

HANDBOOK
FOR
FACULTY MEMBERS
AT
SAN JOSÉ STATE UNIVERSITY

AY 2003-2004

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Preface

The purpose of this handbook is to provide faculty with a quick reference to information useful in dealing with students, meeting your professional responsibilities, taking advantage of University resources and activities, and professional development. Faculty are encouraged to read copies of official University documents to supplement this guide, particularly the SJSU Faculty Reference Book, the CFA/CSU Agreement, RTP procedures documents, policies created by the Academic Senate, and the SJSU Student Catalog. Many of these documents are available on the Internet and the URLs are referenced in this handbook.

Any suggestions or corrections for the handbook should be forwarded to Raina Schally, Office of Faculty Affairs or via electronic mail at: rschally@fa.sjsu.edu.

Dear Colleague:

On behalf of President Caret, Provost Goodman and other members of the SJSU administration, I am pleased to welcome you to our campus. My staff in the Office of Faculty Affairs and I work to enhance the professional lives of our faculty in every way possible. Faculty are selected through a highly competitive search process and they come to us with outstanding experience and credentials. You join a talented group of professionals, committed to their students and their disciplines.

You will find that this University, like others you have experienced, has its own complex layers of bureaucracy, its maze of committees and its distinct lexicon of terms and acronyms. This Handbook is designed to demystify and simplify the key elements of the University and to introduce you to some of the services and people who are here to support you in your faculty role. I hope you will find it a useful reference during your first few months on campus.

In addition to this brief written resource, we suggest several web sites that can provide fuller detail on university policies and services. I also hope you will take advantage of the workshops and orientation programs offered by the Center for Faculty Development and Support and by your departments and colleges.

I wish you a successful and productive career at San José State University. Please let us know how we can support you as you get to know the campus better.

Sincerely,

Peter Lee
Associate Vice President for Faculty Affairs

Greetings!

The SJSU Academic Senate serves as the official voice of the faculty at SJSU. The 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 for faculty affairs, curriculum, research, instruction, student affairs, finance, and other matters relating to the welfare of the University. The Senate provides the mechanism for consultative participation by the university community in the administrative decisions of the University President. To view a list of policies passed by the Senate, please visit our web site at www.sjsu.edu/senate

As a member of the faculty, you are eligible to participate in the Senate, and I strongly encourage you to do so. You may run to become a member of the Senate itself, with elections held each spring. Another opportunity to participate is available through service on Senate committees. Each spring, the Senate sends faculty members a committee preference form so that they may indicate their interest in serving on Senate committees. Other opportunities arise throughout the year. Please contact your college representative on the Committee on Committees or the Senate office directly at 924-2440.

The Senate meets once each month during the Academic Year on Mondays from 2:00 to 5:00 p.m. and strongly encourages visitors. Meetings of all Senate committees, except for the Executive Committee, are normally open to the campus community, and you are welcome to attend and observe. Meeting dates and times are posted on the Senate web site.

Vigorous academic governance is essential to the long-term success of our university. For this reason, I hope you will consider getting involved in the Senate. If you have any questions, please feel free to contact me at (408) 924-2442.

Sincerely,

Dr. James C. Brent
Chair, Academic Senate, SJSU

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Appendix A: CSU/CFA Agreement Table of Contents

Appendix B: Commonly Used Acronyms at SJSU

I. Introduction to SJSU

Our History: San José State University is the first public institution of higher education on the West Coast. The history of San José State began with Minns' Evening Normal School in San Francisco in 1857. This city school became the California Normal School, created by the California legislature in 1862. In subsequent years, several cities attempted to get the School to relocate and San José was selected by the California legislature in 1870. The cornerstone of the school at the Washington Square site donated by the City of San José was laid on October 20, 1870. Things have indeed changed since the early start of SJSU. In 1870, the Normal School's purpose was solely to train teachers. Today, training of K-12 teachers remains a significant part of the University's activities, but, in addition, San José State offers over 130 undergraduate and graduate degree programs. In 1870, the population of the City of San José was about 9,000 people. Today, the City has a population exceeding 900,000 and San José State University itself has over 26,000 students.

To learn more about the history of SJSU, visit:

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

Character and Commitment: San José State University is a major, comprehensive public university located in the center of San José and in the heart of Silicon Valley. SJSU is the oldest state university in California. Its distinctive character has been forged by its long history, by its location, and by its vision - a blend of the old and the new, of the traditional and the innovative. Among its most prized traditions is an uncompromising commitment to offer access to higher education to all persons who meet the criteria for admission, yielding a stimulating mix of age groups, cultures, and economic backgrounds for teaching, learning, and research. SJSU takes pride in and is firmly committed to teaching and learning, with a faculty that is active in scholarship, research, technological innovation, community service, and the arts.

Mission and Goals:

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.

Goals: For both undergraduate and graduate students, the University emphasizes the following goals:

- in-depth knowledge of a major field of study;
- broad understanding of the sciences, social sciences, humanities, and the arts;
- skills in communication and in critical inquiry;
- multi-cultural and global perspectives gained through intellectual and social exchange with people of diverse economic and ethnic backgrounds;
- active participation in professional, artistic, and ethnic communities; and
- responsible citizenship and an understanding of ethical choices inherent in human development.

II. Faculty Roles and Responsibilities

A. Overview

The role of faculty can best be described by examining the key areas where faculty devote their time: improvement of instruction, facilitation of learning, research, interaction with colleagues, and service to the university, the community, and their discipline. At SJSU, the specific responsibilities of faculty in these areas are spelled out in University Policy S99-8, which is reprinted in this section of the handbook. This policy is included here because it serves as a helpful description of the types of activities faculty engage in and the role they play to create an enriched learning environment. S99-8 also includes a discussion of academic freedom and its importance to faculty, along with SJSU's conflicts of interest policy governing faculty interaction with students, staff, other faculty, and other persons. Finally, S99-8 includes a helpful list of other SJSU policies that pertain to faculty responsibilities, as well as some California laws that govern certain activities of individuals at a state university.

The text of the Agreement between the CSU and the California Faculty Association (CFA) should be reviewed for the specifics of many items involving faculty compensation, evaluation, workload, retirement and other related matters. The table of contents for the Agreement covering the years 2001/02 to 2003/2004 is included in Appendix A of this Handbook to provide an overview of the items covered by the Contract. The full text may be obtained at www.calfac.org. In addition to reviewing the Agreement, University policies should also be reviewed because they may supplement some of the Agreement provisions, such as those regarding evaluation and salary. University (Senate) policies are available at www.sjsu.edu/senate.

B. Academic Freedom and Professional Responsibility (University Policy S99-8)

I. Statement of Academic Freedom ¹

A. In General

The primary mandates of a university—the discovery and dissemination of knowledge and understanding, are absolutely dependent upon academic and intellectual freedom. Freedom in research is fundamental to the advancement of truth. Freedom in teaching is fundamental for the protection of the rights of the student in learning and of the faculty ² in teaching.

San José State University has a responsibility to society to defend and to maintain these freedoms, and to ensure that those engaged in academic pursuits can effectively execute their responsibilities. SJSU faculty must remain free of the forces of special interests and political interference if they are to fulfill society's expectations and their educational responsibilities.

B. Academic Freedom as it Relates to Tenure

¹ Derived from the *International Statement on Academic Freedom and Tenure*, 1984. Signatories include the American Association of University Professors, the American Federation of Teachers, the National Education Association, and similar groups from the United Kingdom, New Zealand, Canada, Australia, Ireland, and France.

² The faculty of the university include all those who engage in scholarly activities and/or those who directly or indirectly participate in instructional activity. Thus faculty members include professors, lecturers, teaching assistants, research assistants, coaches, counselors, librarians, and all those faculty employees under Unit 3.

