Channel Islands

CALIFORNIA STATE UNIVERSITY

Faculty Quick Reference Guide

2012-2013

Emergency and Safety
Telephone Numbers

Public Safety

- Parking **437**-8430
- Police-Non Emergency on Campus 8444
- Police-Emergency on Campus..... **911**
- Police-Lost and Found…… 8444
-

Emergency Phones: (on campus phones identified at night by blue lights) press red call-for-help button.

On-Campus Phones:
Emergencies from campus phone-dial **911**

Non-Emergency from campus phones-dial **8444**
From campus phones dial **8888** or **8444**
From off-campus dial - **(805) 437-8888** or **8444**

On-Campus Escort Shuttle Service:
(Escorts and "on-campus" shuttles are available by calling 437-8444 or ext. 8444.
Hours: Monday through Thursday, 5:00 p.m. to 10:00 p.m.

Campus Services Directory

General Information …… **437-8400**
Office of the President…… 8410
Academic Affairs

- Office of the Provost & Vice President **437-**8441
- Academic Resources 8418
- Faculty Affairs 8485
- ISLAS – First & Second Year Experience 3537
- VISTA – Graduate Studies 8553
- Academic Programs and Planning..... 8540
- Extended Education/Open University 2736
- Faculty Development 8826
- Arts & Sciences 8967
- MVS School of Business & Economics 8545
- School of Education..... 8594

Advising Center 8571
California Faculty Association (Faculty Union) 8498
Credential Office 8953
Research and Sponsored Programs 8903
Hank Lacayo Institute 3274
University Library 8561
University Writing Center/Learning Resource Center 8409
Student Affairs

- Office of the Vice President 8536
- Admissions/Recruitment 8500/8520
- Career Development Services 3270
- Disability Resource Programs 3331
- Educational Opportunity Program……. 8939
- Enrollment Services …… 8500
- Financial Aid …….. 8530
- Student Union……. 8932
- Multicultural and Women's & Gender Student Center ……. 8407
- Personal Counseling Services & Student Health Services …… 8828
- Records and Registration …… 8500
- Student Life ……..... 8512
- Student Leadership & Community (Associated Students) …… 8998

Other Departments
Bookstore (The Cove) 482-5456
Student Business Services (SBS)……. 8810
Dining Services (Islands Café) …….. 8917
Human Resources Programs 8490
Information Technology- HelpDesk 8552
Mail Services 3380
Operations, Planning and Construction 8461

Mission

Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

SENATE RESOLUTION 03-08
CHARACTERISTICS of CSUCI Graduates

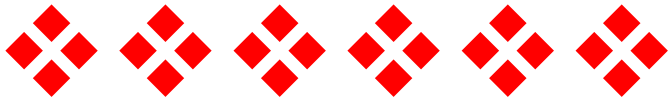
CSUCI Graduates are:

- **Informed** about past, present, and future issues affecting human society and natural world, and the inter-relatedness of society and the natural world.

- **Empowered** with the disciplinary and interdisciplinary knowledge necessary to evaluate problems, the ability to translate knowledge into judgment and action, and excellent communication skills for conveying their interpretations and opinions to a diverse audience.

- **Creative** in developing imaginative self-expression and independent thinking, with joy and passion for learning.

- **Dedicated** to maintaining the principles of intellectual honesty, democracy, and social justice, and to participating in human society and the natural world as socially responsible individual citizens.



The following are ways that CSUCI could assess whether students had achieved the three characteristics outlined above.

As ***empowered*** learners, CSUCI graduates will possess:

- Current disciplinary and interdisciplinary preparation
- Knowledge of the relationship of the discipline to academe and to society in general
- Strong oral, visual, and written communication skills
- Proficiency in a second language
- Quantitative and qualitative reasoning skills
- Computer and information literacy
- Technological competency
- Life-long learning skills

As ***informed*** learners, CSUCI graduates will possess:

- The ability to analyze the natural, social and aesthetic worlds
- Knowledge of other cultures, customs, and peoples
- An understanding of the cultural contributions of diverse societies
- Knowledge of regional, national, and world issues and their past and present context
- The ability to discern opinion from fact

As ***dedicated*** citizens of the world community, CSUCI graduates will:

- Exhibit academic and intellectual honesty
- Participate in the campus and local communities
- Assess the ethical consequences of their decisions and actions
- Use skills developed in their undergraduate education toward life-long learning

WELCOME TO CSU CHANNEL ISLANDS (CI)! We are very pleased that you have joined us. We hope that this guide assists you with answers to many of the frequently asked questions regarding faculty services/resources available on campus.

HOW DO I FIND OUT ABOUT……?

FACULTY SUPPORT COORDINATORS: Your Support Coordinator will be a vital source of campus information and will provide you with the following assistance. (Please obtain the name and contact information for your support coordinator from your AVP or Program Chair)

