enrolled in a course. GAs are not to be assigned clerical tasks. A GA, under immediate supervision, assists a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. GAs are represented by the UAW and their employment is governed by the CSU-UAW Agreement (Unit 11) [http://www.calstate.edu/LaborRel/Contracts\\_HTML/CBA\\_Contract/index.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml).

## **GUEST SPEAKERS**

Faculty members sponsoring guest speakers may reserve a room for the function through the Student Union Scheduling Office (46300). Rooms are scheduled on a first-come, first-serve basis to students and faculty; faculty must pay a fee for rooms in the Student Union. There is no charge for the use of classroom space, which is booked through Academic Budgets & Planning (41989).

Recognized student organizations may invite outside speakers to appear on campus. Such activities must be registered with the Student Union Scheduling Office.

## **INTERNATIONAL & EXTENDED STUDIES**

The Office of the AVP & Dean of International and Extended Studies (IES) offers the university programs of Special Sessions, External Degrees, Concurrent Enrollment, Conferences, Short Courses and Certificates. The programs are self-supporting from tuition fees and directed toward the specialized needs of the community, local, national, and statewide professional groups, and as an adjunct to regular campus degree programs.

### SERVICE AREA

The university service area for IES comprises the Counties of Santa Clara, Santa Cruz, and the northern halves of Monterey and San Benito Counties. With the advent of technology the university has the ability to deliver outside the local service areas.

### RESIDENCE CREDIT

All degree credit work, except Open University work, earns residence credit.

### WINTER SESSION

A three-week session designed to accommodate special needs of regular campus students is scheduled during the January break between semesters. If the student is matriculated, winter session courses count for residency.

### SPECIAL SESSIONS

The campus offers self-supporting, residence credit programs throughout the university service area during fall, spring and summer semesters. These courses and programs are designed to serve the particular educational needs of students in a geographical location or students with a common need throughout the service area (Title 5, Section 40200 and Memorandum EE80-03).

### EXTERNAL DEGREE

Off-campus degree programs are developed and implemented through university departments and colleges and are offered as university external degree programs. External degree programs may also be offered in cooperation with other accredited institutions of higher education (Executive Order 166).

### CONCURRENT ENROLLMENT

The program, referred to as Open University, provides enrollment opportunities on a space-available basis for non-matriculated students in regular undergraduate and graduate campus courses designated by instructional departments. Students can earn credit and extension-credit (Title 5, Section 40301, Executive Order 298).

### CERTIFICATES, CONFERENCES AND PROFESSIONAL DEVELOPMENT SHORT COURSES

This service of IES is organized to assist academic departments and community groups in establishing non-credit activities designed for professional and other special groups.

### STANDARDS AND POLICIES

#### Faculty

Both resident and non-resident faculty teach in IES programs. Special Session faculty are primarily residents, although guest faculty are recruited for special programs. Non-resident professional faculty, approved by academic departments, teach in support of the special session program. Resident, full-time faculty members teaching in IES are limited to a 25% overload, calculated in terms of time base. (FSA 82-20, Agreement Article 36. Also see Additional Employment within the CSU System, V.)

#### Salary

Faculty salaries are set by the CSU Board of Trustees (Salary Schedule 2322).

#### Tuition

All costs of IES are met through tuition revenue. Tuition fees, on a per unit basis, are planned at a level sufficient to cover costs. Tuition is payable by audit as well as credit students (Education Code, Sections 89708-89709).

#### Curriculum

Standard courses listed in the General Catalogs are offered together with specially designed courses and workshops intended to meet educational needs of particular groups. Special credit courses must fully satisfy academic department requirements as to content, organization, and degree of rigor. Courses are provided which grant non-degree, professional growth credit. The unit of measurement for these courses is the CEU. (See Executive Order 255 and UP S78-6.)

#### Standards

Academic standards and requirements, including grading policy (UP F88-6), are equivalent to those prescribed for resident students and faculty (Title 5, Section 40201).

#### **MYSJSU.EDU**

Encourage students to access their MySJSU (<http://my.sjsu.edu/>) accounts for student billing, retroactive adds and drops, requirements for graduation, etc. MySJSU is the location for pay and benefits information for all faculty.

#### **PRIVACY RIGHTS OF STUDENTS**

Requirements designed to protect the privacy of students concerning their records maintained by the University are set out in the federal Family Educational Rights and Privacy Act of 1974, regulations adopted there under, and the California Education Code. A summary of the regulations may be found in the University Catalog and the Schedule of Classes. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions. The university has adopted a set of policies and procedures concerning implementation of the statutes and regulations on the campus. Copies of these policies and procedures may be obtained at the Office of the Vice President for Student Affairs.

#### POSTING GRADES

Privacy regulations forbid the posting of grades by name or any other means that will allow students to be identified personally. Do not use student Social Security numbers for identification purposes. Instructors should consider whether it is necessary to post grades at all; the prompt return of graded assignments precludes the need for doing so. For end-of-semester grades, instructors may wish to encourage students to provide them with stamped, self-addressed envelopes or post cards.

#### **RELIGIOUS HOLIDAYS**

University policy F68-8 (<http://www2.sjsu.edu/senate/f68-8.htm>) states, "A student shall not be penalized for absence from class while observing holidays traditional to his religion."

#### **REPRODUCTION OF INSTRUCTIONAL MATERIALS**

The Copyright Act of 1978 significantly revised the rules governing the reproduction of instructional materials. Of particular importance to faculty who copy materials for classroom use are the Act's "Fair Use" provisions. While these guidelines are complex and open to interpretation, they may be roughly summarized. "Fair Use" is defined as "the right to use copyrighted materials in a reasonable manner without the consent of the author, or publisher." In theory, the "Fair Use" criterion attempts to balance the author's right of compensation against the user's need for study and research. In practice, this rubric may be construed thus: a single copy, used only for private study, research or scholarship, is permitted; multiple copies are less acceptable; repeated reproduction of the same materials, term after term, is prohibited, as is the copying of materials to replace anthologies used by students for reference. Recent federal legislation

regarding copyright and electronic media may be found at: [http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107\\_cong\\_public\\_laws&docid=f:publ273.107](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_public_laws&docid=f:publ273.107). An excellent website for further information about the TEACH Act of 2002 may be found at the following: [http://hosting.uaa.alaska.edu/designteam/teach\\_act/](http://hosting.uaa.alaska.edu/designteam/teach_act/).

Both the Library and the Instructional Resource Center have issued statements on copyright.

### **RETAINING GRADE BOOKS/GRADE RECORDS**

Grade books/records document the computation by which faculty determine students' grades. Such records are frequently pivotal in resolving academic fairness complaints; they are also potentially significant in civil suits. Therefore, faculty are advised to keep all grade books/records for a minimum of five years, i.e., two years beyond the statute of limitations for legal filing. Grade books/records are university property and may be reviewed by the appropriate administrator.

### **SMOKING IN CLASSROOMS**

There shall be no smoking anywhere in any building on the SJSU campus . . .' (S93-11, <http://www2.sjsu.edu/senate/s93-11.htm> and S03-6 <http://www2.sjsu.edu/senate/S03-6.pdf>).

### **STUDENT CODE OF CONDUCT**

For information about the Student Code of Conduct, with oversight from the Chief Student Conduct & Ethical Development Officer, Debra Griffith, see [http://sa.sjsu.edu/judicial\\_affairs/students/student\\_conduct\\_code.html](http://sa.sjsu.edu/judicial_affairs/students/student_conduct_code.html). Enforcement of the code may include probation, suspension or expulsion of a student following due process procedures.

### **STUDENT FAIRNESS DISPUTE RESOLUTION (See Academic Fairness)**

Refer to University Policy S07-6 <http://www.sjsu.edu/senate/S07-6.pdf>.

### **STUDENT OPINIONS OF TEACHING EFFECTIVENESS (SOTEs)**

University Policy F02-2 (see <http://www2.sjsu.edu/senate/F02-2.pdf>) requires that classroom student opinions of teaching effectiveness (SOTEs) be obtained for all members of the university faculty. University policy S06-6 (see <http://www.sjsu.edu/senate/S06-6.htm>) requires administration of SOTEs; at least two SOTEs for the academic year are required to be included in reviews that are placed in the Personnel Action File (PAF). SOTEs include both quantitative and qualitative data. Opportunity is provided each semester for faculty members to indicate the classes they wish to have evaluated. Evaluations must be conducted in the prescribed manner. SOTEs shall be collected in classes representative of the faculty member's teaching assignment. (See also S98-8, Appointment, Retention, Tenure and Promotion Standards <http://www2.sjsu.edu/senate/s98-8.htm>; Agreement, 15.14-15.17). Some departments require that all classes have SOTE evaluations. Check with the chair regarding department policy on SOTE collection.

### **STUDENTS WITH DISABILITIES**

San José State University prides itself on providing high quality service to students with disabilities. It is expected that all faculty will make their best effort to work with the Disability Resource Center (DRC) in accommodating the special needs of students. Faculty must respect the student's privacy in these matters.

It is advised that faculty request disability related information from students due to safety concerns or in the interest of providing appropriate accommodations. The following language should be included as written in your green sheet and/or as an announcement on the first class meeting:

If you need course adaptations or accommodations because of a disability, or if you have emergency medical information to share with me, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours.

For more information concerning students with disabilities, faculty members are strongly encouraged to read "Fast Facts for Faculty", which is found in the Disability Resource Center Office at x. 46000 or on their web page at <http://www.drc.sjsu.edu/Files/Facts%204%20Faculty%20Spring%202006.pdf>. See university policy S97-10 <http://www.sjsu.edu/senate/S97-10.pdf> and PD 95-04 [http://weboms.sjsu.edu/opencms6/opencms/president/docs/directives/PD\\_95-04.pdf](http://weboms.sjsu.edu/opencms6/opencms/president/docs/directives/PD_95-04.pdf).

## **TEACHING ASSOCIATES (TAs)**

A Teaching Associate (TA) is an instructor who may perform any and all of the duties of a Graduate Assistant (GA), and, under faculty supervision, may also be the instructor of record, normally for a lower-division course, or for a seminar or laboratory section of a large lower-division course. TAs shall work under the supervision of an individual faculty member designated by the department chair. Such supervision shall include periodic meetings between the supervising faculty member and each TA over the course of each semester, in addition to at least one classroom visitation by the supervising faculty member per section per semester. For each section taught, the classroom performance of TAs shall be evaluated in writing by the supervising faculty member, as well as by the students using the university's standard "Student Opinion of Teaching Effectiveness" (SOTE) surveys. See S00-7 for the university policy on TAs and GAs (<http://www2.sjsu.edu/senate/s00-7.htm>), and S05-9 for the amended policy on fee waivers for TAs (<http://www2.sjsu.edu/senate/S05-9.pdf>). TAs are represented by the UAW and their employment is governed by the CSU-UAW Agreement (Unit 11). See [http://www.calstate.edu/LaborRel/Contracts\\_HTML/CBA\\_Contract/index.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml).