Tenure constitutes the procedural safeguard of academic freedom and individual responsibility and, as such, is essential for the maintenance of intellectual liberty and high standards in education and in scholarship. It is the means by which university faculty members are protected against personal malice or political coercion, and by which it is ensured that those who, following rigorous evaluation, secure continuing employment, can be dismissed only on professional grounds according to due process.

Historically, the indispensability of academic tenure to academic freedom in universities throughout the world has been proven by events in situations where tenure has not existed. We must not forget the lessons of the past but must work to insure that SJSU continues to fulfill the educational needs of a free society.

II. Statement of Professional Responsibility ³

A. Preamble

Professional responsibility is the natural complement of the academic freedom essential to the university's mission. Through their responsible professional conduct, faculty members promote and protect academic freedom. Since faculty members belong to a profession with the rights of self-government, they also have the obligation to establish standards of professional conduct and procedures to enforce them. The following standards provide guidance for many ethical questions that may arise over the course of a faculty member's career, but they are not intended to be an exhaustive list. They are built upon the foundations of academic freedom; they are the ideals to which all faculty members should aspire.

B. Faculty Responsibilities

The responsibilities of faculty members may be considered from five related, but somewhat conceptually distinct, perspectives: (1) as members of an academic profession; (2) as teachers; ⁴ (3) as colleagues; (4) as members of an academic institution; (5) as members of a community.

1. As members of an academic profession, faculty members:
 - a. serve as intellectual leaders; they
 - seek and state the truth as they see it.
 - develop and improve their instructional and scholarly competence.
 - exercise critical self-discipline and judgment in applying, extending, and transmitting knowledge.
 - practice, foster, and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus.
 - promote the free and open exchange of ideas in the classroom as related to the subject matter.

³ Derived in part, from the Academic Senate of California State University proposed policy AS-2080-92/FA-I, May 7-8, 1992. Also consulted were the original sources on which AS-2080-92/FA-I was based, including earlier AAUP documents: primarily the *Statement of Principles on Academic Freedom and Tenure* (1940), the *Statement on Professional Ethics* (1966, revised 1987), the *Statement of the Association's Council: Freedom and Responsibility* (1970, revised 1990).

⁴ Teaching is meant in an inclusive sense. All those who directly or indirectly contribute to instructional activity are teachers. For example, librarians and other academically related faculty contribute to instructional activity, even in those cases where they do not engage in direct classroom instruction.

- strive to foster a campus environment that i) supports a robust discussion of issues (including political and societal issues), ii) promotes respect for the opinions of others, and iii) encourages sensitivity to the possibility of multiple interpretations of speech and actions.
 - do not allow their subsidiary interests to compromise their freedom of inquiry.
- b. engage in research and other professional and creative activities; they
- perform their research with honesty and integrity.
 - respect the ethical and legal considerations⁵ that underlie their work and output, as consistent with the ethical principles and guidelines of their discipline.
 - comply with guidelines governing any grant or other funds related to a research or creative project.
 - strive to contribute to the body of knowledge in their discipline and to disseminate such knowledge appropriately.
 - critically evaluate their work prior to dissemination.
 - use university and other resources with integrity and consideration of the mission of the university.
2. As teachers, faculty members:
- a. treat students fairly and respectfully; they
- assure that their evaluations of students reflect only matters relevant to the students' academic performance.
 - guard against improper disclosure of confidential information regarding students.⁶
 - insure that their professional contacts with students are free from any exploitation, harassment, or discrimination.
 - acknowledge significant academic or scholarly collaboration with or assistance from their students.
 - adhere to published descriptions of course content and grading practices, such as those contained in syllabi and course catalogs.

⁵ Such ethical and legal considerations include compliance with copyright laws and not plagiarizing.

⁶ The confidentiality of student records and information is also governed by law and SJSU policy. See the federal Family Educational Rights and Privacy Act (often referred to as the Buckley Amendment), information available from either the SJSU Division of Student Affairs or the SJSU Office of Faculty Affairs, and University Policies S66-20 and S90-5 (and any related updates or modifications) available at the Senate Web site.

- maintain awareness of and adhere to University policies governing student rights and responsibilities.
- b. encourage the free pursuit of learning; they
 - encourage students to make their own judgments and to express them when appropriate.
 - allow students to take reasoned exception to or to reserve judgment about the data or views offered in a course of study.
 - refuse to tolerate exploitation, harassment, or discrimination by students in an instructional setting.
 - c. exhibit and uphold the highest scholarly and ethical standards of their disciplines; they
 - foster honest academic conduct.
 - do not instruct, advise, or supervise students with whom they have personal or professional conflicts of interest.⁷
 - d. serve as intellectual guides and advisors; they
 - are available during reasonable, posted hours to assist students who request their intellectual and academic help.
 - utilize instructional time to help students learn course materials.
3. As colleagues and co-workers, faculty members:
 - a. respect and defend free inquiry.
 - b. show due consideration for diverse opinions.
 - c. acknowledge the contributions of others to their academic work.
 - d. seek objectivity in their professional evaluations.
 - e. do not evaluate or supervise those with whom they have personal or professional conflicts of interest.⁸
 - f. avoid exploitive, harassing, or discriminatory behavior.
 - g. hold themselves and colleagues to high ethical standards and address ethical abuses when they become known.
 4. As members of an academic institution, faculty members:
 - a. observe the stated regulations of the institution that are consistent with the statement of academic freedom in this document, and with their contractual and legal obligations.
 - b. maintain the right to criticize regulations and seek their revision.
 - c. assure that their outside interests do not compromise the obligations of their primary

⁷ For a discussion of the concept of "conflicts of interest" in the context of this Statement of Faculty Responsibility, see Section C of this policy. A separate University policy exists dealing with conflicts of interest for principal investigators; see the Senate Web page.

⁸ For a discussion of the concept of "conflicts of interest" in the context of this Statement of Faculty Responsibility, see Section C of this policy.

appointment.

- d. request a leave of absence or resign when the claims of outside interests preclude the fulfillment of substantial academic obligations.
- e. give appropriate notice of their intent to interrupt or terminate their services to the university.
- f. share in the responsibilities for governing the university.
- g. share in periodic review and improvement of curriculum.
- h. cooperate in the pursuit of stated goals of one's program, department, college, or university.
- i. help ensure that the university meets its commitment to maintain an environment that values diversity and that is free from discrimination and harassment.

5. As members of a community, faculty members:

- a. publicly distinguish when they speak or act as private citizens from when they do so as an official representative of the university so as not to lead others to mistake them as a spokesperson for San José State University or the California State University system.⁹
- b. recognize that breaking legal and civil codes for academic gain is also an infringement of professional ethics.¹⁰
- c. promote conditions of free inquiry.
- d. further public understanding of academic freedom.

C. Conflicts of Interest

Definition: In the context of professional responsibility, a conflict of interest is an agreement, relationship, or other arrangement, be it personal or professional, formal or informal, that undermines the faculty's disinterested performance of its professional duties and obligations.

Importance: Students have a just expectation that they will be instructed, evaluated and supervised by a disinterested faculty. Faculty members have a similar expectation that their professional and academic evaluations and supervision are free from the self-interest of their peers. Maintaining disinterestedness is one of the faculty's central ethical responsibilities. The disinterestedness of the faculty assures both the academic integrity of the University and the faculty's academic freedom.

Conflicts of interest between faculty and students: In addition to the legal contracts existing between students and the University, there is an equally important "social contract" between them and the faculty, in which each fulfills its duties and obligations to the other. Many of the faculty's responsibilities under this "contract" are found in Section II.B.2. of this document. Interests that conflict with those obligations include actions or requirements of the faculty that appear to be grounded in private interest or gain, not in professional responsibility. Examples of conflicting interests are: requiring the purchase of course materials from which an instructor makes a profit (texts and other materials professionally reviewed, published, and distributed are excluded); and giving academic credit for student research which the instructor puts to use for private gain or profit.