- **Email Account Setup:** After you have signed and returned your contract, you will be emailed a letter which includes important information enabling you to set up your various accounts here on campus. One of these accounts will be your email account which will be an important method of communicating University information. We encourage you to check it on a daily basis so that faculty, staff, administrators and students may contact you as needed during the semester.
- **Offices and Keys:** Your Faculty Support Coordinator will assist you with your office location and key access. The campus is transitioning to the use of the ID cards to provide access to campus buildings. Your ID card (and your six digit code) can be used to access buildings, such as North Hall, outside of normal working hours. Your card is also used as your library card, copy card, and by adding funds to the card, can be used to purchase food and beverages at the Islands Café, Student Union, or Freudian Sip coffee shop. Lecturers will be sharing offices. This office will provide you with a place to utilize a computer, telephone for local calls, a desk to prepare for your classes and posting of office hours. Additional office supplies can be requested through your support coordinator.
- **Copiers:** In order to use the copy machines located on campus, you will need to obtain a campus I.D. card. After you have completed the sign-in process with Human Resources and returned your contract to Faculty Affairs, you can obtain a University I.D. from Student Business Services, located in Sage Hall. Your I.D. card will be initialized with a magnetic strip which will allow you to use the copy machines on campus. Please see your Faculty Support Coordinator if you are unable to obtain your campus I.D. card to arrange for copies.
  You may access any copier on campus with your campus ID card (except the public copiers in the Library). Use the Pharos terminal at each copier to unlock the copier for your use. Swipe your card through the Pharos terminal, enter the generic password, and then use the copier. (Please make sure to change the generic password for security purposes.) Your ID card carries the account for your academic program area that will be charged for your copies (5 cents per image). Please refer to Attachment A "Academic Affairs Procedure for Assistance with Photocopying."
- **Faculty Mailboxes:** Your personal campus mailbox will be designated by your Faculty Support Coordinator and will be located within the building/floor where your program office is located.
- **Procedures for Faculty Absence Reporting:** In the event that you are ill or an emergency arises and you must cancel your class, it is imperative that you contact your Program Chair **and** your Support Coordinator in advance. They will notify your students of the class cancellation and any specific instructions that you may want communicated to your class for assignments. Please see Attachment I, Procedures for Faculty Absence Reporting, also available on the web at: www.csuci.edu/academics/faculty/facultyaffairs/policies.htm.
- **Classrooms/Facilities:** Every attempt has been made to optimize classroom space based upon class size and available resources. If you are teaching in a general assignment lecture room please be sure that you return it to its original configuration if your class rearranges any classroom furniture. Please also be sure to turn off data projectors and ask students to remove any materials posted on boards or walls prior to the conclusion of the class. Making sure that any waste or recyclable items are disposed of properly will help make our facilities attractive for those who follow your class. If you have questions or concerns regarding your classroom assignment or facilities in general, please contact your Faculty Support Coordinator.

- **Office Hours:** Please submit your office hours to your Faculty Support Coordinator so that they can post hours outside your office for student reference. It is recommended for each 3 units taught, a minimum of one hour be devoted to scheduled office hours.
- **Guest Parking Permits:** If you are planning to have a guest speaker for one of your classes, please contact your Support Coordinator at least 2 working days in advance to obtain the permit. Please consult your Program Chair for available funding for this valuable resource.

IMPORTANT HIGHLIGHTS AS THE SEMESTER BEGINS…..

- **Where to Find Information:** (Please refer to Attachment B) To assist you with locating various resources.
- **Final Exam Schedule/Academic Calendar:** Please consult the schedule of classes for the Final Exam Schedule and the Academic Calendar located in the schedule of classes when preparing your course syllabus. ***Final exams must be given during the specific week dedicated for finals and may not be given prior to the week authorized.*** This is CSU policy. Please refer to Attachments C1&C2 "Syllabus Policy (SP 07-16)" or online at http://senate.csuci.edu/policies.htm.
- **Change of Program:** Please refer to schedule of classes for the "Change of Program" table in order to become familiar with the deadlines for students regarding: Dropping or Adding Courses, Complete Withdrawals, and Changing the Basis of Grading. Once the semester is underway you will need to provide permission number to enable students to add your class (your support coordinator can assist you if there are questions about the permission number process). Students may drop courses online without any additional permission during the first three weeks of instruction. As an instructor you also have the option to administratively drop students during the first three weeks of instruction for failure to meet course prerequisites or non-attendance. Students attempting to add or drop after the normal change of program period should be prepared to provide documentation supporting their request.
- **Class Waiting List:** Students have the opportunity to add their names to a Class Waiting List. Once the semester is underway, you as the instructor of record may use this list to make decisions about adding students to your class. Please contact your Program Chair if you have additional questions regarding adding students.
- **Academic Dishonesty:** Refer to The CSUCI Policy on Academic Dishonesty (PDF) which provides helpful information in dealing with academic dishonesty. Please consult the University catalog for additional information.
- **Student Behavioral Concerns***:* If, at any time, you believe there is an immediate danger or threat please dial 911. To report disruptive behavior or violations of the student code of conduct please use the link located on the Student Judicial Affairs web page at **http://www.csuci.edu/studentlife/judicial-affairs/**
- **Disability Resource Programs:** DRP provides reasonable accommodations and services to students with various disabilities including, but not limited to, physical, learning, and psychological, who choose to self-identify and register for services. Although accessibility is a shared responsibility, it is the responsibility of the student to register for DRP services each semester accommodations are needed, and to provide faculty with a signed Faculty Notification Letter. For additional information including student services and faculty resources, please visit us at the Educational Access Center located in Bell Tower Room 1541 or call (805) 437-3331. Please refer to Attachments D1, D2 & D3 for the "Top Five Best Practices for Faculty Regarding Disability Resource Programs" and senate policies on "Resolution on Instructional Materials Accessibility for Students with Disabilities" and "Resolution of Timely Instructional Material". (These resolutions (SR 06-06 & 07) may also be found online at http://senate.csuci.edu/resolutions.htm

PAY SCHEDULE AND DISTRIBUTION: Also included in this guide (Attachments G and H), is a pay check distribution memo and chart. Please review this information and complete the appropriate forms in order to make arrangements to secure your monthly paycheck. Direct Deposits are encouraged. The Direct Deposit form is also available on the web at: http://www.csuci.edu/hr/hr_documents/Direct_Deposit_Form.pdf or obtain a form directly from Human Resources Program office in Solano Hall. Should you have additional payroll questions, please don't hesitate to contact our payroll office at (805) 437-8487.