## **TEXTBOOK ORDERS**

Textbook requisitions are normally due at the Spartan Bookstore by April 1 for the fall semester and November 1 for the spring semester. Deadlines for the winter, summer, and other special sessions are usually twelve weeks prior to the start of the term. A faculty member assigned to teach a course after the deadline should turn in a requisition as soon as possible. Requisitions for several courses should not be delayed when there are problems in selecting books for only one of the courses; the original requisition may be supplemented at a later date. The Textbook Office should be notified by the faculty member whenever a class is canceled after textbooks have been requisitioned.

Spartan Bookstore will send requisition forms to each department two or three weeks before they are due and will notify faculty members through campus mail. Department offices maintain a supply of requisition forms, which may also be obtained from the Textbook Office.

Requisition forms should contain the following information: 1) estimated enrollments (faculty should try to give a reasonable estimate based upon past demand and room size and should notify the Textbook Office immediately if the enrollment exceeds the original estimate); 2) whether books are required or recommended (a book should be considered "required" if students are responsible for all or most of the contents of the book in order to receive a passing grade; a "recommended" book is one that contains only a small portion of material for which the students are responsible or that is recommended for those seeking special assistance or advanced knowledge; 3) department, course number, and section number(s); and 4) book author, title, publisher, copyright date, edition, volume number (if any). The form should also indicate if the book is a paperback. The ISBN (International Standard Book Number) or publishers catalog number should be included only if the faculty member is certain of these numbers.

Spartan Bookstore orders textbooks based on: 1) expected enrollment, 2) past sales history for the title and course, 3) publisher's pricing and return policies, and 4) other factors, such as local availability and publisher's ability to ship reorders quickly.

Spartan Bookstore is always willing to work with instructors to arrive at an order quantity that is mutually agreeable. When books are sold out, additional books will be reordered by telephone and shipped by premium methods once the number of additional copies needed is determined in conjunction with the instructor. It is important for the bookstore to know the total enrollment for a course in the event that other instructors are using the same title.

Publishers prefer to deal directly with faculty members in providing examination copies or desk copies of textbooks. The Spartan Bookstore Textbook Office can provide the names and addresses of publishers and

the names of their local representatives. If faculty members send along requests for desk copies with their textbook requisitions, the Textbook Office will forward the requests to the publishers. The Textbook Office has forms for requesting desk copies. Faculty members may, however, purchase the textbook from the bookstore, request a copy of the book from the publisher, and return the clean, new copy for a full refund when it arrives from the publisher. To be eligible for the refund, faculty members must purchase the book at the Bookstore Customer Service Counter and fill out a Desk Copy Voucher and a Desk Copy Request form. Emergency loans are available through the Textbook Office if faculty receive a late class assignment and cannot wait for publishers to fill their requests. The Textbook Office staff is available to assist with requisitions or other textbook problems. The phone number is 41820.

#### **OTHER INSTRUCTIONAL TOPICS**

For an interesting review of many legal topics related to faculty and instruction, including institutional and academic freedom, sexual harassment, grading practices and policies, the Fair Use Doctrine, student privacy rights, and indemnification concerns of faculty, see: [http://www.sjsu.edu/students/student\\_rights/index.jsp](http://www.sjsu.edu/students/student_rights/index.jsp).

## VIII. UNIVERSITY SERVICES FOR FACULTY & STUDENTS

### ACADEMIC TECHNOLOGY

#### MEDIA SERVICES

SJSU Instructional Resources Center (IRC) has a variety of audio/visual resources available for faculty use.

Equipment Loans: VHS, Beta, and U-matic video players, 16 mm, slide, overhead, opaque, and caramate projectors, CD and audiotape players, camcorders, video and computer projectors, sound systems, wireless microphones, projection screens, monitors, DVD players, and digital camcorders are available for checkout. To reserve any of these items, call Media Services at x.42888.

Equipment loans for faculty: Equipment for faculty checkout includes LCD projectors, IBM compatible laptops and Mac PowerBooks with CD ROM players for classroom Internet access.

Online Catalog of Videos and Films: A collection of over 9,000 videotapes and films is accessible through the library on-line catalog. About 2,500 videotapes are available for checkout off campus. Patrons may check out up to three circulating videos for a 48 hour period. In order to check out materials, patrons must be listed in the University Library's database and are required to present current SJSU identification (Tower Card). Facilities for viewing circulating and non-circulating videotapes are available in the Video Viewing Room, including closed-captioned viewing stations. Both circulating and non-circulating videotapes may be scheduled for classroom viewing through Video Services at x.42867.

Videotaping and Projection Service: Videotaping of special class presentations is available. Projection service for the showing of 16-mm films in classrooms is also available. At least five days lead-time is required for reservations. Service is subject to student availability.

VHS, SVHS and Digital Video Editing: Video editing facilities with titlemakers, a Macintosh digital editing station, and video duplicating stations are available. Copyright fair use restrictions apply. Reservations are recommended.

Other Media Facilities: Audio recording studio, duplicating station, and high-speed audiocassette copying. Copyright fair use restrictions apply. Reservations are recommended; 16 mm, VHS, Beta, U-matic, and laserdisc viewing stations are also available. One scanning Mac station for scanning text or images is available.

HOURS: 7:00 AM to 9:45 PM Monday-Thursday, 7:00 AM to 4:45 PM Fridays

7:00 AM to 4:45 PM during Intersession and Summer Closed Saturday and Sunday

CONTACT: Shirley Warren IRC 112, x.42889 (swarren@sjsu.edu)  
Phil Braverman IRC 112, x.42888 (braverma@hotmail.com)  
Roberto Mena IRC 112, x. 42890 (betoza@aol.com)

### CAMPUS PHONE DIRECTORY

University Computing and Telecommunications maintains a directory of faculty and staff office, telephone and email information available by web browser at the following: <https://sjsuone.sjsu.edu/sjsuphonebook/>. Use the same address to update or add your information by using the update directory link.

### CAMPUS PHONE SYSTEM

The campus phone system has many state-of-the art features, a few of which are voice mail, call interrupt, do not disturb and conference calling. It is quite complex, but the basic features can be easily learned. For a guide card, other information, or telephone repair, call Telecommunications at x.41011.

## **CENTER FOR FACULTY DEVELOPMENT**

The SJSU Center for Faculty Development (CFD) brings together the resources of the University to support faculty development, innovation in teaching, excellence in scholarship and quality of life for faculty. The CFD offers a number of programs and initiatives. Programs of particular interest to our new tenure-track faculty include orientation, technology workshops, consultations and tutorials.

The CFD staff and faculty are available to assist faculty in using new technologies to enhance teaching and learning. Faculty may attend workshops focused on skills such as web design, PowerPoint presentation development, and multimedia presentation. In addition, faculty are welcome to come to the Faculty Technology Materials Development Studio (The Studio-IRC 202, hours 8:00 AM - 5:00 PM, Monday - Friday) at any time to learn about using a variety of hardware and software applications. The Studio has Mac and PC computers, B/W and color printers, CD writers, scanners, multimedia support, CD duplicators and more. If you would like to receive e-mail notices of CFDS events and services, please contact CFD at IRC 213, 924-2303 or <http://www.sjsu.edu/cfd/>.

## **CHECK CASHING & ATM SERVICES ON CAMPUS**

The Spartan Bookstore will cash personal checks (up to \$50) for faculty with faculty identification (Tower Card). This service is provided in the general office. Also available are the ATMs, which are located across from the Student Union. For more information, contact Spartan Bookstore in the Student Union. Phone: x. 41800.

The University and State Employees (USE) Credit Union offers a full range of banking services including checking accounts which feature unlimited check writing with no per-charges, ATM access, and VISA and loan services. Also, the Asset Planning Solutions Center, located at USE Credit Union, offers a variety of insurance and investment programs. It can provide a total package of protection and asset accumulation that can help you meet your personal financial goals and objectives. For more information contact USE Credit Union, 1570 W. San Carlos Street. Phone: 271-8945.

## **CHILD CARE CENTER**

The Associated Students Child Development Center has been providing high quality childcare for the children of students at SJSU since 1972. The new center opened at the current 9<sup>th</sup> Street location in the Fall of 2000. The center is primarily for the students of SJSU. Faculty and staff children will be admitted on a space available basis after student needs have been met. The program serves children, ages 6 months through six years. Children are admitted from the waiting list on a first come, first serve basis. Waiting list applications are available in the office. For further information, see <http://as.sjsu.edu/ascdc/index.jsp>.

## **COMMUNICATIONS & PUBLIC AFFAIRS**

The staff of the Office of Communications and Public Affairs would like to be among the first to hear about news and activities and upcoming events on campus, and when they do, there are various options for getting the word out to the campus community and beyond. If you have information you would like to publicize, the contact person for each of the following publications is Nancy L. Stake (x. 41167) [Nancy.Stake@sjsu.edu](mailto:Nancy.Stake@sjsu.edu).

### *On Campus*

This is a monthly newsletter for faculty and staff. Its goal is to provide current and useful information and make it inviting to read. Deadline for news and calendar information is before the 15<sup>th</sup> of each month.

### *SJSU This Week*

This weekly online service reports late-breaking campus news and calendar items. It is sent out each Monday morning. The deadline for submitting information is noon on Friday.

### Washington Square

This colorful quarterly magazine goes out to more than 130,000 alumni and friends of SJSU. Washington Square is published quarterly on the first day of September, December, March and June. Typically, stories are planned eight months in advance; the story list, finalized six months ahead; and calendar items are needed two months ahead.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

This program is available to faculty and staff, twenty-four hours a day, for assistance in resolving any personal or professional problems. Confidential service is provided, free of charge throughout the year through Concern Counseling Services. For more information, contact Concern at 408-223-4050; 650-940-7100 or 1-800-344-4222 ([www.concern-eap.com](http://www.concern-eap.com)).

### **EMPLOYEE FITNESS PROGRAM**

This program at SJSU is known as CATS (Cross-Aerobic Training Sessions). It consists of open gym in SPX 75 where faculty and staff can exercise on Stairmasters, rowing machines, Nordic Track skiers, recumbent bicycles, treadmills, and more. Call to check on the cost for semester, summer or intersession. More information is available at: [http://as.sjsu.edu/ascr/index.jsp?val=fit\\_home](http://as.sjsu.edu/ascr/index.jsp?val=fit_home) or Department of Human Performance, SPX 56. Phone x. 43010.

### **FACULTY DINING ON CAMPUS**

There are several places to dine on campus. Faculty may dine in the building next to the Student Union which includes the Market Café, Burger King, and Sbarro's. The Student Union Cafeteria is open to all. Faculty and staff may use the Faculty and Staff Dining Room (x.41853) in the Old Cafeteria (CAF) which is open for special events.