⁹ Also see California Education Code Section 89005.5.

¹⁰ Also see California Government Code Section 8314 on unlawful use of state resources by state employees.

Other conflicts of interest may arise in view of the disproportion of influence and power between faculty and students. Instructors, thus, ought not engage students in their classes or under their supervision in relationships that are so personal that the presumption of professional disinterest is difficult to maintain. Faculty members, for example, ought not instruct or supervise students who are obligated to them financially; and faculty ought not supervise or instruct students with whom they have relationships grounded in interests inconsistent with their professional responsibility and the mission of the University. These conflicts of interest include but are not restricted to sexual relationships.

A similar caveat applies, of course, to the instruction and evaluation of students who are family members, since faculty disinterestedness is problematic in this case as well.

Exceptions to these injunctions may be made after consultation with an instructor's department chair or other appropriate party, such as a supervisor or a dean. The grounds for exception must be compelling (e.g., curricular or staffing restrictions in a student's chosen academic program).

While acknowledging that the propriety of a personal relationship between a student and an instructor is indeed a sensitive issue for all involved, the faculty holds that the rights of faculty and students to free association must be honored and protected in instances when professional disinterestedness is not expected or required. The faculty also acknowledges that disinterestedness thrives best in an atmosphere free from suspicions of favoritism, nepotism, coercion and harassment.

Conflicts of interest in professional relationships: Faculty members rightfully expect unbiased evaluations of their academic and professional performance. The responsibilities of the faculty in this regard are detailed in Section II.B.3. of this document. Examples of conflicts of interest here include evaluating or supervising faculty who are family members or parties in relationships grounded in interests (e.g., personal, professional or financial interests) that preclude disinterestedness.

Beyond questions of peer evaluation, the faculty must ensure that its research or comparable activities are consistent with the mission of the University and with professional standards. The faculty must maintain a disinterested pursuit of truth in their professional activities, one uncompromised, for example, by the pursuit of fees, royalties, and other forms of compensation. Disinterestedness comes into question when subsidiary concerns or private gain makes one's intellectual honesty and freedom of inquiry problematic.

The faculty holds that the right of a faculty member to freely associate with colleagues must be honored and protected in instances when professional conflicts of interest are not at issue. Following the principle of disinterestedness, the faculty also recognizes that non-academic relationships between faculty members may become sensitive issues when placed in the context of professional evaluation and supervision (e.g., the recruitment, retention, tenure or promotion of faculty). A faculty member should be excused from these duties when a potential conflict of interest exists. If it is not possible to excuse a faculty member in such circumstances, the faculty member who conducts the evaluation or supervision should advise his/her chair or other appropriate party (e.g., a supervisor or dean) of the situation.

Importance of ethical conduct in fact and appearance: Recognizing a conflict of interest in the area of faculty responsibility is often a matter of common sense; at other times it is a matter of law. But beyond the ethical minimums of law and common sense, there exists a higher standard toward which the faculty should strive. That is, a faculty member ought to avoid actual conflicts of interest as well as the appearance of such conflicts whenever possible. This ethical standard is not born of scrupulosity. Rather, it arises from the faculty's full awareness of the wide scope of thought and expression it enjoys under the protection of academic freedom.

D. Applicable Laws and Regulations Governing Conduct

Various federal and state laws and regulations apply to the university and its employees. Faculty members must take responsibility for awareness of such rules and to comply with them. Many of these laws and regulations are noted in this and other University policies related to faculty responsibilities (a partial list is included at Section E below).

Examples of laws and regulations applicable to the university and its employees include:

- a. California law prohibits use of state resources or the "California State University" name to advocate a position regarding a candidate or ballot proposition.¹¹
- b. As a recipient of federal and state funds, and other grants, the university and its faculty involved in research projects or programs may be governed by certain laws, regulations, and guidelines.
- c. Federal and California laws dealing with non-discrimination, equal employment opportunity, and affirmative action govern employment practices at SJSU and are relevant to faculty members involved in retention, tenure, promotion, and similar employment decisions.
- d. In order to protect the privacy of students, federal and California laws prohibit certain disclosures of student records.

Faculty members may obtain assistance in gaining awareness and understanding of laws and regulations that may govern their conduct from their department chair (or equivalent unit head) and the Office of Faculty Affairs.

E. Additional References

University policies that relate to academic freedom and faculty responsibilities include:¹²

1. S92-12, Statement on Academic Freedom and Artistic Expression.
2. S99-10, Policy and Procedures for Responding to Allegations of Scientific or Other Misconduct in Funded Research.
3. S99-11, Conflict of Interest Policy for Principal Investigators.
4. F97-6, Policy and Assurance for Humane Care and Use of Animals at San José State University.

¹¹ See California Government Code Section 8314, California Education Code Section 89005.5, and *Stanson v. Mott*, 17 Cal.3d 206, 210 (1976). The CSU Office of General Counsel's *Handbook of Election Issues*, dated February 1997, provides general guidance to the legal background on the use of state resources in elections. This handbook is available at the Web site for this policy on academic freedom and professional responsibility. It is also available from the SJSU President's Office.

¹² Faculty are encouraged to review University Policies (which are available at www.sjsu.edu/senate/senatpol.htm as well as in the Academic Senate Office) to be sure they are fully aware of the most current policies pertaining to their activities as teachers, researchers, mentors, and employees and members of the SJSU/CSU community. Any questions about these policies or matters covered by this policy on academic freedom and professional responsibility, or relevant federal and state laws, should be directed to the department chair, college dean, Office of Faculty Affairs, or Academic Senate Office, as appropriate.

5. F90-4, Policy for Protection of Human Research Subjects; Ethics; Institutional Review Board (IRB).
6. S94-8, Policy on Research, Scholarship and Creative Activity; Grants; Academic Freedom.
7. S99-9, Board of Academic Freedom and Professional Responsibility (BFR)—provides an implementing mechanism for some of the policies described or referenced in this document.
8. S90-5, Student Rights and Responsibilities.

C. More on Academic Freedom

Academic Freedom at SJSU

Since at least 1968, SJSU has had a policy endorsing the principles of academic freedom as laid out in policy statements of the American Association of University Professors (AAUP). The current version of this SJSU policy is S99-8, *Academic Freedom and Professional Responsibility*. Section I of this policy provides:

“The primary mandate of a university – the discovery and dissemination of knowledge and understanding, are absolutely dependent upon academic and intellectual freedom. Freedom in research is fundamental to the advancement of truth. Freedom in teaching is fundamental for the protection of the rights of the student in learning and of the faculty in teaching.

San Jose State University has a responsibility to society to defend and to maintain these freedoms, and to ensure that those engaged in academic pursuits can effectively execute their responsibilities.”

Accompanying S99-8 is S99-9, *Board of Academic Freedom and Professional Responsibility*, which provides a mechanism to address complaints of infringements of academic freedom brought by members of SJSU and to issue findings as appropriate.

Even without a policy, SJSU, as an educational institution, would be bound to the principles of academic freedom as this freedom is also tied to constitutional principles of free speech and due process. As stated in a 1967 U.S. Supreme Court case, *Keyishian v. Board of Regents of the University of the State of New York*,

“Our Nation is deeply committed to safeguarding academic freedom, which is of transcendent value to all of us and not merely to the teachers concerned. That freedom is therefore a special concern of the First Amendment, which does not tolerate laws that cast a pall of orthodoxy over the classroom. ... The classroom is peculiarly the ‘marketplace of ideas.’ The Nation’s future depends upon leaders trained through wide exposure to that robust exchange of ideas which discovers truth ‘out of a multitude of tongues, [rather] than through any kind of authoritative selection.’”