FACULTY CONTRACTS & ACADEMIC PERSONNEL SERVICES: If you have questions regarding your contract, please contact Maria Tauber, Director for Academic Affairs at (805) 437-8543 or Rian Medlin, Associate Director of Academic Employee Relations at (805) 437-3931. The Faculty Affairs Office is located in the Bell Tower West Building, Second Floor. **Office hours are Monday-Friday from 8-5. Closed daily from 12:00p.m-1:00 p.m.** To make an appointment to review your personnel file, please contact Donna Vea; donna.vea@cusci.edu at least 24 hours prior in order to schedule the time and room. The Faculty Affairs website provides additional information regarding benefits, compensation, policies and procedures and forms. Please visit the website at: www.csuci.edu/academics/faculty/facultyaffairs/index.htm.

- **Sign In Process with Human Resources Programs:** If you are new this semester or returning after a break in service, **you must complete your sign-in paperwork with HR**. If you haven't completed this process, please call Janet Korsmo at (805) 437-3181 in order to schedule an appointment. Janet will advise you about the forms of identification required to complete this process.
- **CI Records Access for Class Rosters and Grade Reporting:** As a new faculty member, please be sure to return your signed CMS (Common Management System) Access and Compliance Form that was sent along with your contract. This PeopleSoft system (CI Records) contains confidential information and the University and its officials have a responsibility to protect confidential information about students under The Family Educational Rights and Privacy Act (FERPA). Faculty who have access to legally protected information about students share in this responsibility. You will receive your CI Records User ID and initial password via a letter after Faculty Affairs has received your signed contract. You are also encouraged to attend the faculty orientation to learn about how to use CI Records for accessing class rosters and grade reporting. CI Records can be accessed at: http://myci.csuci.edu.
  This system will allow you to access and obtain class rosters and post grades. It is imperative that you become familiar with the system in order to check class rosters throughout the semester and to post grades at the semester's end. This is the only method of recording grades. If you need assistance, please contact your faculty support coordinator.
  Please visit the faculty affairs website for information regarding the laws and policies concerning the privacy of information (FERPA-Information Use and Confidentiality Guidelines for Faculty at http://www.csuci.edu/academics/faculty/facultyaffairs/documents/resources/FERPA-.
- **Address and Telephone Number Changes:** Should your address or telephone number change during the semester, please visit our Human Resources Office to complete the necessary paperwork and notify Donna Vea in Faculty Affairs via email donna.vea@csuci.edu.
- **Student Ratings of Teaching (SRT):** "Student Ratings of Teaching" is the online evaluation instrument adopted by the Academic Senate in the spring of 2009. The faculty affairs office coordinates this online evaluation process each semester. Additional information about the SRT may be found at http://www.csuci.edu/academics/faculty/facultyaffairs/evaluation.htm.
- **Personnel Files and Temporary Faculty Evaluation Policy:** The Faculty Affairs office maintains an official **Personnel Action File (PAF)** for all faculty at CI. For additional information about your Personnel Action File and the Policy on Temporary Faculty Evaluation (Attachment F), or online at http://www.csuci.edu/academics/faculty/facultyaffairs/policies.htm. Additional questions may be directed to our Associate Director for Academic Employee Relations, Rian Medlin, (805) 437-3931.

- **Emergency and Safety Telephone Numbers:** Included in this guide, you will find many of the emergency and safety telephone numbers, as well as other frequently called numbers. Keep this list handy so that you can refer to the numbers as the need arises. CI has implemented a new emergency communication system, **CI Alert**, to allow University officials the ability to reach the University community with time-sensitive information during unforeseen events or emergencies using voice, e-mail text messaging/SMS, and TTY/TDD methods. There is no charge to subscribe to the service, but call and text messaging fees from cell phone service providers may apply. Students, staff, and faculty may verify and update their current CI Alert contact information by logging into myCI and click the "My APPS" tab to review their CI Alert Contact Information. If the information is incorrectly listed, please update it by clicking the "Edit" link. For additional information, please go to http://www.csuci.edu/police/CI_Alert.htm.

TECHNOLOGY AND COMMUNITY : Please visit the campus T&C website in order to obtain information regarding information technology resources. http://www.csuci.edu/it

ACADEMIC TECHNOLOGY WORKSHOPS: Academic Technology Services offer a variety of workshops for faculty and staff. Learn more at: http://www.csuci.edu/it/web/workshops.htm

IT HELP DESK: The IT HelpDesk can provide help with passwords, classroom resources, and hardware related questions: email: helpdesk@csuci.edu Phone: (805) 437-8552.

CLASSROOM TECHNOLOGY: Every classroom is equipped with an overhead fixed data projector and dedicated computer with internet access. Faculty who have video material in VHS format are encouraged to have the material digitized and converted to DVD format by library staff located in Broome 2657. DVD's may be played on the computer and projected onto the screen. Any problems with the equipment can be addressed to the IT Help Desk. There is a phone located in each classroom that can be used to report problems. An IT Help Desk staff member will respond as quickly as possible to problems in the classroom.

JOHN SPOOR BROOME LIBRARY: Your library provides a number of resources and services that support faculty teaching, research, and service.

Teaching

- Your library provides information literacy courses and specialized library research sessions for students engaging in research.
- Your library can create specialized research guides for your students.
- Your library facilitates print, digital, and multimedia course reserves. You tell us what you want, and the library does the work for you by linking to subscribed content, addressing fair use concerns, and placing the materials directly into print reserves or Blackboard.
- Your library has LCD projectors, Flip-Video cameras, digital cameras, audio recorders, and other equipment that can be checked out to capture course content and support multimedia assignments.
- Your library will work with you to develop personalized digital collections that support student learning.
- Your library understands that you have all sorts of wonderful ideas to improve the educational experience. If you can think it up, we may be able to help make it happen. Library personnel love crazy ideas that enhance student learning!

Scholarly and creative Activities

- Your library has books, articles, databases, images, sound and video clips, maps and GIS, and government publications to support your research. They also have a number of unique collections and archives with a wealth of local and regional primary source materials.
- If they don't have something you need, your library will get it for you via our interlibrary loan and document delivery services.
- If you have no idea what you are looking for, your library will come to your office to chat about your research and then provide a list of specialized resources and services that meet your needs.
- Your library welcomes submissions of your scholarly and creative activities to the CI Institutional Repository. You can submit at any time, but we also send an annual reminder prior to the Celebration of Scholarly and Creative Activities hosted by the library in the spring.