### **FACULTY RECREATION ON CAMPUS**

Some on-campus recreation facilities are available to faculty at no charge. These include four tennis courts and an outdoor track at South Campus (availability depends on class, tennis team, and tournament schedules). On the main campus a par course is available near the Spartan Memorial Chapel and many faculty members play pick up games of basketball or badminton in the Spartan Complex gyms (SPX 6 and 44) at noon.

Access to the use of the Events Center and Aquatic Center is available for a fee. The Events Center has 10 racquetball courts; a fitness room (with Stairmasters, Life Cycles, accommodating resistance machines, and free weights); volleyball, badminton and basketball courts; and an aerobics room.

Fees may be paid and passes obtained from the Events Center cashier. For fees and more information about these facilities call:

Aquatics Center Phone: x.46341

Sport Club Phone: x. 46368

### **INTELLECTUAL PROPERTY**

Both SJSU and the CSU have provided some general guidelines to help faculty understand copyright and other intellectual property issues surrounding both their own creations and those of others. SJSU policy F98-3 regarding intellectual property may be found on the Senate website at <http://www2.sjsu.edu/senate/f98-3.htm>.

## **LIBRARY RESEARCH SUPPORT**

The SJSU Library has many online resources including its catalog and several full-text and abstract databases for use by faculty and students. Some of the databases require faculty to obtain a password from the library. Information on these resources and how to access them can be found at the SJSU Library web site at: <http://www.sjlibrary.org/>. See University Library, Martin Luther King, Jr. Library, in this section of the Guide.

## **LOST & FOUND**

Look for the university Lost & Found office on the 3<sup>rd</sup> floor of the Student Union building; the phone number for Lost & Found is x. 46310.

## **MEDIA OPPORTUNITIES**

Public Affairs responds to reporters who contact the university to speak with experts on a variety of subjects that typically reflect the "hot" news topics of the day. Also, they pitch interesting story ideas to local media and trade publications, and send out news releases when an activity has broad-based appeal. And for those who want to learn how to work more effectively with the news media, they provide training seminars.

Public Affairs would like to know about the expertise and willingness of faculty to talk with the media. To help get your story told, keep them informed about research projects, grants, books/papers published, awards, achievements, conference participation, community projects, etc. To be listed in the "University Experts Database," see <http://experts.sjsu.edu/>.

## **MEDIATION CENTER**

The Mediation Center provides dispute resolution services for SJSU students experiencing a conflict with another student, friend, family member, roommate, classmate, significant other, landlord, or a member of the university faculty or staff. The Mediation Center does not provide services for staff or faculty. See <http://www.sjsu.edu/ccg/center/>.

## **OMBUDSMAN**

Occasionally problems with a student's satisfactory progress at the University arise. The student may elect to appeal grades or disqualification from the University to the Ombudsman, ADM 242, phone x. 45985.

## **PHOTOCOPYING & DUPLICATING**

Most departments have a copy machine, which can be used for school related copying. In addition, the Associated Students Print Shop is available to provide faculty with a wide variety of copying services that support the academic and administrative needs of the San José State University community. The Print Shop provides copyright clearance services along with course reader services to the faculty, which are economical and convenient for the students. A web site offers additional convenience to students by having non-copyrighted course reader material on the web site at no cost. Services for faculty and students include color and black/white transparencies, report bindings, and computer printouts. Call the Print Shop at x. 46291.

## **STUDENT AFFAIRS SERVICES**

### ACADEMIC COUNSELING

Academic counseling is available for students at Counseling Services (x. 45910). Educational counselors provide guidance to students so they can achieve their goals at San José State University. The counselors can problem-solve complex sensitive issues which may be interfering with a student's academic success. At Counseling Services, psychologists, social workers and counselors are available for students on an individual or group basis for help with a variety of psychological and academic issues. In addition,

Counseling Services provides services such as a Speakers Bureau to present various topics in campus settings such as classrooms, clubs, residence halls, etc. They also provide consultations to faculty on issues of student mental health and campus climate.

### DISABILITY SERVICES

The Disability Resource Center (DRC) (x. 46000) provides high quality retention services to students with disabilities and reasonable accommodations to faculty and staff with disabilities. Additionally, the Disability Resource Center fosters and promotes access and inclusion across the campus, while being a resource to the University and community-at-large. Students who are registered with the Disability Resource Center are eligible for “reasonable accommodations” for their disabilities to enhance their academic progress. For more information concerning students with disabilities, faculty members are strongly encouraged to read “Fast Facts for Faculty,” found in the Disability Resource Center offices. See: <http://www.drc.sjsu.edu/Files/Facts%204%20Faculty%20Spring%202006.pdf>.

### EDUCATIONAL OPPORTUNITY PROGRAM

The Educational Opportunity Program (EOP) is designed to identify and admit students who have a history of low income, need admissions assistance, need academic assistance and meet EOP income guidelines, which may be determined by contacting the office. Advising assistance for minority and underrepresented students may also be obtained from the Educational Opportunity Program. EOP can be reached at x. 42756.

### STUDENT ACADEMIC ADVISING

An academic advisor is a representative of a department or program who assists students in selecting courses and developing a plan for fulfilling University and academic major requirements. For the most part, academic advisors are located in academic departments. Students are urged to consult an academic advisor during their first semester of attendance at SJSU. Some majors, including Engineering, have mandatory advising every term. Should students need help with a declared major, they must go to their major department to obtain needed information. Department locations and phone numbers are listed in the Faculty & Staff Directory. All students who have yet to declare a major (undeclared) need to seek academic advising from the Student Services Center, located at 9<sup>th</sup> Street and San Fernando.

### OTHER STUDENT SERVICES

The main number for student services is 283-7500. This number will provide a menu for the caller accessing the offices listed below. Most of these offices are located in the Student Services Center unless otherwise indicated. Information about other services may be found on the student affairs web page (<http://sa.sjsu.edu/index.jsp>)

ASPIRE Program

Visitor Relations & Admissions Counseling

Student Services Center

Student Services Center

Phone: 924-2540

Phone: 924-2564

<http://www.sjsu.edu/visit/>

Financial Aid

Student Services Center

Phone: 283-7500

**Disability Resource Center (DRC)**

ADM 110

Phone: 924-6000

Educational Opportunity Program

(Admissions)

Student Services Center

Phone: 283-7500

Student Resource Center

Student Services Center

Phone: 924-2087

Educational Opportunity Program

(Student Development Services)

Student Services Center

Phone: 924-2129

Pre-College Programs

(Upward Bound, Math and English Prep.  
Academy, Elementary Ed. Project, Collaborative  
Training Inst.)

Student Services Center

Phone: 924-2567

International Student Services

ADM 223B

Phone: 924-5920

Study Abroad Office

ADM 223

Phone: 924-5931

International Center (Housing)

360 S. 11th Street

Phone: 924-6570

English as a Second Language

IS 227

Phone: 924-2660

Women's Resource Center

ADM 249

Phone: 924-6500

Center for Service Learning

Student Services Center

Phone: 924-6961

## **SJSU SPORTING EVENTS**

Faculty are also invited and encouraged to attend intercollegiate athletics events. San José State is a member of the Western Athletic Conference (WAC). Tickets may be purchased and information concerning events including team schedules may be obtained from:

### Spartan Ticket Office

Alan B. Simpkins Administration Bldg.

1373 South 7<sup>th</sup> Street

(at the corner of 7<sup>th</sup> and Alma across from Spartan Stadium)

Phone: 924-7589/ 924-1217

Hours are 8-5 Monday through Friday

Football Season tickets are available at a Faculty discount. Call x. 47589. Individual tickets can be purchased at the ticket office, through Ticketmaster outlets, online at [www.ticketmaster.com](http://www.ticketmaster.com), or call 408 998-8497 to charge by phone.

Basketball: contact the Spartan Ticket Office or the Event Center Box Office at x. 46333 or tickets.com.

Baseball Tickets are available at Spartan Ticket Office

Other sports offer tickets at the gate on the day of the game.

For tickets for non-athletic events or any events at the Event Center, call the Event Center Ticket Office at x. 46333. No phone orders are accepted. You may fax your order to x. 46395. Check the website at [http://www.union.sjsu.edu/Upcoming\\_Events/upcoming\\_events.html](http://www.union.sjsu.edu/Upcoming_Events/upcoming_events.html).

## **TUTORING**

### LEARNING ASSISTANCE AND RESOURCE CENTER FOR STUDENTS

The Learning Assistance and Resource Center (LARC) is located in the Student Services Center and offers a tutorial program designed to assist students to achieve academically. This program emphasizes student outreach, faculty interaction and counseling support. The major concern of the program is to orient the student to the college environment and to provide assistance to develop the necessary level of reading writing and study skills to ensure success in college. For more information contact the LARC at x. 42587 (<http://www.sjsu.edu/larc>).

## **UNIVERSITY CARS/DEFENSIVE DRIVING**

University-owned vehicles are very limited. They may be requisitioned through your department/school office. In order to operate a University vehicle you must be Defensive Driving Training certified and possess a valid state driver's license. Defensive Driving Training is offered as needed through the Human Resources. Contact Human Resources at x. 42250.

## **UNIVERSITY LIBRARY, Dr. Martin Luther King, Jr. Library**

The Dr. Martin Luther King, Jr. Library – the largest, all-new library west of the Mississippi – opened on August 1, 2003. This award-winning, innovative collaboration between SJSU and the City of San Jose has created an invaluable community resource open and free to all. A feast for the mind, as well as the eyes, the King Library boasts a collection of roughly 1.5 million items as well as delightful public art installations

awaiting your discovery on every floor. Library homepage: <http://www.sjlibrary.org>. Fast facts about King Library: <http://www.sjlibrary.org/about/locations/king/fastfacts.htm>.

The primary mission of the San José State University Library, within the King Library, is to support the academic life of the University. The heart of the Library's mission is academic research and curricular support <http://www.sjlibrary.org/gateways/academic/>, and SJSU Library staff and librarians are dedicated to goals and activities that reflect the campus mission (<http://www.sjlibrary.org/gateways/academic/affirm.htm>). The Dean of the Library spearheads our commitment to student success through information literacy competence and access to quality collections. The University Library Board is authorized by the SJSU Academic Senate to formulate and recommend policy related to the Library, and also to advise the Library Dean on the implementation of University policies and Library operations (<http://www.sjlibrary.org/gateways/academic/ulb.htm>).

### ACADEMIC LIBRARY SERVICES AND RESOURCES

Subject Liaisons: librarians with liaison specialties for each SJSU academic department. Activities include collection management, library information literacy competence, and specialized reference ([http://www.sjlibrary.org/about/contacts/sjsu\\_specialists.htm](http://www.sjlibrary.org/about/contacts/sjsu_specialists.htm)).