A Review of Some of the Dimensions of Academic Freedom

Academic freedom has been explained in both the philosophical and legal contexts. The AAUP’s 1940 *Statement of Principles of Academic Freedom and Tenure* notes that the purpose of academic freedom is to promote free inquiry and pursuit of knowledge. Academic freedom implies both freedom and responsibilities. As stated in the AAUP document:

“Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties”

“Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.”

Academic freedom does not mean that professors have full discretion to teach anything they want in a course. In fact, it does not even give them the right to teach a particular course.

The 1957 U.S. Supreme Court decision, *Sweezy v. New Hampshire*, noted the “four essential freedoms” of a university:

- i. to determine for itself on academic grounds who may teach
- ii. what may be taught
- iii. how it shall be taught, and
- iv. who may be admitted to study.

Other court cases dealing with academic freedom issues have noted that university administrators have the right to “observe, review or evaluate a non-tenured professor’s competence” (*Parate v. Isibor* (6th Circuit 1989)). Also, teachers have no constitutional right to teach a specific class (*Parate* case). In addition, “a public university professor does not have a First Amendment right to decide what will be taught in the classroom” because that is something governed by school policy (*Edwards v. California University of Pennsylvania* (3rd Circuit 1998) involving a professor who included content in his course that was unrelated to the subject matter of the course. The court held for the university and stated: “case law from the Supreme Court and this court on academic freedom and the First Amendment compel the conclusion that Edwards does not have a constitutional right to choose curriculum materials in contravention of the University’s dictates.”).

Academic Freedom and Course Development

The subject matter of a course is typically set by the department responsible for offering the course. The course description is provided in the University catalog and in materials describing various majors. Students have an expectation that such description is accurate. In creating or renewing a course, faculty will often specify the types of knowledge and skills students should gain from the course. This is particularly important in classes that serve as prerequisites for other courses. Such specification, as well decisions by the college or departmental leadership as to who is capable of teaching the course are decisions within their jurisdiction. Once a professor is assigned to teach the course, the professor has many protections under academic freedom to decide how the subject matter will be taught, how student work will be evaluated, etc.

How specific must a course description be before it infringes academic freedom? For example, assume a professor is assigned to teach “BUS 122B Advanced Cost Management: Examination of contemporary issues and emerging practices in cost management. Topics include strategic cost management, activity-based cost management, life cycle cost management, target costing, quality costing and value-chain analysis.” This guidance alone does not infringe on the instructor’s academic freedom. However, what if specific problem sets were required to be assigned, or a common final exam used, or grading standards and distributions were mandated? How much instructional freedom has to be restricted before academic freedom is infringed? If the instructor were also given a list of key concepts or competencies that students should master by the end of the course and a list of possible textbooks, there would be no violation of academic freedom. That is, the instructor would still have the freedom to determine how the concepts would be taught and which textbook (if any) to use. Also, in some programs, accreditation or licensing requirements may lead to the department requiring use of a specific textbook. Such a requirement is unlikely to infringe on an instructor’s academic freedom because the mandate does not limit how the textbook is to be used, the ideas to be discussed in class, how material will be taught and the assignments to be given. It is important for faculty members to consider academic freedom in discussions about course design and pedagogy. Often, such discussions can prevent infringements upon academic freedom.

What to Do if You Believe an Infringement of Academic Freedom Has Occurred

The action to be taken when you believe an infringement of academic freedom has occurred can depend on the particular circumstances. For example, if you believe that a discussion in your department about changes in curriculum or pedagogy infringes on an instructor's academic freedom, it would be best to discuss the issue with your colleagues at the meeting. If you believe that an action of a person in a supervisory role has infringed upon your academic freedom and the situation is not one where a dialog would correct the problem, you will need to file a complaint with the Board of Academic Freedom and Professional Responsibility (see S99-9).

D. More on the Faculty Role Regarding Campus Climate and Diversity

University Policy S01-13, SJSU's Policy of Commitment to a Campus Climate that Values Diversity and Equal Opportunity, explains the university's role and that of each member of the university community in helping to ensure that SJSU meets its commitment to maintain an environment that values diversity and that is free from discrimination and harassment. This policy is reproduced below.

SAN JOSÉ STATE UNIVERSITY'S POLICY OF COMMITMENT TO A CAMPUS CLIMATE THAT VALUES DIVERSITY AND EQUAL OPPORTUNITY

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.

E. More on Faculty Responsibilities in Dealing with Complaints

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:

1) 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.

2) 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.

3) 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 Disabled Student Services (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	<p>Student must first review the grade with the faculty member.</p> <p>It may next be appealed to the department chair.</p> <p>After these steps, a grade challenge may be taken to the University Ombudsperson. (4-5900)</p>
A faculty member repeatedly behaves unprofessionally	Colleague or staff member	Professor	<p>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.</p>
Faculty member's class is disorganized and lectures are hard to follow	Student	Professor	<p>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 and Support for consultation.</p>

III. Student Support Information

A. 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 need to seek academic advising from the Student Resource Center, located at the Student Services Center or call 283-7500.

B. Counseling

Counseling is available for students with emotional stress at Counseling Services, ADM 201 (924-5910, www.sjsu.edu/depts/counseling). Counseling Services provides mental health and educational counseling services to students so they can achieve their goals at San José State University. 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.

C. Disability Services

The Disability Resource Center (ADM 110, 924-6000) 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 “A Faculty Guide To Accommodating Students With Disabilities,” which is found in the Disability Resource Center offices or on their web page: www.drc.sjsu.edu/faculty/letters.htm.

D. Educational Opportunity Program

The Educational Opportunity Program (located in the Student Services Center, 924-2575, <http://soar.sjsu.edu/web-dbggen/soar/admission/n55.html>) 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.

E. Other Student Services

Information about other services for students such as financial aid, special resources for women, programs for international students, and the like may be found on the student affairs web page: www.sjsu.edu/student-services.html or the following directory:

ASPIRE Program	Student Outreach and Recruitment
Student Services Center	Student Services Center
Phone: 924-2540	Phone: 924-2564
	soar.sjsu.edu/web-dbggen/soar/all-admission.html
Financial Aid	Disability Resource Center
Student Services Center	ADM 110
Phone: 924-6100	Phone: 924-6000
Educational Opportunity Program (Admissions)	Student Resource Center
Student Services Center	Student Services Center
Phone: 924-2564	Phone: 283-7500
Educational Opportunity Program (Student Development Services)	Upward Bound Program
Student Services Center	Student Services Center
Phone: 924-2575	Phone: 924-2567
International Student Services	Study Abroad Office
ADM 223B	ADM 223
Phone: 924-5920	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

F. Ombudsperson

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:

Ombudsperson
ADM 242
Phone 924-5900

IV. Instructional Policies and Resources

Policies:

A. Greensheets

The course "greensheet" refers to a course description and syllabus made available to students at the beginning of the semester. The greensheet, customarily on green paper, should include the instructor's name, office location and number, and office consulting hours. It should also include a description of the course, prerequisites, course objectives, grading scheme, texts, and optionally, a schedule of class topics and readings. Departments may have other required sections--see your department chair about these.

Faculty may wish to request disability related information from students due to safety concerns or in the interest of providing appropriate accommodations. The following language is appropriate to include on a course greensheet 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.

Faculty may also contact the Disability Resource Center, ADM 110, at 924-6000, for information regarding procedures.

A copy of the greensheet for every course taught should be filed with the department office every semester.

Assistance in designing greensheets may be obtained from the Center for Faculty Development and Support.

Contact: Center for Faculty Development and Support

IRC 213

Phone: 924-3067

Email: cfd@sjsu.edu

B. Office Hours

Faculty members must schedule regular office hours (normally at least five hours per week for full-time faculty and one hour per course for part-time faculty) during which they will be available to students for consultation. Failure to schedule adequate office hours or repeated failure to keep them is a breach of instructional obligation.