Service

- Your library has its own senate committee, Library Advisory Committee. They welcome everyone to run and contribute and remain open to suggestions and collaborations.

Finally, if what you need is not mentioned above, or you have suggestions for improving your library, please email amy.wallace@csuci.edu and let her know.

CI Learn SERVICES: CI Learn is a course management tool that allows you to post your class information online for your students. Every class being taught has a space allotted in CI Learn. You only need to login to the system to begin creating your course content at: http://myci.csuci.edu. If you have returned your contact to Faculty Affairs, you will already have an email providing you with your User ID to create your password. You will also have the opportunity to attend a training session for CI Learn if you attend the New Faculty Orientation. If you are unable to attend faculty orientation, a letter with your user ID and initial password will be delivered to your Support Coordinator.

Please be aware that the class roster available in CI Learn is **NOT** the official roster. PeopleSoft is the official University record of student enrollment. If you would like assistance with content creation, login access, or to schedule an office call on how to make CI Learn do what YOU want it to do, please call Chris Mattia at (805) 437-8924.

FACULTY DEVELOPMENT: All faculty members are encouraged to use the Faculty Development library and to consider applying for mini-grants. Dr. Edward Nuhfer will be able to assist you with questions concerning faculty development services and resources and is located in Bell Tower West 1116.

COURSE CONTENT AND LEARNING OUTCOMES: Each course has specific student learning outcomes and content, as developed by the program area. Faculty members are requested to include the student learning outcomes in their syllabi. The learning outcomes for each course are included in the course proposals, and it is these outcomes which should be listed on syllabi. Course proposals are posted on the curriculum committee's web page: http://senate.csuci.edu/comm/curriculum/programareas.htm. Course proposals may also be obtained from your support coordinator.

GENERAL EDUCATION CRITERIA: A copy of the General Education Categories and their criteria is provided in this guide. Individual course listings in the catalog include information about any General Education Categories that the course meets. Courses numbered 330-349 or 430-449 are designated upper-division interdisciplinary General Education courses. The GE Goals and Outcomes are posted at: http://senate.csuci.edu/policies/2007-2008/Revisions_to_SP-06_GE_Goals_and_Outcomes.doc.

COURSE SYLLABUS: As part of their professional responsibilities, all CI instructors are required to provide a syllabus for all of their students. The syllabus should be distributed at the first class meeting, and it is recommended that it be available online, via your website or the course CI Learn site, throughout the semester. Please consult the Faculty Development office for additional information on what to include in your course syllabus. Refer to Attachments C1&C2 "Syllabus Policy (SP 07-16)" included in this Quick Reference Guide.

EVENT SCHEDULING AND SUPPORT: The campus regularly hosts a range of speakers, meetings, performances and other activities. To reserve spaces on campus and find information about obtaining approval for events please visit the Campus Event calendar http://ciapps.csuci.edu/Events. The Academic Affairs events office manages the scheduling process for events, as well as managing campus and division wide events. Programs are responsible for making arrangements for events they initiate, but event staffs are available to assist with advice and information.

SUSTAINABILITY IN TEACHING AND OPERATIONS: CI is committed to advancing sustainable practices, both in our operations and in the curriculum. If you would like to know more about ways to integrate concepts and issues related to sustainability in your courses you can join the CI Sustainability community in CI Learn by emailing dan.wakelee@csuci.edu. For updates on campus news and activities on sustainability please visit: http://www.facebook.com/SustainableCI

TRANSPORTATION AND PARKING SERVICES: Please secure your campus parking permit **prior** to the first day of your class by stopping at the Transportation and Parking Services Office. It is located in the Public Safety/Parking Services building, marked as PD on the campus map. You must purchase a valid parking permit or use the parking meters provided on campus so that you will not be ticketed. Shuttle bus service is also available. Please refer to the Emergency and Safety Telephone Numbers List provided in this document. For additional information, please stop by the office or visit the website to obtain information: http://www.csuci.eud/parking/.

CAMPUS MAPS AND DIRECTIONS: Please refer to the campus map included in this guide to assist with locating buildings on campus. You will also find maps, directions and building names, street addresses, department locations on our website at: http://www.csuci.edu/about/maps.htm

COMMUNICATION & MARKETING: Communication & Marketing office is available to assist in publicizing awards, events and activities related to your research, teaching or service. Requests for news releases may be made by visiting http://www.csuci.edu/news/resources.htm. In addition, a bi-weekly newsletter, *Wavelength*, is published and distributed to the campus and students during each semester. To view Wavelength publication schedules and submission guidelines, visit http://www.csuci.edu/wavelength/index.htm.

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

DIVISION OF ACADEMIC AFFAIRS

Dean of the Faculty

Effective Date: August 23, 2006

Procedure on Assistance with Photocopying

Purpose: To accommodate faculty and teaching assistants who require assistance with making photocopies

Accountability: Dean of the Faculty

Procedure: Faculty, staff and teaching associates who require assistance operating photocopying equipment should direct requests to the faculty support coordinator assigned to their instructional area. Inquiries regarding the name and contact information of the appropriate faculty support coordinator can be directed to the program chair, or to the Dean of Faculty's office.

Requests should include the materials to be copied, the account or program to be charged for copying costs, the number of copies needed, type of paper to be used, any finishing requirements (collating, stapling, double-sided, etc.), a location where the copies should be delivered, and a deadline when the copies must be ready. Requests may be made and materials provided to the support coordinator either in person, via campus or US mail, or via email (if materials are in an electronic format). Materials to be photocopied should be received by the support coordinator a minimum of 24 hours in advance of the delivery deadline to ensure adequate time for processing.