Information Literacy Competence Program: includes instruction in university level research and information competency through course-integrated library instruction sessions and hands-on workshops ([http://www.sjlibrary.org/services/literacy/info\\_comp/classroom.htm](http://www.sjlibrary.org/services/literacy/info_comp/classroom.htm)). Also librarians have created a number of self-paced online tutorials that can be incorporated into coursework ([http://www.sjlibrary.org/services/literacy/info\\_comp/index.htm](http://www.sjlibrary.org/services/literacy/info_comp/index.htm)).

Reference (2<sup>nd</sup> floor): walk-in reference assistance. See also <http://www.sjlibrary.org/services/reference/index.htm> for reference consultations with subject librarians as well as telephone, email, and live online reference.

Academic print-based collections: scholarly books (floors 6-8), journals (floors 4 and lower level), government publications (lower level). Books, journal titles, and some government publications are located by searching the Library Catalog (<http://mill1.sjlibrary.org/screens/opacmenu.html>). Contact your subject liaison to make purchase requests ([http://www.sjlibrary.org/about/contacts/sjsu\\_specialists.htm](http://www.sjlibrary.org/about/contacts/sjsu_specialists.htm)).

Web-based resources: links to scholarly databases, electronic academic journals, and guides to library research by major (<http://www.sjlibrary.org/gateways/academic/>).

Course Reserves (1<sup>st</sup> floor): put course materials on reserve in print or electronic (remote-access) format (<http://www.sjlibrary.org/services/reserves/index.htm>).

InterLibrary Services: request books and journal articles from other libraries around the world. This service also delivers books and articles to your office from the SJSU Library collections. First create an Iliad account and then you can make requests (<http://www.sjlibrary.org/services/request/ill.htm>).

Link+: request self-service borrowing of books from California academic and public libraries that are not available at the King Library (<http://www.sjlibrary.org/services/request/linkplus.htm>).

Special Collections: (5<sup>th</sup> floor), including University Special Collections, Steinbeck Center, Beethoven Center and more (<http://www.sjlibrary.org/about/locations/king/fastfacts.htm#coll>).

Cultural Heritage Center: (5<sup>th</sup> floor) three distinct but complementary collections which support established academic programs at SJSU, including the Africana, Asian American and Chicano collections. Each of these is supported by the advice and good efforts of their respective Resource Center Advisory Committees (<http://www.sjlibrary.org/research/special/chc/index.htm>).

Distance Learning Library Services: for students and faculty in distance programs or teaching distance courses (<http://www.sjlibrary.org/services/distance/index.htm>).

Disability Services: King Library makes every effort to be ADA compliant (<http://www.sjlibrary.org/services/disability/index.htm>).

Faculty Services: more faculty library services and resources are listed on <http://www.sjlibrary.org/gateways/academic/faculty.htm>.

#### OTHER INFORMATION

Creating a Library Account: <http://mill1.sjlibrary.org/patroninfo/>

Borrowing Privileges: <http://www.sjlibrary.org/services/borrowing/borrower.htm>

Library Hours: <http://www.sjlibrary.org/about/locations/king/index.htm>

#### **UNIVERSITY STUDENT HEALTH SERVICES FOR FACULTY**

Faculty are eligible to use the Health Center for examination and treatment of work related injuries, for physical examinations related to job functions, emergency first aid, and for travel vaccinations. The Student Health Center is accredited by the Accreditation Association for Ambulatory Health Care, which guarantees that community standards are met. A continuous quality improvement program is in place to assure that the provision of patient care is consistently optimal. In addition, the Health Center is an accredited site for continuing medical education. Clinician's credentials and licensure are verified annually.

Hours of operation are:

Monday, Tuesday, Thursday – 8:00 AM to 5:00 PM

Wednesday – 9:00 AM to 5:00 PM

(7:30 AM to 8:00 AM and 5:30 PM to 6:00 PM – Emergency services only)

Friday – 7:30 AM to 4:00 PM

During Summer and Semester breaks, hours are 8:00 AM to 4:30 PM, Monday through Thursday, Friday 7:30 AM to 4:00 PM

The Health Center is located in the Health Building, corner of 9<sup>th</sup> and Paseo de San Carlos Streets, behind the Event Center, phone x. 46120, Appointments x. 46122.

## **IX. FACULTY DEVELOPMENT AND RESEARCH**

### **ANIMAL CARE AND USE (F-06-4)**

See Academic Senate policy F06-4, "Policy and Assurance for Humane Care and Use of Animals at SJSU." <http://www.sjsu.edu/gradstudies/iacuc/index.htm>.

### **AWARDS FOR FACULTY**

The Outstanding Professor award annually recognizes excellence in academic assignment. The President's Scholar Award annually recognizes distinguished scholarship, performance or creative activities. The Distinguished Service Award annually recognizes exemplary service in a leadership capacity to the University and/or the community or profession (See <http://www2.sjsu.edu/senate/s00-9.htm>). Some schools and departments annually honor faculty who have distinguished themselves through their contribution to the University.

### **CALIFORNIA STATE UNIVERSITY (CSU) RESEARCH GRANTS**

Administered by the Office of Graduate Studies and Research (x. 42480), the Research, Scholarship or Creative Activity Program awards minigrants and/or summer fellowships. Preference is given to non-tenured faculty. Applications are due fall semester; awards are for the following spring and summer.

### **CLASSIFIED RESEARCH POLICIES**

The University's role and responsibility in both research and education, based on the responsibility of the researcher to make the significant results of his or her research freely available to colleagues and to the public, have generated the following policies concerning classified research:

The University will accept no grant or contract to carry out research under circumstances that restrain the freedom of the University or the principal investigator from disclosing 1) the existence of the grant or contract, 2) the nature of the inquiry to be conducted, or 3) the identity of the sponsor.

The University will accept only research contracts or grants for projects whose principal purpose is to produce results that will be freely available and freely publishable in the ordinary manner of open research in the relevant discipline.

The University will accept only research contracts or grants that clearly retain for faculty investigators full and free rights to determine what they shall publish. It is understood that the terms of a grant or contract may properly require the preparation of privileged reports to the sponsor as quid pro quo of its support so long as the principal purpose of the grant or contract is to produce results, all of which in a reasonable period of time will be freely publishable in the manner previously described.

The University will accept no grant or contract that requires it to acquire a general facility security clearance.

The University will accept no grant or contract for which there is a reasonable possibility that research of a classified nature will be performed at San José State University.

No research on a thesis or dissertation should be undertaken or approved if there is a reasonable possibility that the research or the results thereof will be subject to government classification.

### **CURRICULUM DEVELOPMENT**

A number of opportunities exist at San José State University to facilitate instruction and support innovative or experimental curricular design. Each semester the Center for Faculty Development presents workshops that focus on the improvement of specific instructional skills such as leading discussions, constructing exams, lecturing and the use of technology in the classroom.

Each summer, the California State University Scholar-Teacher Program presents a series of workshops open to faculty system-wide; information about the Scholar-Teacher Program is distributed in the spring semester.

### **DIFFERENCE-IN-PAY LEAVE (DIP)**

(See VI. Regulations for Faculty; Leave of Absence With Pay/Sabbatical Leave and Difference-in-Pay (DIP))

### **FACULTY EXCHANGES**

The Office of Faculty Affairs (x. 42450) facilitates faculty exchanges within and outside the CSU system. Preliminary arrangements for a faculty exchange between a San José State University faculty member and a member of another institution are the responsibility of the faculty members involved. Once the preliminary arrangements have been made, the SJSU faculty member should confer with his/her department chair and dean about the suitability of the arrangements. If the chair and the dean approve, they make a recommendation to the AVP/FA, who will facilitate the drawing up of a formal contract stating the terms of the agreement. The contract is then signed by the exchanging faculty members, their chairs and deans, and the purchasing officer at SJSU and the equivalent officer of the exchanging institution. Generally, each faculty member remains on the payroll of his/her home institution and retains all benefits and insurance coverages.

### **HUMAN SUBJECTS – IRB (S08-7)**

See Academic Senate policy, S08-7, “Policy for Protection of Human Research Subjects.” See also <http://www.sjsu.edu/gradstudies/irb/index.htm>.

### **JUNIOR FACULTY DEVELOPMENT GRANTS**

Junior faculty development grants are available for tenure-track faculty members through the Office of Faculty Affairs. An announcement is made in the spring semester. Awards are for the following fall semester, pending budget availability.

### **LEARNING PRODUCTIVITY (LPP) GRANTS**

The Office of Undergraduate Studies sponsors Learning Productivity Grants (LPP) to support innovative curriculum research and design. There are two phases of funding.

### **ORGANIZED RESEARCH UNITS**

There are several organized research units on campus. Information about these may be obtained from the Office of Graduate Studies and Research. Questions regarding the initiation of such research units should be addressed to the AVP/Graduate Studies and Research.

### **SABBATICAL LEAVES**

(See VI. Regulations for Faculty, Leave of Absence With Pay/Sabbatical Leave and Difference-in-Pay (DIP))

### **SAN JOSÉ STATE UNIVERSITY FOUNDATION (<http://www.sjsufoundation.org/>)**

Individual faculty research and scholarly activity are encouraged at the University. The San José State University Foundation exists to facilitate obtaining support for such activity, and for its administration. Information is available at x. 41400.

The Foundation is an auxiliary organization of the University, operating under the general non-profit corporation laws of the State of California. It is governed by a board of directors consisting of university administrators, faculty, a student, and community members. It serves to promote and assist the educational services of the University by serving as a repository and disbursing agent for non-state funds. Accordingly,

grants and some gifts to the University are usually made to the San José State University Foundation, rather than to the University itself. It handles sponsored program budgetary and fiscal matters and prepares fiscal reports for grantors and auditors. It domiciles the special-purpose accounts for colleges, departments and organized research units.

#### PROCEDURE FOR SUBMITTING A PROPOSAL FOR A SPONSORED PROGRAM

Executive Order 890 (<http://www.calstate.edu/eo/EO-890.pdf>) from the Chancellor's Office, titled "Administration of Grants and Contracts in Support of Sponsored Programs," is a key policy document and should be read by any person wishing to submit a proposal. Executive Order 890 states that all requests for funding of research or other special educational projects shall not be submitted to sponsoring agencies without the prior approval of the President of the campus or designee. Those persons planning to submit a request for non-state funding are urged to get in touch with the SJSU Foundation as early as possible for help and guidance. Proposals should be submitted to the Office of Graduate Studies and Research two weeks before the mailing deadline to allow time for budgeting by Foundation personnel, for obtaining necessary campus approvals, and for duplicating, assembling and mailing. Protocols for research involving human subjects must be reviewed and approved by the Human Subjects Institutional Review Board; research protocols involving animals must be reviewed and approved by the Institutional Animal Use and Care Committee. Approvals of these protocols must be obtained prior to the start of the research.