C. Grading

Assistance with appropriate grading and assessments is given each semester in the Center for Faculty Development and Support. For further information call:

Center for Faculty Development and Support

IRC 213

Phone: 924-3067

Computer grading of objective type exams is available from either your department or:

Testing and Evaluation

Student Services Center

Phone: 924-5980

www.sjsu.edu/testing

D. Sexual Harassment

For students, staff, and faculty problems of sexual harassment may be dealt with by the:

Investigative Specialist, Office of Equity and Diversity

BB Bldg

Phone: 924-1115

Associate Vice President for Human Resources

BB Bldg

Phone: 924-2250/ 924-2254

AVP/Faculty Affairs

ADM 150

Phone: 924-2450

Chief Judicial Affairs Officer, Student Affairs

ADM 242

Phone: 924-5900

San José State University is committed to creating a safe, civil, and respectful climate for all its students and employees. The university will not tolerate any behavior that has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile or offensive or adverse learning or working environment. If you experience behavior that you believe is harassing, please report your concerns immediately to the Office of Equal Opportunity, Faculty Affairs, or Human Resources.

As a faculty member, you are in a position of power, and must be very sure that none of your own behaviors are considered to be harassing. Remember that students may not feel that they are free to tell you if they find certain comments offensive, certain humor not amusing, or certain friendly behavior intrusive. Regardless of the intent of the action, some conduct can create serious conflicts and liabilities.

You are urged to become familiar with Executive Order No. 345, Prohibition of Sexual Harassment and to discuss any troublesome issues with your department chair or with a representative of the offices listed above.

E. Non-Discrimination and Respect for Diversity

This university is also committed to protecting the right of each student and employee to be free from discriminatory treatment. We are bound by state and federal law, CSU Policies and our own campus policies on equal opportunity, affirmative action and non-discrimination as well as our climate statement. If you believe you are the victim of any form of discrimination, please consult with the Office of Equal Opportunity, Faculty Affairs, or Human Resources immediately. Also, please become familiar with your obligations to treat all students, staff and colleagues fairly and to avoid actions or language that may, even unintentionally, demean or harm a person. We are proud of the multicultural and diverse population of our campus that we believe enriches the experience of work and learning. We recognize that the differences among us can be a source of conflict and that faculty members at San José State should be role models of sensitivity and respect in their dealings with members of all groups.

SJSU's policy on its commitment to a campus climate that values diversity and equal opportunity is included in Section II of this Handbook.

F. Student Right to Privacy

Federal law and university policy help to protect the privacy of our students. Do not divulge students' grades or academic standing to outsiders without checking the appropriateness of doing so. Do not post grades outside your office, even by Social Security number, and do not place student papers or other work in boxes or on tables for students to sift through. Do not talk about your students off campus. Do not circulate student work with their names on it without their permission. In classes that involve public group critique of student work, be sure that students understand the nature of the process and set some ground rules for constructive criticism.

G. Student Add/Drop/Withdraw/Incomplete

Students may add classes through the 19th day of instruction and may drop (without penalty) through the 14th day of instruction (see undergraduate catalog and University Policy for details and restrictions on adding and dropping classes). An incomplete may be given to a student who has not completed all course work (see undergraduate catalog and University Policy for specific regulations).

Forms are obtained from department/school offices or:

Admissions and Records Office
Student Services Center
Phone: 283-7500

Deadlines are posted and published in the Schedule of Classes each semester.

Resources:

A. Library

The Clark Library houses over 1.1 million volumes. Faculty may check out books and journals for one semester if the book is not otherwise requested. Bar codes for campus service cards (faculty I.D. cards) must be obtained from the Main Loan Desk, Clark Library. For more information call the:

Reference and Information Desk

CL - First Floor

Phone: 924-2730

B. Reserve Department

Books may be placed on reserve for student use. The books should be checked out of the library or contributed by the faculty member and brought to the reserve book room, or to the Main Loan Desk, Clark Library. This should be done each semester.

Reserve Department

CL - 1st Floor, Circular Desk

Phone: 924-2710

C. Academic Technology Unit

The Academic Technology Unit provides media support and service for instructional uses of technology. Services include a permanent collection of films and videos; rental, loan and preview services; graphics, video and audio production. For more information call:

Academic Technology

IRC 208

Phone: 924-2850

D. Center for Faculty Development and Support

The CFDS provides support and service for faculty interested in using technology in support of instruction. The CFDS includes a lab located in IRC 202 where faculty members can use a variety of computers, scanners, CD duplicator, and multimedia equipment. CFDS support staff are also available for consultation with faculty upon request. CFDS also has a training lab in IRC 210 used for workshops conducted by the Center.

E. Computing Support Center

Instructional computing assistance for the use of large and small computers is given at:

Computing Support Center

IS 134

Phone: 924-2377

Some colleges also maintain computer resources. Check with your department chair/school director for information and access.

F. Spartan Bookstore

Spartan Bookstore is a division of Spartan Shops, Inc., and is a self-supporting campus benefit organization. Spartan Bookstore offers the following services to faculty:

- Carries all the textbooks for courses. Book and non-book orders are due at the following times:

Winter Session:	early October
Spring Semester:	late October
Summer Session:	mid-March
Fall Semester:	mid-April
- Spartan Publications can help faculty create tailor-made course materials for students, including reprints of out-of-print books, journal or magazine articles, and material authored by the faculty member.
- Carries any non-text materials the faculty member required for students, such as calculators, art supplies, lab notebooks, and music score paper. These items should be ordered with textbook orders.
- Photo developing,
- Regalia purchases and rentals for faculty,
- A wide variety of greeting cards, trade books, gift items and computer hardware and supplies.

For further information, refer to: *textbooks@spartanshops.sjsu.edu*.

G. Associated Students Print Shop Services

The A.S. Print Shop is a self-supporting, non-profit auxiliary service of the Associated Students, Inc. at San José State University. Its purpose is to provide students, faculty and staff 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.

Please visit our web site at:

asprintshop.sjsu.edu

Phone: 924-6291

V. Faculty Support

A. SJSU Center for Faculty Development and Support

The SJSU Center for Faculty Development and Support (CFDS) brings together the resources of the University and community to support faculty development, innovation in teaching, excellence in scholarship and quality of life for faculty. The CFDS offers a number of programs and initiatives. A few are listed below:

- Individual Faculty Consultations
- New Faculty Orientation
- Peer Partners in Teaching Program
- Teacher Scholars Program
- Research on College Teaching and Learning
- Post Tenure Review Retreat
- Teaching and Technology Workshops

In addition, CFDS is supported by CFDS Faculty-in-Residence who are available to provide support for faculty within specific areas of expertise.

CFDS Faculty-in-Residence:

- Community Service Learning
- Formative Assessment
- Scholarship and Research
- Creative Approaches to Teaching
- Campus Climate
- Diversity
- Computer Literacy
- Collaborative Learning
- Multimedia and Teaching
- Using Appropriate Technology for Disabilities
- WWW Course Development (Web CT)
- Interactivity On-Line
- Special Projects

If you would like to receive e-mail notices of CFDS events and services, please contact the office and ask to be added to the E-Mail List. For more information, contact CFDS at:

SJSU Center for Faculty Development and Support
IRC 213
Phone: 924-2303
E-mail: cfid@sjsu.edu
www.sjsu.edu/cfd

B. Faculty Development Research Support/Resources

CFDS and the Office of Faculty Affairs offer support for faculty engaged in research including the scholarship of teaching and learning. Workshops and consultation support are available as regularly scheduled activities and upon request. Faculty may contact the SJSU Foundation for assistance in identifying external grant funding opportunities. For more information, contact CFDS at the above address.