In the event that the faculty support coordinator is unavailable, requests and materials should be directed to the Dean of Faculty's office.

If circumstances in a specific instance make advance notice difficult or impossible, faculty should first seek help from the faculty support coordinator; if the faculty support coordinator cannot provide assistance on short notice, faculty should seek assistance from the Dean of Faculty's office.

Any individual needing additional assistance or accommodation due to a disability should direct the request as soon as possible to the Associate Vice President for Human Resources in University Hall.

Approved: A-h Vaidya Date: 9-20-06
Dean

Approved: Date: 9-20-06
Provost & Vice President for Academic Affairs

WHERE TO FIND INFORMATION:

Academic Policies
All academic policies are approved by the Academic Senate and the President. They can be found on the web at senate.csuci.edu.

Academic Technology Services
http://www.csuci.edu/ats

California Faculty Association
The California Faculty Association represents all CSU faculty in Collective Bargaining. See their website at www.calfac.org. Campus CFA President: Sean Kelly (sean.kelly@csuci.edu)Campus Faculty Rights Chair: Nancy Mozingo (nancy.mozingo@csuci.edu)

Collective Bargaining Agreement:
http://www.calstate.edu/Laborrel/Contracts_HTML/CFA_CONTRACT/CFAtoc.shtml

Course Proposals including learning outcomes:
senate.csuci.edu/comm/curriculum/courses.htm

Faculty Affairs Website:
http://www.csuci.edu/academics/faculty/facultyaffairs/

Faculty Development Mini Grants
http://facultydevelopment.csuci.edu/
Contact Ed Nuhfer at ed.nuhfer@csuci.edu

General Education courses
The criteria for General Education courses can be found at: http://senate.csuci.edu//policies.htm
The relevant policies are SP 02-03 and SP 03-21.

Instructionally-Related Activities Funds
Students pay an instructionally-related activities fee; this money is administered by a committee composed of students and faculty. Faculty members may apply for funding to support activities related to their classes; applications are generally due the semester before the activity to be funded. For more information see: www.csuci.edu/ira/index.htm

Institutional Review Board
Human-subjects research must be approved (or declared exempt) by the Institutional Review Board. For more information: www.csuci.edu/orsp/irb.htm

Links to the following can be found at: www.csuci.edu/faculty.htm
Academic Programs; Advising; Campus Facilities & Services; Computing & Technology; Course & Scheduling Information; University Organization; Employee Services; Employment Opportunities; Extended Education; Governance, Policies & Forms; Health & Safety; People & Places; Professional Activity; Publications & Policy; Research; Resources for Student Learning; Resources for Teaching; Training & Development.

Retention, Tenure and Promotion (RTP) Policy:
http://www.csuci.edu/academics/faculty/facultyaffairs/rtp.htm

Syllabi
For information including mandatory information to be included on syllabi and recommended information, see Attachments C1&C2 or online at: http://senate.csuci.edu/policies.htm

Western Association of Schools and Colleges (Accreditation)
For everything you might want to know about CI, see our self-study for initial accreditation and other information at: www.csuci.edu/accreditation/. CI has been accredited through academic year 2013-2014.

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
ACADEMIC SENATE POLICY

Syllabus Policy

Policy: 07-16
Prepared by: Faculty Affairs Committee
Policy:

Each course shall have a syllabus. It is therefore important that each syllabus contain certain specific information and be made available in a timely manner. Elements in section III are required in all syllabi. Elements listed in section IV as well as other elements may also be included at the discretion of the instructor.

I. All CSUCI courses shall have a syllabus. It is required that the syllabus be made available to students the first day of class and may be maintained in the course's digital space (Blackboard, course website) as appropriate.

II. An electronic copy of the course syllabus shall be given to the appropriate support coordinator by the second week of the semester.

III. All syllabi shall include the following elements:

- Professor name(s), office location(s), office hours, and contact information
- Course information (time, place, virtual)
- Course description from catalog, which includes pre-requisites, co-requisites, and General Education areas met
- All student learning outcomes listed in the approved course proposal
- If the course is designated General Education, additional student learning outcomes from General Education shall be included
- Required elements, which may include assignments, readings, fees, attendance, course participation, trips, equipment, experiential learning, or other course specific requirements.
- Grade information as specified in the CSUCI Policy on Grades (SP01-38)
- Academic honesty information as specified by the Policy on Academic Dishonesty (SP01-57)
- CSUCI Disability Statement
- "Subject to Change" disclaimer

IV. Faculty may also consider including additional elements as appropriate to the course including but not limited to:

- How course learning outcomes relate to:
  Program or major outcomes
  CSUCI Mission Statement and the Institutional Mission Based Outcomes
  Other CSUCI graduation requirements met (Multicultural, Title V, Service Learning)
  Standards and outcomes from outside organizations and accrediting agencies
- Tentative Class Schedule
- Final Exam Day/Time
- Course specific policies (attendance, automatic drop, late work, course participation, bringing children to class, taping/recording, cell phone, computers, extra credit, use of dolphin email)

V. The Office of Faculty Development shall be responsible for assisting faculty in syllabus development.

VI. Program chairs shall be responsible for implementing the CSUCI syllabus policy at the program level.

REV 4/08

Additional Information for Syllabi

In order to facilitate the implementation of SP 07-16, Policy on Syllabi, the following drafts of language are being provided. Faculty may use any of the following text blocks verbatim, or may alter them to suit their needs.

Items for Section III of SP 07-16, required elements:

- **Course Description from catalog:**
  The current catalog can be found online at:
  www.csuci.edu/academics/catalog/2008-2009/index.htm
  Catalog descriptions can also be found in the course proposals (see next bullet point).

- **Student learning outcomes:**
  Student learning outcomes are those listed on the course proposal form approved by the Academic Senate's Curriculum Committee. The approved course proposal forms can be found at:
  http://senate.csuci.edu/comm/curriculum/programareas.htm
  Course proposals may also be obtained from your Support Coordinator.