#### **UNIVERSITY EXPERTS DATABASE**

In January 2006, San José State University launched a new faculty/university expert database, <http://experts.sjsu.edu/>, which enables campus and external users to connect with the university's rich pool of academic talent and professional expertise. The new Web site was designed to be a user-friendly, easily accessible way to connect mutual interests and resources on the SJSU campus and into the broader campus community, such as news media inquiries, companies seeking consulting assistance, research collaborations and partnerships, and for prospective students. For more information or to establish or edit your Experts.sjsu.edu profile, login via <http://my.sjsu.edu/> and click on the link to University Experts. A tutorial and other support resources can be found at <http://www.sjsu.edu/webservices/>.

#### **WEIR/GALM ENDOWMENT AWARD**

Administered by the Office of Faculty Affairs, one award is given each Spring to a tenure-track faculty member. Preference is given to women and underrepresented minorities or to proposals that address issues of diversity at the direction of the Endowment agreement. The endowment was established by Dr. John Galm in memory of his wife, Dr. Sybil Weir.

## X. COMPLAINT MANAGEMENT

### HOW TO DEAL WITH COMPLAINTS IN YOUR ROLE AS A FACULTY MEMBER

#### OVERVIEW

While we would all certainly prefer that we never hear a student tell us that they were discriminated against by a faculty member and never have another faculty member accuse us of inappropriate conduct, such situations can occur. Some basic information is provided below that should help you be prepared to deal with such situations. This information is not intended to replace the need to discuss the matter with a supervisor or to immediately refer a student or faculty member to the Office of Faculty Affairs, Human Resources Office or campus police if an assault is involved. Additional information is also available regarding discrimination, ADA accommodations, and sexual harassment. If more information is needed, please contact your department or division chair or the Office of Faculty Affairs.

Generally, there are three situations where you may be involved with a faculty, staff or student complaint:

You, as a faculty member, desire to file a complaint against someone.

Act promptly. Do not let an incident or a problematic relationship hamper your effectiveness or break down your morale. SJSU is committed to addressing problems promptly and fairly. In initial inquiries, your confidentiality can usually be maintained. If a full investigation is warranted, this may no longer be possible, but you will be protected against any reprisals for filing a complaint.

Seek emotional support and consultation from the Employee Assistance Program, your department chair, an administrator, or a trusted senior colleague. However, do not talk widely about the situation to colleagues, students and staff. Generally this escalates problems and works against prompt resolution.

Keep documentation that will support your complaint. Do not destroy voicemails, emails, letters related to the charge.

Try to be patient if some formal investigations cannot be completed immediately. The University must honor due process and protect the rights of all involved. Keep in close contact with whatever office is conducting the investigation of your charges to stay informed of the status of the case.

Someone brings a complaint against you.

Try not to overreact. The vast majority of complaints filed result from some sort of misunderstanding and are informally resolved, often with the assistance of a department chair or other facilitator. Though uncomfortable, such complaints often provide learning experiences.

If a formal review of the complaint ensues, the University is committed to protecting your rights to a fair and impartial review of any charges. There will not be any "secret investigations" and you will not be assumed to be guilty. There will be a chance for you to know the exact nature of the charges against you and to provide your side of the story.

As long as you have acted within the scope of your duty, be assured that the University will support you in responding to charges from outside agencies.

Keep any documentation related to the issue or incident giving rise to the complaint.

Avoid any reprisals or retaliation (or even the appearance of such) against the complainant.

Generally it is a good idea not to discuss the pending complaint with colleagues or students who are not involved. However, you may ask a colleague or union representative to accompany you to any interview that you understand could lead to disciplinary action.

When the matter is resolved, you have a right to know what, if anything, has been put in any University files regarding the complaint and to add to such files a statement that clarifies your position on the allegations.

Someone brings a complaint about another person to your attention and seeks your assistance.

First, be sure the person receives any needed support. Of course, provide immediate assistance to anyone in distress, but do not get pulled into a counseling relationship. Help the students connect with Counseling Services or help faculty or staff contact the Employee Assistance Program.

When you hear a complaint, neither discredit it nor accept it as the truth. Just tell the individual that the university takes all charges very seriously and assist him or her in finding the appropriate individual to whom to report the concerns. Sometimes a complainant is not comfortable discussing a complaint with a particular person. For example, a student may note that the department chair has lunch every day with the faculty member whose conduct is at issue. In that case, refer the student to the Dean, Faculty Affairs, Human Resources, or Student Services. These offices will be sure that it is referred appropriately.

Under no circumstances should you as a faculty member undertake to "investigate" charges. Various administrators are trained to conduct inquiries in accordance with policy. Once you have referred a situation to your department chair or an administrator, do not discuss the charges with others.

EXAMPLES OF COMPLAINTS AND WHAT YOU SHOULD DO

This list is not intended to be all-inclusive, but to instead provide you an overview to the varying severity of complaints and the possible actions warranted by you.

Nature	Who is bringing the complaint to your attention	Who is the complaint about?	Action
Sexual harassment	Anyone	Anyone	Direct the person to the Office for Equity and Diversity (OED) (4-1115)
Discrimination or Harassment based on membership in a protected class	Anyone	Anyone	Direct the person to OED (4-1115)
Sexual assault	Anyone	Anyone	One of you should contact University Police (4-2222)
Intimidation/threat to safety	Anyone	Anyone	One of you should contact University Police (4-2222)
Professor unwilling to make an ADA accommodation	Student	Professor	Department Chair may intervene. Student may also consult Disability Resource Center (DRC) (4-6000) or OED (4-1115)

Misconduct in research	Student, Professor or Staff	Professor	See S99-10 – Responding to Allegations of Scientific or Other Misconduct in Funded Research
Professor not holding office hours	Student	Professor	Refer the student to the Department Chair
Student contests a grade	Student	Professor	Student must first review the grade with the faculty member. It may next be appealed to the department chair. After these steps, a grade challenge may be taken to the University Ombudsman. (4-5900)
A faculty member repeatedly behaves unprofessionally	Colleague or staff member	Professor	Department chair should be consulted. Consult S99-8 to see if the behavior appears to violate the campus code for unprofessional conduct. Faculty Affairs will investigate such charges.
Faculty member's class is disorganized and lectures are hard to follow	Student	Professor	Clearly a pedagogical matter that should be handled by the department chair. Peer visitations may be scheduled or the professor may be referred to the Center for Faculty Development for consultation.

## **XI. EMERGENCY & SAFETY INFORMATION**

### **BUILDING EVACUATION**

Follow the instructions of the Building Coordinator and Building Emergency Team members. (A list of Building Coordinators is located on the University Police website under emergency preparedness). Be familiar with all exits and the Emergency Assembly Point. ( There is a map on the University Police website depicting each Building's Emergency Assembly Point)

Leave by the nearest safe exit when you hear the building emergency alarm (fire alarm) or if you are told to do so by University Police or a Building Emergency Team Member.

Take keys, books, wallets or purses, prescription medicines, and important personal belongings with you in case the building cannot be reentered immediately. Move at least 150 feet away from all structures. Do not smoke.

Use the stairs. Do not use elevators – in case of fire or earthquake many elevators stop in place and you may be trapped and exposed to deadly smoke.

Ask persons who may be disabled if they require assistance and provide reasonable aid. Follow the instructions of the Building Emergency Team. Station disabled persons at the stairway landing, if unable to safely evacuate, and if possible have someone stay with them. Immediately notify Police/Fire personnel and the Building Coordinator of their location.

Re-enter a building only when University Police or Building Emergency Team Members tell you that it is safe to do so.

### **CRISIS INTERVENTION FOR FACULTY**

SJSU has contracted with Concern Counseling Services to provide counseling for employees, day or night. If you are in a situation in which you need immediate help, you should call Concern at one of the following numbers. You may also contact counseling assistance through the University Police Dept. by calling x. 42222 or dialing 9-1-1 from any campus phone. Concern phone numbers:

408-223-4050

650-940-7100

1-800-344-4222

Website: [www.concern-eap.com](http://www.concern-eap.com)

### **CRISIS INTERVENTION FOR STUDENTS**

If you have a student who is in a situation in which they need immediate counseling, have the student contact Counseling Services. You may also walk the student over to Counseling Services which is located in ADM 201. Counseling Services are available Monday through Friday, 8:00 to 5:00. At other times, students should contact University Police Dept. (UPD will be able to put the student in touch with a counselor 24 hours a day, seven days a week.)

Counseling Services, ADM 201, phone x. 45910

University Police Dept., 7<sup>th</sup> Street Garage, phone x. 42222

### **EMERGENCY PHONE NUMBER**

Dial 911 on any campus phone, this provides a direct connection to the University Police Department. There should be a campus phone in every classroom. Note: If you dial 911 from a cell phone or non-campus

phone, it will connect with the San Jose Police Department and they will transfer the call to the University Police Department. It is recommended that you program the University Police Department phone number, 408-924-2222, into your cell phone.

## **EMERGENCY PHONES**

There are emergency "blue light" telephones at various campus locations that can be used in the event of an emergency. These phones will ring directly into the University Police Dispatch Center. It is suggested that you familiarize yourself with the locations of these "blue light" telephones near the areas and routes you frequent.

Campus elevators also have emergency phones that ring directly into the University Police Dispatch Center.

## **FIRES, EARTHQUAKES, & OTHER DISASTERS**

Follow the instructions of the Building Coordinator and Building Emergency Team Members. Be familiar with all exits and the Emergency Assembly Point.

You should:

Call 911, use a blue light phone or call 408-924-2222 to summon University Police for all campus emergencies. Give your name, the nature of the emergency, and the specific location. Stay on the line until the Dispatcher tells you to hang up.

At the first sign of a fire evacuate the building and pull the fire alarm on your way out. If possible and able to do so safely isolate the fire by closing doors.

Fire Extinguishers- Be cognizant of the location of fire extinguishers. Familiarize yourself with their operation (see UPD website) Do not Attempt to extinguish a fire unless someone else knows about it and only if the fire is minor and appears controllable. Pull the fire alarm first. Remember fire spreads rapidly and will quickly become uncontrollable. An improperly used extinguisher can exacerbate the situation by spreading the fire.

During an earthquake, remain calm. Duck, cover and hold until the shaking stops. Get under a sturdy desk or table or seek refuge along an interior wall and cover your head. Avoid windows (face away from glass), overhead hazards, tall furniture and shelves. Do not evacuate during the earthquake, only after and check for hazards prior to exiting.

Help disabled persons to evacuate the building, if possible. If unable to safely evacuate disabled persons, station disabled persons in the stairway landing and immediately notify emergency responders and the Building Coordinator. Have a person stay with the disabled person, if possible.