C. SJSU Foundation Research Support/Resources

Contact the SJSU Foundation Office for information on grant project proposal preparation and submission; potential grants; on-campus research activity; proposal deadlines; program descriptions; faculty research interests; etc. The Foundation also offers assistance in preparing grant proposals and budgets.

SJSU Foundation
ADM 255
Phone 924-1400
www.sjsu.edu/depts/Foundation/homepage.html

D. 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: www.library.sjsu.edu.

E. 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. Information on SJSU policies regarding intellectual property can be found at the Senate web site at: www.sjsu.edu/senate/senatpol.htm

F. Communications and 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 we do, there are various options for getting the word out to the campus community and beyond.

1. On Campus

The monthly newsletter for faculty and staff has an updated design and we've added some new features. Our goal is to provide current and useful information and make it inviting to read. Deadline for news and calendar information is by the 1st of each month. Call 924-1167.

2. SJSU This Week

This weekly online service reports late-breaking campus news and calendar items and is sent out each Monday morning. The deadline for getting information to Nancy Stake is by noon on Friday. Contact Nancy at 924-1167 or e-mail: nlstake@email.sjsu.edu.

3. 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.

4. Media Opportunities

We respond 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, we pitch interesting story ideas to local media and trade publication, 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, we provide training seminars.

5. How You Can Help

We'd like to know about your expertise and willingness to talk with the media. To help get your story told, keep us informed about research projects, grants, books/papers published, awards, achievements, conference participation, community projects, etc. Contact the Office of Communications and Public Affairs at 924-1167.

G. Faculty Fee Waiver Program (Faculty or dependent registration in University courses)

All tenured or probationary faculty and part-time or full-time temporary faculty with the equivalent of six years full-time service may be eligible to take approved job-related or career development courses during the regular academic year at no fee or transfer the benefit to a spouse, domestic partner, or dependent for reduced fees. For further information see your department chair/school director, or visit:

Faculty Affairs Office

ADM 150

Phone: 924-2450

H. Travel

Employee expenses incurred as a result of travel on official CSU business shall be reimbursed in accordance with the CSU travel regulations. Each department/school and college has a travel procedures guide which covers in-state and out-of-state travel.

1. When employees are on travel status as defined in the procedures, payment of a subsistence allowance is authorized for both In-State and Out-of-State travel. The circumstances of travel will determine the maximum rate allowed.

2. Request for Approval: Each department/school and college has procedures established for the approval/disapproval and funding of travel requests.
3. Travel Expense Claim Reimbursement: A "Travel Expense Claim" must be submitted after the trip has been completed to the department chair/school director for signature along with supporting documents and receipts.
4. Travel Advance Request: Such requests should be submitted to your department office in accordance with department/school policy.

I. Secretarial Support

Secretarial support for faculty members is determined by department/school policy or chairs/directors.

J. CONCERN Employee Assistance Program (EAP)

This program is available to faculty and staff, for assistance in resolving any personal or professional problems. This confidential service is provided free of charge throughout the year. For information or to schedule an appointment, you may call Monday-Friday 6:30 a.m. to 5:00 p.m. (Pacific Time). In an emergency, you can reach a CONCERN counselor 24 hours a day at the telephone numbers listed below. Brochures are available in the Human Resources office.

CONCERN Employee Assistance Program

www.concern-eap.com

Phone: (650) 940-7100

(408) 223-4050

(800) 344-4222

K. 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. More information is available at: www.sjsu.edu/depts/casa/hup/index-04.html or:

Department of Human Performance

SPX 56

Phone: 924-3010

L. University Cars/Defensive Driving Training

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 University Police Department (UPD). Certification is valid for four years. An abbreviated form of the training, good only for a temporary period, is available by calling 924-1950. For further information or assistance call:

University Police
7th Street Parking Garage
Phone: 924-2222

M. Parking Permits/Lots/Public Transportation

State regulations 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 Garage). Annual and four-year permits are available to permanent faculty via payroll deduction; \$18 per month, 12 months per year, or a one-time annual payment of \$216. Semester permits are available on a cash basis; cost is \$4 per day, \$18 per month, and \$81 per semester. Parking is available in the 4th, 7th and 10th Street garages by permit. Demand for spaces, even with faculty permits, peaks at about 9:00 a.m. Monday-Friday.

The Park & Ride Lot, located 1.7 miles south of campus at 7th Street and Humboldt streets (across from Spartan Stadium) is also available and a daily permit which costs \$1 or \$58 per semester is required. All regular University parking permits are valid in the Park and Ride Lot. Shuttle buses transport riders to and from campus approximately every 15 minutes (travel time from Main to South campus) during semester weekdays and about every 20 minutes from 3:30-9:45 p.m. Monday through Thursday and from 6:15 a.m. to 5:45 p.m. on Friday.

Employees may park in parking garages and surface lots as designated. A University employee identification card is required to purchase an 'E' permit. 'E' permits are valid in all 'E' spaces and in 'R' spaces after 3:30 p.m. on weekdays. The 'E' permit is sold to permanent or authorized part-time University employees only. Damaged 'E' permits are replaced at no charge. In addition to semester and other permits, employees may park in the 7th Street Garage by purchasing a \$4 daily permit at the Office of Traffic and Parking Operations. All employee permits are sold at the Office of Traffic and Parking Operations in the 7th Street Garage. For further information regarding parking, contact:

Traffic and Parking Operations
7th Street Garage
Phone: 924-6556 www.sjsu.edu/police

Public Transportation: Transit buses and the light rail line connect to downtown San José and the campus from throughout the county, the airport and the Amtrak/CalTrain San José depot. Call 408-924-5467 for specific routes. Faculty may purchase a VTA pass for \$27/semester – go to Student Services Center.

Valley Transportation Agency (VTA): 408-321-2300

For bus and light rail schedules, refer to: www.vta.org/schedule_menu.html

N. Keys

Faculty should request their keys through their department chairs/school directors. You will need a faculty I.D. card to pick up keys at:

Lock and Key Services
Corporation Yard on 10th Street
Phone: 924-7102

O. 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
CC 2
Phone: 924-1011

P. 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 Events Center and Aquatic Center is available for a fee. The Events Center has 10 racquetball courts; a fitness room (with Stair Masters, Life Cycles, accommodating resistance machines, and free weights); volleyball, badminton and basketball courts; and an aerobics room. Fees are as follows:

	Day Pass	Monthly Use	Annual Membership
Aquatic Center	\$3.00	\$17.00	\$204.00
Events Center & Aquatics Center	\$6.00	\$25.00	\$300.00

Fees may be paid and passes obtained from the Sport Club cashier.

For more information about these facilities call:

Aquatics Center	Sport Club
Phone: 924-6341	Phone: 924-6368

Faculty are also invited to attend intercollegiate athletics events. Tickets may be purchased and information concerning events including team schedules may be obtained from:

Intercollegiate Athletics
Sports Information Office
Allen B. Simpkins Bldg 1373, So. 7th Street
Phone: 924-7589/ 924-1217

Q. Faculty Dining on Campus

There are several places to dine on campus. Faculty and staff may use the Faculty and Staff Dining Room (924-1853) in the Old Cafeteria (CAF). Faculty may also dine in the student dining areas, which include

Market Cafe, Burger King, and Sbarro's located in the Old Cafeteria and Jamba Juice located in the Student Union dining hall.

The University Club is a membership organization that is open to all faculty and staff. Dues are \$25 per month, \$10 of this amount may be applied to purchase food or beverages each month that the club is open. The club serves lunch from 11:30 to 1:30 in its location on the corner of Eighth and San Salvador Streets. Private dining rooms and tables may be reserved by members for special events. The downstairs lounge/bar is open for "happy hour" on Wednesdays and Fridays.