- **General Education outcomes:**
  GE Goals & Outcomes are posted at:
  http://senate.csuci.edu/policies/2007-08/Revisions_to_SP-06-06_GE_Goals_and_Outcomes.doc

- **Grade information:**
  The Academic Senate's Policy on Grades (SP 01-38) makes ABCDF the default grading system. (It can be found at http://senate.csuci.edu/policies/2001-2002/SP01-38.pdf). Faculty are given the option of adding "+" or "-" to any grade except "F". The policy states that "course syllabi are required to state clearly whether '+/-' grading is used." The policy also requires that course syllabi "include a discussion of the instructor's grading policy." If cheating, plagiarism, or other forms of academic dishonesty will affect grades, or if you have other policies that affect grades, such as excessive absences, you should include these in your grading policy discussion.

- **Academic Dishonesty:**
  The CSUCI policy on Academic Dishonesty can be found at senate.csuci.edu/2002-2003/SP02-01.pdf. It also appears in the policies section of the catalog. That policy states, in part:

1. "Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.

2. Course instructors have the initial responsibility for detecting and dealing with academic dishonesty. Instructors who believe that an act of academic dishonesty has occurred are obligated to discuss the matter with the student(s) involved. Instructors should possess

reasonable evidence of academic dishonesty. However, if circumstances prevent consultation with student(s), instructors may take whatever action (subject to student appeal) they deem appropriate.

3. Instructors who are convinced by the evidence that a student is guilty of academic dishonesty shall assign an appropriate academic penalty. If the instructors believe that the academic dishonesty reflects on the student's academic performance or the academic integrity in a course, the student's grade should be adversely affected. Suggested guidelines for appropriate actions are: an oral reprimand in cases where there is reasonable doubt that the student knew his/her action constituted academic dishonesty; a failing grade on the particular paper, project or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances; a failing grade in the course where the dishonesty was premeditated or planned. The instructors will file incident reports with the Vice Presidents for Academic Affairs and for Student Affairs or their designees. These reports shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that he/she deems appropriate." (From SP 02-01).

Sample statements that may be modified and adapted to appear on syllabi:

All work that students submit as their own work must, in fact, *be* their own work. For example, if a paper presents ideas of others, it must clearly indicate the source. Word-for-word language taken from other sources – books, papers, web sites, people, *etc*. – must be placed in quotation marks and the source identified. Likewise, work on tests and exams must be the student's own work, not copied or taken from other students' work, and students must comply with instructions regarding use of books, notes, and other materials.

In accordance with the CSU Channel Islands policy on academic dishonesty, students in this course who submit the work of others as their own (plagiarize), cheat on tests and examinations, help other students cheat or plagiarize, or commit other acts of academic dishonesty will receive appropriate academic penalties, up to and including failing the course.

Papers with plagiarized ideas or language will be graded "F" and must be rewritten with proper use of quotations and referencing. The grade of "F' will remain the recorded grade on that assignment.

Plagiarism or cheating on tests and exams will result in a "F" on the test or exam, very likely resulting in a lower or possibly a failing final grade in the course. To complete course requirements, students must retake the test or exam during the instructor's scheduled office hours.

In cases where the cheating or plagiarism was premeditated or planned, students may receive an "F" for the course.

Students are encouraged to consult with the instructor on when and how to document sources if they have questions about what might constitute an act of plagiarism or cheating.

(Statements originally developed by Carol Holder, Director of Faculty Development, 2002-2005).

- **Statement on Disabilities** (provided by Disability Resource Programs)

  Version 1:

  Students with disabilities needing accommodation should make requests to Disability Resource Programs located in the Educational Access Center, Bell Tower 1541, 805-437-3331. All requests for accommodations require appropriate advance notice to avoid a delay in services. Please discuss approved accommodations with faculty.

  Version 2:

  If you are a student with a documented disability who will require accommodations in this course, please register with Disability Resource Programs located in the Educational Access Center, BT 1541, or call (805) 437-3331 for assistance with developing a plan to address your academic needs. Faculty, students and Disability Resource Programs will work together regarding classroom accommodations. Please discuss approved accommodations with faculty.

- **"Subject to Change" disclaimer:**
  All dates and assignments listed in this syllabus are subject to change with notice.

Items for Section IV of SP 07-16, optional items:

- **Program or Major outcomes:**

Available in the university catalog, or from your support coordinator or Program Chair.

- **CSUCI Mission Statement:**

Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

- **Institutional Mission Based Outcomes**

CSUCI graduates will possess an education of sufficient breadth and depth to appreciate and interpret the natural, social and aesthetic worlds and to address the highly complex issues facing societies. Graduates will be able to:

• Identify and describe the modern world and issues facing societies from multiple perspectives including those within and across disciplines, cultures and nations (when appropriate).
• Analyze issues, and develop and convey to others solutions to problems using the methodologies, tools and techniques of an academic discipline.

- **Other graduation requirements:**

  - **Language and Multicultural:**

1. The language requirement can be met by satisfying General Education category C3a with a grade of C or better. Students who are G.E. certified in Section C must still meet the language requirement

for graduation and may do so either by passing a C3a course with a grade of "C" or better or by demonstrating proficiency through examination. Students will also receive credit for having advanced proficiency in a language other than English. This proficiency can be demonstrated via an examination that assesses the student's language skills (speaking, listening, reading and writing) on a variety of informal and formal topics. By passing this examination, students fulfill the graduation exit requirement for language. For purposes of the General Education requirement, however, students receive content credit but not unit credit.