In the event of an emergency where an evacuation is not ordered because it is unsafe to do so (e.g. shooting on campus) shelter in place and secure your area. Follow instructions of the Police.

### **Campus Emergency Information**

- 1) Alert SJSU- University emergency notification system. Provides phone, email and text messages in an emergency. You must subscribe at no personal cost through your My SJSU account. In order to ensure receiving the most complete information, sign up for all three (3) options.
- 2) Classroom Speaker Phones- Emergency information and instructions will be relayed via speaker phones in an emergency. Keep the volume on the speaker phones set high, to ensure hearing the message.
- 3) Campus Emergency Information Hotline- 408-924-7578.
- 4) Campus radio station KSJS 92.3

5) Campus website-www.sjsu.edu

## **KSJS & CAMPUS EMERGENCY INFORMATION**

In times of regional emergencies, tune to campus radio station KSJS (90.5 FM), call 408-924-SJSU or visit [www.sjsu.edu](http://www.sjsu.edu) for information specifically addressed to the SJSU community.

## **MEDICAL EMERGENCIES**

San José State University's Faculty and Staff Directory has extensive information on what to do in cases of emergency on campus. Your office may have a hard copy or you may download it at <http://www.sjsu.edu/emergency/> OR <http://www.sjsupd.com/pages/special/preparedness.html>). In general, call 9-1-1 or use a blue light phone for all campus fire, police or medical emergencies. Assist the victim until help arrives. If you or someone in the area is trained in CPR, perform CPR or rescue breathing if necessary. Stop bleeding with direct pressure to the wound. Do not move a victim unless his or her life is in immediate danger. Be careful about contaminating yourself and others if hazardous materials or bodily fluids may be involved.

Have someone call the University Police Dispatcher by dialing 9-1-1 or using a blue light phone.

What to do:

Give your name

Give the building and room number where the emergency is and any special directions on how to find the victim

Describe the victim's condition or the nature of the emergency

Remain CALM!

Give any details which might be important – for example, the type of chemicals involved in a fire

Do not hang up until the University Police Dispatcher directs you to do so. The Dispatcher may have special questions to ask or need to give you instructions on what to do until help arrives.

For minor first aid, report in person to the Student Health Center weekdays from 8:00 AM to 5:00 PM or call University Police at x. 42222.

## **OBSCENE OR HARASSING PHONE CALLS RECEIVED ON CAMPUS PHONES**

If you receive a phone call threatening the well being of yourself, your associates, or your family and friends:

Contact University Police on a campus phone at 9-1-1 immediately

You will be requested to come to the University Police Department to file a formal report and authorize the telephone company and the university's Network and Telecommunications Services Department to assist the University Police in identifying and locating the person responsible for such threats.

If you receive an obscene or harassing phone call:

Contact the Office for Equal Opportunity if the content is based on race, religion, national origin, sexual orientation, marital status, pregnancy, age, and disabled veteran's or Vietnam veteran's status.

As appropriate, the Office of Equity and Diversity may request the university's Network and Telecommunications Services Department to provide them with on-campus call records for such calls. The Network and Telecommunications Services Department will report its findings to the Office of Equity and Diversity.

## **POWER OUTAGES**

California's energy situation may result in power outages. Chances of these outages affecting most SJSU buildings are small, as SJSU operates its own power plant. There are however, some buildings which depend on PG&E, such as Housing; these buildings will be affected by rolling blackouts. In the unlikely event of a blackout, if you are in a room or situation in which you can continue without power, and there is sufficient light, you may continue with class at your discretion. In the event of a large-scale outage, SJSU has an Emergency Communication Plan that will be implemented at the level appropriate to the situation. Your department chair /school director or Building Emergency Team Member will advise as to whether you should evacuate the building or not.

## **SAFE PLACE**

As a faculty member, you should be aware that SJSU participates in the Safe Place program, which provides immediate help or safety to children or teens in crisis. The University Police Department is working with the Bill Wilson Center in Santa Clara, which serves as the area headquarters for Safe Place. Help from Safe Place is free and is available 24 hours a day, 7 days a week. Use the blue light phones to contact the University Police Dept. or dial 9-1-1 from any campus telephone.

## **STUDENT DISRUPTION IN YOUR CLASSROOM**

You may request that a student leave the classroom immediately if the student is involved in inappropriate conduct, including but not limited to disruption of normal classroom proceedings, unauthorized presence in the classroom, indecent or obscene behavior, and physical abuse or the threat of physical abuse to you or class members. Should a student refuse to leave when asked, contact University Police Dispatch by dialing 9-1-1 from an on-campus phone. All student dismissals from class should be reported to your department chair/school director and the Student Conduct & Ethical Development Office in Student Affairs at x.45900. Barring a student from more than a single class meeting requires the intervention of the Office of the Vice President for Student Affairs. See "Disruptive Behavior - Tips for Classroom Management" which provides useful information at [http://sa.sjsu.edu/judicial\\_affairs/faculty\\_and\\_staff/disruptive\\_behavior.html](http://sa.sjsu.edu/judicial_affairs/faculty_and_staff/disruptive_behavior.html) for handling problematic student behaviors.

## **STUDENT ILLNESS IN YOUR CLASSROOM**

Though the Disability Resource Center advises all students to tell you of any medical problems they have which may affect the classroom, such as seizures, or other medical conditions, students will not always do so. On your greensheet you should request that students advise you of any medical problems. (See Chapter VIII. Class Syllabus or Greensheets). It is important that you know where the emergency telephones are located and how to use them. Consult section on "Emergency Phones" in this chapter.

In the event that there is a release of blood or other bodily fluids, precautions should be taken to prevent contact with the fluids. If a student suffers serious injury or illness, following obtaining medical assistance, it is important that you contact the Vice President for Student Affairs Office at x.45900.

## **UNIVERSITY POLICE DEPARTMENT SAFETY UNITS**

The University Police Department employs Community Service Officers who work various hours on the main campus. They provide high profile patrols of the campus, observe and report violations of law, suspicious circumstances. They also assist Police Officers with calls for service.

EVENING ESCORT

Escorts are provided on a request only basis (first come, first served) and escort service is available 24 hours, 7 days a week. Depending on availability escorts can be either Community Service Officers or Police Officers. Escorts are provided to and from any building on campus and within two (2) blocks of campus. Call UPD Dispatch 408-924-2222.

ENGINEERING CSO (ENGCSO)

The ENGCSO division was developed to assist the College of Engineering in providing safe and convenient access to the Engineering building and its rooms/labs. The ENGCSO opens/ secures the Engineering building during weekend and evening hours, conducts premise checks, and enforces trespassing rules for those who have not obtained "After Hours Passes" from the School of Engineering. The ENGCSO also observes and reports violations of the Law, suspicious or hazardous conditions.

LOCK-UP CSO

As their title suggests, the Lock-up CSO locks campus buildings during evening hours throughout the week. Like all other CSOs, the Lock-up CSO observes and reports violations of the Law, suspicious or hazardous conditions.

MAIN CAMPUS CSO

Main Campus CSOs are an integral part of the UPD Operations Division and work throughout the daytime, afternoon and early evening hours. They provide high profile patrols of the campus, observe and report violations of the Law, suspicious circumstances, and hazardous conditions. Additionally, these CSOs assist Officers in various tasks related to calls for service from the SJSU community. Typical tasks include but are not limited to locking and unlocking buildings/rooms, providing escorts to campus destinations, and providing other courtesy services to students, staff, and visitor as directed by the Watch Commander, Program Coordinator and student supervisors.

SIMPKINS CENTER CSO

This position was established during the Spring 1998 semester at the request of the SJSU Athletics Department. The Simpkins CSO works at the Simpkins Administration Building Sunday through Thursday evenings, and is responsible for assuring that only authorized personnel have access to the building. The Simpkins CSO escorts patrons to their cars, observes and reports violations of the Law, suspicious or hazardous conditions.

**UNIVERSITY POLICE TELEPHONE DIRECTORY**

Emergency	9-1-1 or 924-2222	Escort Service	924-2222
Non-Emergency	924-2222	Patrol Operations	924-2176
Administration	924-2185	Lock Shop	924-7100
Crime Prevention	924-2234	Police Information	924-2222
Criminal Investigations	924-2234	Crime Stoppers	924-7867

Please refer to <http://www.sjsupd.com/index.html> or the above numbers for additional information.

## XII. THE BENEFITS OF WORKING IN THE CSU (March 2004)

(This chapter may be found at <http://csucareers.calstate.edu/Benefits.asp>)

As an employee of the California State University (CSU), you have a comprehensive program of benefits available to you and, in many instances, your family. This brochure provides an overview of the benefits generally available to you as a Faculty (Unit 3) member. Please contact the Benefits Representative at your campus for more information about your benefits. Benefit program details are contained in the official plan documents.

### HEALTH CARE BENEFITS

You have medical, dental and vision plans from which to choose coverage. You may cover yourself and your eligible spouse or domestic partner and children. You are eligible to enroll in coverage if you are appointed at least half-time and for more than six months (equivalent to 7.5 Weighted Teaching units for academic year appointments). If you are in a lecturer or coach academic year position, you also may be eligible if appointed for at least 6 Weighted Teaching Units for at least one semester or two or more consecutive quarter terms. For further eligibility information, see your Benefits Representative. If you enroll on a timely basis, coverage generally begins on the first of the month after your date of hire. You also may enroll during any annual open enrollment period.

#### MEDICAL BENEFITS

You have a choice of several Health Maintenance Organizations (HMOs), depending on location, or Preferred Plan Provider (PPO) insurance plans through the California Public Employees' Retirement System (CalPERS). You and the CSU share the cost of coverage, with the CSU paying the greater portion of the monthly premium. You may pay your portion of the cost on a pre-tax basis through the Tax Advantage Premium Plan (TAPP).

#### DENTAL BENEFITS

You may choose between two dental plans: a traditional indemnity (fee-for-service) plan allowing you to see almost any dental provider, or a "dental HMO" plan offering a network of dentists from which to choose. Currently, the CSU pays the full dental premium for you and your eligible dependents.