University Club

UC (408 South Eighth Street at corner of San Salvador Street)

Phone: 924-6505

R. Check Cashing and ATM Services on Campus

The bookstore will cash personal checks (up to \$50) for faculty with faculty identification. 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

Student Union

Phone: 924-1800

Other financial services are also available. 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. There is also a USE Credit Union ATM at the Event Center. For more information contact:

USE Credit Union

1570 W. San Carlos Avenue

Phone: 271-8945

S. Accommodations for Faculty with Disabilities

Faculty members with disabilities are entitled to "reasonable accommodations" as provided for in the Americans with Disabilities Act. Information for accessing this support is available from your department chair, dean or the Disability Resource Center (924-6000).

T. Child Care Center

The Frances Gulland Child Development Center has been providing high quality childcare for the children of students at SJSU since 1972. The center is primarily for the students of SJSU. Children of faculty and staff will be admitted on a space available basis after student needs have been met. The program serves children, ages two and a half through six years. Children are admitted from the waiting list on a first-come, first-served basis. Waiting list applications are available in the office.

For further information, refer to: www.sjsu.edu/student-services.html

U. UPD Safety Units

The University Police Department (UPD) employs over thirty Community Service Officers (CSOs) who work various hours in the following six areas/positions: Main Campus, South Campus, Residence Hall, Engineering, Simpkins Center, and Campus Lock-up CSOs.

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.

Residence Hall and South Campus CSO (RHCSO)

These CSOs work evening hours throughout the week and conduct high profile patrols of the SJSU Residence Halls including Spartan Village (South Campus). They observe and report violations of the Law, suspicious circumstances, and hazardous conditions. The RHCSO contacts residents regarding violations of Housing rules and often acts as a liaison between residents, Housing personnel, and UPD.

Engineering CSO (ENGCSO)

The ENGCSO division was developed to assist the School of Engineering in providing safe and convenient access to the Engineering building and its rooms/labs. The ENGCSO opens/secure 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.

Evening Guide CSO

The Evening Guide CSO walks with (escorts) students, staff, and visitors to campus and near-campus destinations within the following boundaries: Santa Clara to East Reed Streets, and South 2nd to East 12th Streets. Escorts are provided on a request only basis (first come, first served) and patrons are required to wait "readied" for an available escort (no reservations accepted). Evening Guides are available Monday through Thursday evenings from 6:00-11:00 p.m. Although UPD is not a "Taxi" service, escorts requested during Non-Evening Guide hours will be conducted by other UPD personnel including but are not limited to Police Officers in cars. Like other CSOs, Evening Guides observe and report violations of the Law, suspicious or hazardous conditions.

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.

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.

Safe Place

SJSU is the newest local site and the second University nationwide to participate in the Safe Place program, which provides immediate help or safety for young people in crisis. The University will use its “blue light” telephone system as part of the program and will work with the Bill Wilson Center in Santa Clara, which serves as the area headquarters for Safe Place. Help from Safe Place is free and available 24 hours a day, 7 days a week.

University Police Telephone Directory

Emergency	911	Escort Service	924-2222
Non-Emergency	924-2222	Patrol Operations	924-2176
Administration	924-2185	Lockshop	924-7100
Crime Prevention	924-2234	Police Information	924-2222
Criminal Investigations	924-2208	Crime Stoppers	924-7867 or (924-STOP)

Please refer to www.sjsu.edu/police or the above numbers for additional information.

VI. Personnel Benefits

A. Medical Insurance

Each year there is a period of open enrollment in a health plan of one's choice. A booklet explaining the various plans is sent to faculty who are currently enrolled during this period.

Benefit information is available from the:

Human Resources Office
BB Bldg
Phone: 924-2270

B. Life Insurance

A death benefit is provided to California state employees. Life insurance may be purchased on a voluntary basis. For more information call:

Human Resources Office
BB Bldg
Phone: 924-2270

C. Payroll

Questions regarding payroll should be referred to the:

Payroll Office
BB Bldg
Phone: 924-1700

D. Personal Holiday

Faculty are entitled to one Personal Holiday each calendar year, which should be scheduled by mutual agreement between you and your chair or director. Please note that your Personal Holiday must be used before the end of the calendar year; it cannot be rolled over to the next year.

E. Sick Leave

Eight hours of sick leave are accrued following the completion of each pay period. Please notify your department/school office as soon as possible if you are ill. This is especially important if you must miss a class meeting. When you return to work, be sure to request a sick leave form from your department/school office.

F. Identification Cards (Campus Service Cards)

Campus service cards are used on campus for such transactions as checking out books, cashing checks in the bookstore, obtaining keys, and buying parking permits. You should obtain a card as soon as possible. Your first card is free to you.

Present your driver's license or other photo identification and Social Security number to have your picture taken.

There is a \$5.00 replacement fee for lost cards.*

A plastic cardholder will be issued to hold your Tower Card.

There is a \$2.00 replacement fee for lost plastic cardholders and stickers.*

DO NOT PLACE ANY STICKERS DIRECTLY ON THE CARD.

Student Services Center

Phone: 924-2273 (924-CARD)

www.sjsu.edu/depts/stdfin/newpage1.htm

* ***Fees are subject to change.*** Report lost or stolen cards immediately to the Campus Card Office. After office hours, report to the University Police Department, 924-2222.

G. California Faculty Association

CSU faculty members are unionized, with optional membership in the union open to all active and retired faculty. For information on joining CFA, contact:

California Faculty Association

BT 452

Phone: 924-6528

www.sjsu.edu/employee/cfa

H. Miscellaneous Benefits

For information on other benefits such as dental and vision plans call:

Human Resources Benefits Office

Phone: 924-2270

VII. Retention, Tenure and Promotion Procedures

The exact procedures for the retention, tenure and promotion (RTP) process are detailed in University Policy S98-8, "Appointment, Retention, Tenure and Promotion Criteria, Standards and Procedures for Regular Academic Employees," and in the annual RTP deadline calendar. A copy of the current policy is available in your department/school office and on the Academic Senate web site.

All tenure-track and tenured faculty undergoing review for RTP are expected to prepare their own dossiers according to University specifications. The dossier documents the faculty member's effectiveness in academic assignment, and in scholarly and professional achievements. Effectiveness in teaching is primary, but not the only consideration in evaluating a faculty member's performance. Faculty should consult with the department/school RTP Committee or chair/director regarding the specific expectations for their discipline or assignment.

The department chair/school director/division head, assigned faculty mentor or other experienced colleagues can be of tremendous assistance to new faculty preparing their first dossier. In addition, RTP workshops may be offered by the Faculty Affairs Office and the California Faculty Association (CFA).

Dossiers are reviewed first by faculty committees and administrators, but all decisions to retain, tenure, promote, or dismiss are made by the President. Second year faculty are notified of the President's decisions by February 15; other faculty are notified by June 1. After the second year, faculty who are terminated prior to tenure are given a terminal year appointment.

Assistance and specific procedures may be obtained from:

Office of Faculty Affairs

ADM 150

Phone: 924-2450

California Faculty Association

BT 452

Phone: 924-6528

VIII. SJSU Administration

A. Structure of the University

The leading administrators in the University are the President, Provost/Vice President for Academic Affairs, Vice President/Administration, Vice President/Student Affairs and the Vice President/University Advancement. The next level of administration in the Academic Affairs Division includes the deans, directors of the general units, and Associate Vice Presidents. The eight colleges are led by Deans. Within colleges are the academic departments and schools. Campus organizational charts can be viewed at www.sjsu.edu/pres/orgchart.pdf. The organizational charts can be used along with the SJSU Directory to find individuals and contact information.

B. Role of Faculty and Administrators

Faculty members serve on committees of the Academic Senate, on various department/school, college, and University level committees, and participate in review of department chairs/school directors. Administrators are involved in faculty appointments, retention, tenure, and promotion review, sabbatical leave awards, and many other facets of the University.