2. The multicultural requirement can be met by satisfying General Education category C3b with a grade of C or better.

(SP 03-27)

- **Title V**

Students are required to demonstrate competencies in U.S. History, U.S. Constitution and California State and local government for graduation. Competencies can be met by enrollment in six units as follows:

1. Choose from one of the following:
    1. POLS 150 American Political Institutions (3)
    2. POLS 316 State and Local Politics and Policy (3)
    3. Students who have AP credit for American Government or have taken American Government without coverage of California government may take the following:
        1. POLS 140 California Government (1)
2. Choose from one of the following:
    1. HIST 270 The United States to 1877 (3)
    2. HIST 271 The United States since 1877 (3)
    3. HIST 272 Constitutional History of the U.S. (3)
    4. HIST 275 The United States to 1900 (3)
    5. HIST 350 Chicana/o History and Culture (3)

- **Service Learning**

The following policies will be adhered to at California State University Channel Islands for all courses designated as Service Learning-Courses, Service-Learning Internships or courses with Service Learning components (hereafter collectively referred to as "Service- Learning Courses").

1. Definition: *Service learning is a teaching and learning approach that integrates community service with academic study to enrich learning, teach civic responsibility, and strengthen communities, while engaging students in reflection upon what was experienced, how the community was benefited, and what was learned.

    *Adapted from the National Commission on Service Learning Definition.

2. All Service Learning Courses must:
    1. Serve a genuine community need.
    2. Integrate course learning and teaching objectives with the service-learning activities.
    3. Provide activities to engage students in reflection about the service experience and the achievement of learning outcomes
    4. Generate for each student, before placement, a Student Learning Plan, signed by the student, faculty instructor and authorized Community Organization ("CO") representative, that identifies course goals and risks.
    5. Complete feedback forms on the value and effectiveness of the service-learning experience from the perspective of the student, faculty instructor and CO.

6. Provide a description of the service-learning component of the class in the syllabus, stating whether service learning is a required component or not and what percentage of the course grade the service learning component comprises.

3. Service-Learning Agreement: A signed Service-Learning Agreement between California State University Channel Islands and the CO must be on file before any students are placed at the CO.

(SP03-16)

- **Final Exam Day/Time:**

The day and time for the final exam for your class can be found in the Schedule of Classes, available at: www.csuci.edu/academics/scheduleandcatalog.htm.

Note: the final exam period is considered part of the instructional time scheduled for the class and should be used whether or not a comprehensive final examination is given. Comprehensive finals may not be given prior to finals week.

California State University | DISABILITY RESOURCE PROGRAMS | CHANNEL ISLANDS

Disability Resource Programs (DRP)

Location: Educational Access Center, Bell Tower Room 1541
Phone: (805) 437-3331 E-mail **accommodations@csuci.edu**

Disability Resource Programs serves as a resource for both student and faculty in providing educational access to the various academic and co-curricular programs offered at California State University Channel Islands (CSUCI). We provide various services, including test proctoring, note-taking, alternative media services and disability consultation. At CSUCI, accessibility is a responsibility shared by all campus community members. We welcome and encourage faculty to contact our office for resources and assistance regarding classroom accessibility.

Top *Best Practices* for Faculty

- **Place a statement in your syllabus to initiate dialogue with students.**
  DRP suggests the following statement: *"Students with disabilities needing accommodation are required to register with Disability Resource Programs, Bell Tower Room 1541, (805) 437-3331. All requests for accommodations need appropriate advance notice by the student to avoid a delay in services. Please discuss approved accommodations with faculty."*

- **Verify the student's eligibility for disability-related accommodations.**
  Once the student has been qualified for disability-related accommodations, faculty will receive an electronic Faculty Notification Letter which confirms eligibility and approved classroom accommodations. If the student **r**equests accommodations and you have not received a notification letter, please refer the student to the Educational Access Center, BT 1541 (805) 437-3331.

- **Uphold Confidentiality**
  Please uphold the confidentiality of students with disabilities by discussing their accommodations in a private setting. The University is mandated to uphold disability confidentially laws. Our staff is not permitted to discuss the student's specific diagnosis with faculty; however, we can consult regarding needed accommodations. It is suggested that faculty place focus on the accommodations, not the disability, when speaking to the student regarding their disability related needs.

- **Assist students with note-taker recruitment when requested.**
  As specified on their Faculty Notification Letter, some students are eligible to receive note-taker services. Note-takers are students enrolled in the class, and will be paid a stipend for providing a copy of their notes. Often, faculty assistance is needed to secure a suitable note taker from the class. When requested, please assist with this process by recommending a competent student or by making the following announcement: *"Disability Resource Programs and I are seeking a student note-taker for this course. Notepaper and a brief training will be provided. Upon completion of the semester, the student will receive $15/ unit and may include the experience on future job applications. Please see me after the class for further information."*

- **Collaboration for Alternative Testing**
  We will work together with you and your student regarding test proctoring and alternative test location. Once the student has registered and approved for testing accommodations, faculty will receive an electronic faculty notification letter with a notation and link to complete a testing contract. Please complete the testing contract on-line and submit electronically. Upon completion of the process, the student, faculty and DRP staff will receive confirmation of the exam specifications. Please contact DRP staff immediately if a discrepancy is noted. Please provide exams and specifications in a timely manner, preferably 48 hours in advance. This will allow us time to convert the exam to an accessible format as needed. Exams may be emailed to *accommodations@csuci.edu* or delivered to the Educational Access Center, Bell Tower 1541.

- **Place your book orders as outlined in the Academic Senate Resolution.**
  According to the Academic Senate of CSU Channel Islands Resolution on the Timely Adoption of Text-Based Materials for Students with Disabilities, "Textbook requests shall be submitted no later than two weeks before the end of finals week in the spring semester for courses the following fall semester, and four weeks before the end of finals week in the fall semester for the following spring semester." DRP provides books in alternate formats (e-text, audio-tape, Braille) for eligible students. It can take up to 10 weeks to secure or produce a textbook in an alternate format. Keep in mind that course readers (hardcopy or electronic) can be especially difficult to produce in an alternate format if they have underlining, hand-written notes, highlighting, cut-off margins or poor-quality copies.