#### VISION BENEFITS

The State pays the premium for the employee and any dependents. The provider is Vision Service Plan (VSP [https://www.vsp.com/member/htmls/member\\_home.jsp](https://www.vsp.com/member/htmls/member_home.jsp)). The vision benefit allows one comprehensive calendar year examination every 12 months and one set of lenses and one frame, or contact lenses, every other calendar year. There is a \$10 copayment for this benefit. (See: New Member Registration [http://www.sjsu.edu/hr/forms/benefits/vsp\\_memregistry.pdf](http://www.sjsu.edu/hr/forms/benefits/vsp_memregistry.pdf), Additional Information [http://www.sjsu.edu/hr/staff/health\\_benefits/vision/](http://www.sjsu.edu/hr/staff/health_benefits/vision/), List of Participating Providers [http://www.vsp.com/member/htmls/find\\_dr\\_signon.jsp](http://www.vsp.com/member/htmls/find_dr_signon.jsp), Out-of-Network Reimbursement Form [http://www.sjsu.edu/hr/links/VSP\\_Out\\_of\\_Network\\_Reimburse](http://www.sjsu.edu/hr/links/VSP_Out_of_Network_Reimburse), and Claim Form for VDT Glasses [http://www.sjsu.edu/hr/links/CSU\\_VSP\\_form](http://www.sjsu.edu/hr/links/CSU_VSP_form)).

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#### COBRA BENEFITS

If you lose your eligibility for medical, dental, and vision benefits under specified circumstances (for example, you leave employment with the CSU), the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and the Omnibus Budget Reconciliation Act of 1989 (OBRA) allow you to continue to receive health care coverage at your expense. You and your dependents can receive COBRA benefits for up to 18, 29 or 36 months, depending on the circumstances.

## **FLEXIBLE BENEFITS PLANS**

Flexible benefits plans help you save money by allowing you to pay for certain eligible expenses with pre-tax dollars. The tax savings help offset the impact of these expenses on your disposable income. If you enroll on a timely basis, coverage generally begins on the first of the month after your date of hire. You also may enroll during any annual open enrollment periods.

### TAX ADVANTAGE PREMIUM PLAN (TAPP)

TAPP allows your monthly cost for medical coverage through the CSU to be deducted from your paycheck on a pre-tax basis. This means you are not taxed on your portion of the premium, which reduces your taxable income.

### FLEXCASH

If you waive the CSU medical and/or dental coverage because you have other non-CSU coverage, you can receive additional cash in your paycheck each month. You will be taxed on this additional income. Currently, you can receive \$128 FlexCash per month if you waive medical coverage and \$12 FlexCash per month if you waive dental coverage.

### HEALTH CARE REIMBURSEMENT ACCOUNT (HCRA) PLAN

With a Health Care Reimbursement Account, you set aside a portion of your pay on a pre-tax basis to reimburse yourself for eligible health care expenses. You can contribute up to \$5,000 each plan year through payroll deduction. Neither contributions nor reimbursements are taxed. You may participate in this plan even if you are not eligible for health care benefits.

### DEPENDENT CARE REIMBURSEMENT ACCOUNT (DCRA) PLAN

With a Dependent Care Reimbursement Account, you set aside a portion of your pay on a pre-tax basis to reimburse yourself for eligible dependent care expenses. You may contribute up to \$5,000 each plan year (\$2,500 if married, filing a separate tax return) through payroll deduction. Neither, contributions nor reimbursements are taxed. All employees are eligible to participate in the DCRA Plan, regardless of eligibility for other plans.

## **INCOME PROTECTION BENEFITS**

The following benefits provide you with a source of income should you become disabled and unable to perform your normal duties at work. To be eligible for NDI and IDL coverage, you must be a CalPERS member. To be eligible for LTD coverage, you must be eligible for health care benefits. If you are eligible, enrollment is automatic and effective on your date of hire. Currently, the CSU pays the full premium for all income protection benefits.

### NON-INDUSTRIAL DISABILITY INSURANCE (NDI)

If you are unable to work for longer than seven days because of a non-work-related injury or illness, and meet other eligibility criteria, Non-Industrial Disability Insurance (IDI) provides you \$125 per week for up to 26 weeks.

### INDUSTRIAL DISABILITY LEAVE (IDL)

The CSU provides you with Industrial Disability Leave (IDL), which replaces your salary during the first 22 days you are unable to work due to a work-related injury or illness. A three-day waiting period may apply. If you remain disabled, IDL replaces two-thirds of your salary for the next 11 months of your disability.

#### WORKERS' COMPENSATION (WC)

If you suffer a work-related injury or illness, you may select Workers' Compensation Temporary Disability payments in lieu of IDL payments.

#### LONG-TERM DISABILITY INSURANCE (LTD)

Long-Term Disability Insurance (LTD) replaces part of your income should you be disabled more than 180 days, regardless of the cause. LTD is designed to supplement other sources of disability benefits. Including IDL, Social Security, CalPERS retirement or any other group disability plan. The plan pays 66 2/3 percent of your salary, up to a maximum benefit of \$10,000 per month.

#### **SURVIVOR PROTECTION BENEFITS**

If you should die while employed by the CSU, your surviving beneficiary (ies) will receive benefits from a number of CSU-sponsored plans and, if you enroll, several voluntary plans. To be eligible for life insurance, you must be eligible for health care benefits. To be eligible for CalPERS death benefits, you must be a CalPERS member.

#### LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE

The CSU provides you with \$50,000 of basic term life insurance coverage and \$50,000 of basic accidental death and dismemberment (AD&D) insurance coverage. The CSU pays the full cost of this coverage. Coverage is automatic and effective on the first of the month after your date of hire.

#### VOLUNTARY LIFE INSURANCE

You can purchase up to \$1.5 million of additional life insurance for yourself. You may also purchase life insurance coverage of up to \$750,000 for your spouse/ domestic partner and/or \$5,000, \$10,000 or \$20,000 for your children. The CSU offers coverage at reduced group rates. You pay the full cost on an after-tax basis. If you are a new employee and enroll on a timely basis, you are not required to provide evidence of good health. If you are a current employee, you may enroll or increase coverage at any time but you'll have to provide evidence of good health. Coverage begins on the first of the month after your application is approved.

#### CALPERS PRE-RETIREMENT DEATH BENEFITS

If you should die before you retire, CalPERS will pay your beneficiary a \$5,000 tax-free death benefit. Depending on your length of service, your beneficiary may receive additional benefits. In addition, CalPERS will pay your beneficiary a lump sum payment equivalent to six months of salary.

#### SURVIVOR EDUCATION BENEFITS

If you should die because of a work-related accident or injury, your spouse and eligible dependent children can waive or reduce many of the undergraduate and/or graduate enrollment fees at a CSU campus.

#### **ADDITIONAL CSU BENEFITS**

#### FACULTY EARLY RETIREMENT PROGRAM (FERP) (SEE CHAPTER VI. REGULATIONS FOR FACULTY)

If you are an eligible tenured faculty employee who retires on or after age 55, you can continue to teach one term per year (or an average percentage for the academic year) for up to a specified amount of time. You maintain the same rank and salary you held prior to retirement.

PRE-RETIREMENT REDUCTION IN TIME-BASE (PRTB) PROGRAM (SEE CHAPTER VI. REGULATIONS FOR FACULTY)

PRTB allows eligible tenured faculty employees to phase into actual retirement. You may reduce your work to an average of two-thirds, one-half or one-third of full-time while maintaining full retirement credit and other benefits for up to five years. To be eligible for the program, you must have 10 years of full-time service with at least the last five consecutive years at full-time.

CALPERS LONG-TERM CARE (LTC) PLAN

Through CalPERS, you can purchase long-term care (LTC) insurance for yourself, your spouse, parents/in-laws/step-parent, and/or siblings 18 years old or older. The plan provides benefits for assisted living should you (or your covered family members) become unable to care for yourself. You may choose from several coverage options.

CSU FEE WAIVER PROGRAM (SEE CHAPTER V. CONDITIONS OF EMPLOYMENT)

Tenure, probationary and eligible temporary employees can waive certain fees each term at a CSU campus form a maximum of two courses or six units, whichever is greater. You may transfer your fee waiver benefit to your spouse, domestic partner, or child, however not all of your fees may be waived or reduced for your dependents.

CREDIT UNION

You have a number of credit unions available to you that provide payroll savings programs, as well as standard credit union services.

HOMEOWNERS' AND AUTOMOBILE INSURANCE

You can purchase homeowners' and/or automobile insurance and have your premiums deducted directly form your paycheck on an after-tax basis.

HOUSING PROGRAMS

The CSU and CalPERS offer special housing programs to assist with home purchasing needs.

**RETIREMENT PLANS**

The CSU provides you with a number of retirement benefits, including retirement income, medical and dental coverage, and several voluntary retirement savings plans.

BASIC RETIREMENT PLANS

CalPERS Retirement Plan

As a full-time employee (or part-time employee working at least half-time), you are automatically enrolled in the CalPERS Retirement Plan. To be eligible, if you are full-time, you must be appointed for at least six month; if you are part-time, you must be appointed for at least one year. If you are a temporary faculty member, you must be appointed for half-time or more and work two consecutive semesters or three consecutive quarters to qualify for the CalPERS Retirement Plan. Membership begins with the start of the next consecutive semester or quarter. Each month, you contribute five percent of your monthly pay in excess of \$513; contributions are not subject to federal or state taxes. After five years of qualified service, you are fully vested in the Plan, and you are eligible for retirement as early as age 50. When you retire, you receive benefits based on your years of service, age, and final compensation at retirement.

Part-Time Employees' Retirement Plan

If you are a part-time, temporary or seasonal employee and not eligible to participate in the CalPERS Retirement Plan, you are automatically enrolled in a part-time employees' retirement plan. You contribute 7% percent of your monthly salary to an account in your name on a pre-tax basis in lieu of contributing to Social Security. Your account balance is available to you upon separation.

#### Retiree Medical and Dental

You will be eligible for CalPERS retiree medical benefits and CSU retiree dental benefits if:

You retire at age 50 or later with at least five years of qualified service,

You were eligible for medical and dental benefits while an active employee, and

You retire within 120 days of separation.

#### VOLUNTARY RETIREMENT SAVINGS PLANS

##### Pre-Tax Savings Plans

As a CSU employee, you have three voluntary retirement savings plans available to you, which allow you to invest pre-tax dollars to supplement your CalPERS Retirement Plan benefit. They are:

The CSU 403(b) Tax Sheltered Annuity (TSA) Plan

The Savings Plus 401(K) Thrift Plan

The Savings Plus 457 Deferred Compensation Plan

You may participate in any or all of the plans. Each is governed by a different section of the IRS Code resulting in different rules and provisions.

##### CalPERS Supplemental Contribution Program

You also can supplement your CalPERS retirement benefit with after-tax contributions through the CalPERS Supplemental Contribution Program. CalPERS invests your contributions in a well-diversified portfolio. All investment earnings from your contributions are tax-deferred.

##### A Word About Social Security and Medicare:

You and the CSU each pay 6.2% in taxes for Social Security and 1.45% for Medicare Hospital Insurance. The CSU pays half the cost--you get all the benefits.

#### **TIME-OFF BENEFITS**

The CSU provides you with a variety of paid and unpaid time-off benefits.