C. Academic Senate

The Academic Senate is the principal agency for the formulation and recommendation of policy for the University. It recommends to the President on policies and procedures governing academic personnel, curriculum, instruction, student affairs, fiscal matters, grievances, and other matters relating to the welfare of the University. The Academic Senate provides the machinery for consultative participation by the University faculty and students in the administrative decisions of the University President. Copies of the Constitution of the Academic Senate of San José State University, By-Laws, Standing Rules and Meeting Calendars are available in the Senate Office and at the Senate web page. The Senate consists of various standing committees, operating committees, special agencies and special (ad hoc) committees. The Academic Senate meets on the first Monday of each month during the academic year. For more information contact:

Academic Senate Office

ADM 176

Phone: 924-2440

www.sjsu.edu/senate

D. Board of Academic Freedom

The Board of Academic Freedom and Professional Responsibility (BFR) works in concert with the Office of Faculty Affairs to advise and orient faculty about these two matters. The BFR handles all cases of alleged infringement of academic freedom and advises the Faculty Affairs Office about cases of alleged professional misconduct. More information can be found in University Policy S99-9, "Board of Academic Freedom and Professional Responsibility," available on the Senate web page.

Office of Faculty Affairs
ADM 150
Phone: 924-2450

Academic Senate Office
ADM 176
Phone: 924-2440
www.sjsu.edu/senate

E. Faculty Bargaining Unit

The faculty bargaining unit is the California Faculty Association (CFA). It represents both full and part-time faculty. The CFA represents faculty in bargaining terms and conditions of employment with the Board of Trustees. The Office of Faculty Affairs and CFA work together to ensure compliance with the Agreement and to process any grievances that may be filed. For further information contact:

California Faculty Association
BT 452
Phone: 924-6528
www.calfac.org
www.sjsu.edu/employee/cfa

IX. State System

A. Function of Trustees

The California State University is governed by its own Board of Trustees. It includes sixteen Governor-appointed members who serve eight-year terms. Students, faculty and alumni elect one trustee each to two-year terms. Campus presidents are delegated authority from the Board of Trustees to administer all activities on their campuses. Presidents are responsible directly to the Chancellor for enforcing trustee policies and regulations. Current trustees' names, addresses, phone numbers appear in the front portion of the SJSU Undergraduate Catalog.

B. Level of System

The California State University, the University of California, and the California Community College campuses are the three publicly supported higher education systems in the state. Together these systems serve more than 300,000 students.

C. System Campuses

The 23 California State University system campuses are identified, along with their addresses and phone numbers in the front portion of the SJSU Undergraduate Catalog.

For more information, see: *www.calstate.edu*.

X. University Life

A. Athletic Events

San José State University sponsors 16 sports teams affiliated with the Western Athletic Conference, NCAA Division I.

Women's Teams include:

Basketball
Cross-country
Golf
Gymnastics
Soccer
Softball
Swimming
Tennis
Volleyball
Water polo

Men's Teams include:

Baseball
Basketball
Cross-country
Football (Div. 1-A)
Golf
Soccer

For information on scheduling and how to purchase tickets, contact the Events Center at 924-6333 or go online at www.union.sjsu.edu.

B. Literary, Visual and Performing Arts

1. Center for Literary Arts' Major Author Series: The College of Humanities and the Arts invites world-renowned authors to campus to discuss their works with members of the San José State community. Authors who presented during the 2001-2002 series included Francine Prose, Mark Doty, Al Young, and David Henry Hwang.

For more information, call 924-4489.

2. Art Exhibits and Lecture Series: The Natalie and James Thompson Art Gallery is the main gallery at San José State University. Each year there are exhibits of contemporary design, history of art, a collaborative exhibition with other art institutions in the Bay Area, and a special exhibition and residency. The Gallery also hosts a free public lecture series, scheduled most Tuesday evenings from 5:00-6:00 p.m. in Art Building, Room 133. This series features local, national and international artists, curators and art writers.

For more information, call 924-4328 or visit the School of Art and Design online at

www.sjsu.edu/depts/art_design.

3. Musical Performances and Resources

- a. Listening Hour: The Department of Music hosts free weekly concerts on Thursdays, from 12:30 to 1:20 p.m., during the fall and spring semesters. Performances are held in the Music Concert Hall (Concert Hall, Room 176) and feature students, faculty, and visiting artists.

For more information about the concert series call 924-4631.

- b. The Ira F. Brilliant Center for Beethoven Studies: The Center is the *only* institution in North America devoted solely to the life, works, and accomplishments for Ludwig Van Beethoven. Established in 1983, the Center contains the largest collection of first and early nineteenth-century editions of Beethoven's music in the Western Hemisphere, several original Beethoven manuscripts, a replica of a fortepiano from Beethoven's time, and over 3,000 books on Beethoven in many languages. It is located in Modular Building A (at South 9th Street) and is open to the public without charge from 1:00-5:00 p.m., Monday through Friday.

For more information contact the Center at 924-4590 or go online at

www.music.sjsu.edu/Beethoven/index/caption.html.

4. Department of Radio, Television, Film and Theatre Arts: This department at San José State integrates radio, television, film and multimedia, in one department. An award winning radio station, KJSU 90.5 FM, operates 24 hours a day, 365 days a year. A full season of live productions offers a sophisticated fair of classics, musicals, new plays, and avant-garde performances.

For information on upcoming performances and how to purchase tickets, call 924-4555. Discounts are available for faculty and faculty-led student groups.

C. San José Attractions

In addition to campus-sponsored events, the city of San José offers a variety of cultural attractions within close proximity to campus. Listed below are a few of these attractions.

American Musical Theatre of San José, 1717 Technology Drive, 453-7108, www.amtsj.org

Children's Discovery Museum of San José, 180 Woz Way, 298-5437, www.cdm.org

Opera San José, 2149 Paragon Drive, 277-4468, www.operasj.org

Ballet San José of Silicon Valley, P.O. box 1666, 288-2820.

San José Museum of Art, 110 South Market Street, 294-2787, www.sjmusart.org

San José Repertory Theatre, 101 Paseo de San Antonio, 367-7266, www.sjrep.com

San José Symphony, 100 N. Almaden Boulevard, 287-7383, www.sanjosesymphony.org

The Tech Museum of Innovation, 201 South Market Street, 294-TECH, www.thetech.org

For more information on festivals, cultural and performing arts, wineries, and sporting and special events in San José, go online at www.sanjose.org or call 408-295-2265.

Appendix A
Tentative Agreement between California Faculty Association
and
The Board of Trustees of the California State University
Unit 3 - Faculty
July 1, 2001 - June 30, 2004

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Appendix B

Commonly Used Acronyms at SJSU

ARTP	Appointment, Retention, Tenure and Promotion
AVP	Associate Vice President
BFR	Board of Academic Freedom and Professional Responsibility
CFA	California Faculty Association
CSO	Community Service Officers
CSU	California State University
DIP	Differences in Pay Leave
DRC	Disability Resource Center
EAP	Employee Assistance Program
EOP	Employee Opportunity Program
FERP	Faculty Early Retirement Program
FMI	Faculty Merit Increase
GSI	General Salary Increase
ITL	Institute for Teaching and Learning
OED	Office for Equity and Diversity (formerly the Office of Equal Opportunity, or OEO)
PAF	Personnel Action File
RTP	Retention, Tenure and Promotion
SOLATE	Student Opinion of Laboratory or Activity Teaching Effectiveness
SOTE	Student Opinion of Teaching Effectiveness
SSI	Service Salary Increase
UPD	University Police Department
USE	University and State Employees
WASC	Western Association of Schools and Colleges
WTU	Weighted Teaching Units (the normal workload of a full-time faculty member consists of 12 WTU of direct instructional assignments and 3 WTU of indirect instructional activity, such as student advising, curriculum development and improvement and committee assignments).