#### PAID LEAVE

##### Holidays

If you are an academic year employee, you are entitled to all days designated as academic holidays on the campus academic calendar. If you are in a 10-month or 12-month position, you are eligible for 14 paid holidays each year, unless you are on non-pay status on the day a holiday is observed. All holidays but one are scheduled on specific days. You may take the one unscheduled holiday any time during the year.

##### Vacation

If you are an academic year employee, you do not earn vacation. If you are in a 10-month or 12-month position, you earn two vacation days (16 hours) per qualifying monthly pay period. If you have less than 10 years of service with the CSU, you can accrue up to a maximum of 320 hours (48 days); if you have more than 10 years, the maximum is 440 hours (55 days). Part-time employees accrue vacation on a prorated basis.

#### Sick Leave (See Chapter VI. Regulations for Faculty)

For each month of continuous service, you accumulate eight hours of credit for sick leave with pay. Part-time employees accrue sick leave on a prorated basis.

#### Bereavement Leave

If you experience the death of an immediate family member, the CSU provides you with two days of bereavement leave with pay; three days if you must travel over 500 miles from your home.

#### Catastrophic Leave

The catastrophic leave program may provide leave with pay for up to three months for an eligible employee who suffers a catastrophic illness or injury, is unable to work, and has exhausted his/her leave credits. The leave is funded through voluntary donations of leave credits by employees to the injured/ill employee.

#### Maternity/Paternity/Adoption Leave

You are eligible for 30 days of paid maternity/paternity/adoption leave starting within 60 days of the arrival of your new child

#### Jury Duty

The CSU will continue your salary while on jury duty regardless of length of jury service. In order to receive your salary, you must make your jury stipend payable to the CSU.

#### Sabbatical Leave (See Chapter VI. Regulations for Faculty)

As a faculty member, you may be eligible to take a fully or partially paid sabbatical leave for research, scholarly and creative activities, and/or instructional improvement. All full-time faculty members are eligible to apply for sabbatical leave after six years of full-time service at a campus and after six years of service since the last Sabbatical or Difference-in-Pay (DIP) leave.

#### Difference-in-Pay Leave (DIP) (See Chapter VI. Regulations for Faculty)

As a faculty member, you may be eligible to take a partially paid leave for research, scholarly and creative activities, and/ or instructional improvement. All full-time faculty members are eligible to apply for difference in pay leave after six years of full-time service at a campus and after three years of service since the last Sabbatical or Difference-in-Pay (DIP) leave.

### UNPAID LEAVE

#### CSU Family Medical Leave (FML)

Under the CSU Family Medical Leave Policy (FML), you may take up to 12 weeks of unpaid leave to care for a new child, or care for a seriously ill spouse, domestic partner, child or parent or if you suffer a serious health problem. You must use your sick leave and vacation days first, as approved, before going on unpaid leave.

#### Leaves of Absence

Additional leave programs are available.

## Appendix A

### RESPONSIBILITIES OF ACADEMIC SENATES

#### WITHIN A COLLECTIVE BARGAINING CONTEXT

##### COLLEGIALITY AND COLLECTIVE BARGAINING

On September 13, 1978, Governor Edmund G. Brown, Jr., signed into law AB 1091, The California Higher Education Employer-Employee Relations Act (HEERA). (Education Code Section 3560, et. seq.) This legislation provides faculty members of the CSU an opportunity to determine whether they wish to be represented by an exclusive agent in negotiations on '...wages, hours of employment, and other terms and conditions of employment.' (Section 3561 r) This section of the Government Code also specifies the intent of the Legislature to preserve, under collective bargaining, traditional shared governance mechanisms, including consultation, and the principle of peer review in faculty personnel decisions. These intentions are expressed in Section 3561 b. of the HEERA, which reads as follows:

The legislature recognizes that joint decision-making and consultation between administration and faculty or academic employees is the long accepted manner of governing institutions of higher learning and is essential to the performance of the educational missions of such institutions, and declares that it is the purpose of this act to both preserve and encourage that process. Nothing contained in this chapter shall be construed to restrict, limit or prohibit the full exercise of the functions of the faculty in any shared governance mechanisms or practices including the Academic Senate of the University of California and the divisions thereof, the Academic Senates of The California State University and Colleges, and other faculty councils, with respect to policies on academic and professional matters affecting The California State University and Colleges, the University of California, or Hastings College of the Law. The principle of peer review of appointment, promotion, and retention, and tenure for academic employees shall be preserved. [Section 3561 b]

This document has been prepared to describe the respective responsibilities of the Academic Senate of the CSU and of the local Senates or Councils in this collective bargaining context. The relationships, functions, and responsibilities proposed in this document reflect consideration of HEERA, the Constitution of the Academic Senate of The California State University, and the tradition and practice in the CSU.

##### THE TRADITIONAL ROLE OF THE ACADEMIC SENATE IN THE CSU

The Trustees of the California State Colleges approved the Constitution of the Academic Senate on March 8, 1963. Prior to this a majority of the voting faculty at each of a majority of the college campuses had approved the document. Encouragement for the establishment of the systemwide Academic Senate, as well as for the creation of an Academic Senate on each campus, came from the Chancellor, members of the Board of Trustees and the California Legislature. The 1961 Legislature adopted Senate Resolution No. 98 and Assembly Concurrent Resolution No. 78 requesting the Trustees to establish an Academic Senate at each college "...wherein the faculty members shall be freely elected by their colleagues for the purpose of representing them in the formulation of policy on academic and professional matters." Senate Resolution No. 20, which resolved that the Trustees consider establishing an Academic Senate for the CSC system, was under discussion in the Senate Rules Committee when the Senate was created in 1963.

An examination of the Constitution of the Academic Senate CSC, as approved by the Board of Trustees, reveals the official purposes of the Senate:

It shall be the purpose of the Academic Senate of The California State Colleges to serve as the official voice of the faculties of The California State Colleges in matters of systemwide concern; to consider matters concerning systemwide policies and to make recommendations thereon; to endeavor to strengthen the Senates and Councils of the several colleges; and to assume such responsibilities and perform such functions as may be delegated to it by the Chancellor or the Trustees of The California State Colleges.

Senate participation in academic, professional, and administrative matters during the 18 years of its existence evidence a tradition of shared governance in the CSU and suggests appropriate responsibilities for the Senate under HEERA. The collective bargaining act makes explicit provision for the preservation of this tradition' and mandates continuing senate involvement in academic and professional matters.

#### ACADEMIC SENATE PARTICIPATION IN SYSTEMWIDE GOVERNANCE

The Academic Senate shall continue to serve as the official voice of the faculties in systemwide academic and professional matters as specified in the Constitution of the Academic Senate CSU, Article 1, Section 1a.

The Academic Senate shall be the formal policy-recommending body on such matters and shall also be the primary consultative body on the academic implications of systemwide fiscal decisions. Normally, recommendations of the Academic Senate shall be addressed to or through the Chancellor.

In respect to systemwide governance, the Academic Senate endorses the following principals:

Criteria and standards to be used for the appointment, promotion, evaluation, and tenure of academic employees shall be the joint responsibility of the Academic Senate and the Board of Trustees of the California State University and Colleges (HEERA, Section 3562r). Criteria and standards determined jointly by the Academic Senate and the Board of Trustees shall be considered minimal; campus senates/councils may recommend additional criteria and standards.

The Academic Senate shall be consulted on the creation of systemwide and intersegmental committees, conferences,, or task forces designed to deal with educational, professional, or academically related fiscal matters, including the charge and composition of such bodies. The Academic Senate shall be responsible for the selection of faculty representatives to serve on or participate in such bodies.

The Academic Senate shall be the formal policy-recommending body on general, systemwide policy decisions related to the following matters: 1) minimum admission requirements for students; 2) minimum conditions for the award of certificates and degrees to students; 3) curricula and research programs; 4) minimum criteria and standards to be used for programs designed to enhance and maintain professional competence, including the awarding of academic leaves; and 5) systemwide aspects of academic planning.

The Academic Senate shall be consulted on the following: 1) systemwide aspects of program review; 2) systemwide aspects of the basic direction of academic support programs; 3) systemwide policies governing the appointment and review of presidents and academic administrators; and 4) policies governing the appointment and review of systemwide executive officers and academic administrators.

The Academic Senate shall not participate in the process of collective bargaining. Normally, matters affecting wages, hours of employment, and other terms and conditions of employment shall not be considered by the Academic Senate. The Academic Senate shall endeavor to ensure that educational and professional matters do not become subjects of bargaining.

#### CAMPUS SENATE/COUNCIL PARTICIPATION IN CAMPUS GOVERNANCE

The Academic Senate shall have no authority over those matters delegated to the individual campuses by the Chancellor or by the Board of Trustees of the CSU. Furthermore, nothing in this document shall be construed to impair the right of academic senates/councils of the several campuses to communicate through appropriate channels with the Chancellor and the Board of Trustees, nor to diminish the authority of the campuses and their senates/councils in campus matters of academic or professional criteria and standards.

Because joint decision-making and consultation between administrators and faculty is essential to the performance of the educational missions of the California State University, the academic senates/councils of the campuses shall be the primary consultative bodies regarding educational and professional matters delegated to the individual campuses by the Chancellor or by the Board of Trustees and shall be consulted on fiscal matters which affect the instructional program.

In respect to campus governance, the Academic Senate endorses the following principles:

Responsibility shall be vested in the faculty or its elected senate/council representatives for: 1) approval of degree candidates; and 2) development of policies governing the awarding of grades.

Through the campus academic senates/councils responsibility shall be vested in the faculty or its elected senate/council representatives for developing policies and making recommendations to the campus presidents on the following matters: 1) criteria and standards for the appointment, retention, awarding of tenure, promotion and evaluation of academic employees, including preservation of the principle of peer evaluation and provision of the direct involvement of appropriate faculty in these decisions; 2) determination of membership in the General Faculty; 3) curricular policies, such as admission and degree requirements, approval of new courses and programs, discontinuance of academic programs, and academic standards; 4) faculty appointments to institutional task forces, advisory committees, and auxiliary organizations; and 5) academic standards and academic policies governing athletics.

The academic senate/councils shall be the primary source of policy recommendations to the campus president on decisions related to the following matters: 1) establishment of campuswide committees on academic or professional matters; 2) the academic role of the library; 3) academic awards, prizes, and scholarships; 4) the academic conduct of students and means for handling infractions; and 5) development of institutional missions and goals.

The academic senates/councils shall be consulted by the campus presidents concerning: 1) the academic calendar and policies governing the scheduling of classes; and 2) policies governing the appointment and review of academic administrators.

This outline of functions and responsibilities is intended to provide the essentials for a satisfactory system of shared governance but should not necessarily be viewed as a comprehensive enumeration of such functions and responsibilities.

(This document was approved by the Academic Senate CSU in May 1981.)

Text taken from Principles and Policies: Pagers of the Academic Senate. The California State University. Volume 1, 1988.

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