Faculty Resources for accessible instructional material

CSU Accessible Technology Resources for Teaching and Learning
http://teachingcommons.cdl.edu/access/index.html

Additional Faculty Resources:

CSUCI Faculty Resources http://www.csuci.edu/drp/faculty_staff.htm
CSU Accessible Technology Initiative (ATI): http://www.calstate.edu/accessibility/resources/

CSUCI ATI: http://www.csuci.edu/ati/

University of Washington - Faculty Room: http://www.washington.edu/doit/Faculty/

CSU Accessible Technology Resources for Teaching and Learning http://teachingcommons.cdl.edu/access/index.html

ATTACHMENT D2

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

ACADEMIC SENATE RESOLUTION

Resolution on Instructional Materials Accessibility for Students with Disabilities

Resolution #: 06-06

RESOLVED: That, consistent with the student-centered mission of CSU Channel Islands, the Academic Senate calls for instructional materials and websites be made accessible by the deadlines specified in CSU Chancellor's Office Coded Memorandum AA-2007-04,[1] so that students and members of the general public with disabilities have access to instructional materials. This includes digital or multimedia instructional materials and instructional websites: Blackboard, CSU Channel Islands academic websites, and individual faculty websites possessing instructional materials that are hosted on and off-campus.

The Academic Senate of California State University Channel Islands also requests that resources be provided by the campus/ CSU system to assist faculty and staff members in meeting these deadlines. Specifically, resources, training, and support should be provided to assist faculty in adapting and implementing accessible instructional materials and in modifying websites, including academic program and course websites (Blackboard or other learning management system-based websites), so that they are accessible.

RATIONALE: The Workforce Investment Act (Section 508) of the Rehabilitation Act of 1973 requires Federal agencies to provide electronic and information technology so that individuals with disabilities have access to and use of information and data comparable to that of employees and members of the public without disabilities.[2] Government Code 11135 and S.B. 105 of California State Legislature require the CSU system to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 as amended, and to also apply the U.S. Access Board accessibility standards to the electronic and information technology products and services that it buys, creates, uses and maintains.[3,4] Section 508 requires all instructional materials, including websites and Blackboard course sites, to be accessible to the general public regardless of whether a student with disabilities is actually enrolled in the class or not.

The CSU Board of Trustees Policy on Disability Support and Accommodations (Executive Order 926) states:

"…it is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability;"[5]

This resolution is designed to provide a mechanism by which CSU Channel Islands meets a portion of the provisions of Executive Order 926 and Coded Memorandum AA-206-41, specifically, the design and authoring of new courses and new course content, including instructional materials and instructional websites, in a manner that incorporates accessibility.

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[1] According to Coded Memorandum AA-206-41, "**Fall Term, 2008**: New courses and new course content, including instructional materials and instructional websites, will be designed and authored in a manner that incorporates accessibility. … **Fall Term, 2012**: Instructional materials and instructional websites for all course offerings will be accessible."

[2] For information about Section 508 of the Rehabilitation Act of 1973 see http://www.access-board.gov/508.htm

[3] For the text of Government Code 11135 see http://www.spb.ca.gov/civilrights/documents/CALIFORNIA_CODES_11.pdf

[4] For the text of S.B. 105 see http://info.sen.ca.gov/pub/01-02/bill/sen/sb_0101-0150/sb_105_bill_20020929_chaptered.pdf

[5] For the text of Executive Order 926 see http://www.calstate.edu/eo/EO-926.html

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

ACADEMIC SENATE RESOLUTION

Resolution on the Timely Adoption of Text-Based Materials for Students with Disabilities

Resolution #: 06-07

RESOLVED: That, consistent with the student-centered mission of CSU Channel Islands, the Academic Senate of California State University Channel Islands calls for the timely adoption of text-based materials so that students with disabilities receive text-based course materials at the same time in their courses as students without disabilities. The following actions shall be taken beginning in fall, 2007, to assist Disability Accommodation Services (DAS) in generating accessible versions of textbooks and text-based materials so that these materials can be made available to a student with a disability at the same time as students without a disability.

1. Textbook orders will be submitted no later than two weeks before the end of finals week in the spring semester for courses the following fall semester, and four weeks before the end of finals week in the fall semester for the following spring semester. This shall apply to tenured/ tenure-track faculty members and to lecturers hired two weeks prior to this textbook adoption deadline. Faculty members hired less than two weeks prior to or after the deadline shall submit their text book requests within two weeks after they have been provided a teaching contract.
2. Courses added to the schedule six weeks or fewer before the beginning of the semester shall have their texts identified at the time of addition of the course to the schedule of classes.
3. If a student with a need for an alternative format enrolls in a course in which a textbook has not yet been adopted after the textbook adoption deadline, every attempt should be made to obtain a textbook request from the instructor. If efforts to obtain a textbook request from the instructor are unsuccessful, the Chair or designee should identify a textbook for this course no later than six weeks prior to the beginning of the semester so that an alternative format can be provided to the student in a timely manner.
4. Additional text-based course materials (i.e., optional textbooks, course packs, readers, and course reserves) to be utilized in a course in which a student needing an alternative format is enrolled should be identified no later than one-month prior to the date when they will be made available to the class so that a student with a disability in the class can obtain his/her text-based materials at the same time as students without a disability.

In addition, faculty members are encouraged to

- Consider the availability of accessible electronic versions of textbooks/ text-based materials in selecting text-based materials for their classes, and
- Request an additional desk copy or, preferably, an electronic version of textbooks for the courses they teach.

Both of these approaches will assist DAS in providing alternative formats of text-based materials in a timely manner.

RATIONALE: The Disability Accommodation Services (DAS) office at CSU Channel Islands is tasked with generating accessible versions of text-based materials for CSU Channel Islands students. Generating accessible versions of text-based materials is a time-consuming process which involves working with vendors and publishers and which can typically take 8 – 10 weeks to complete. As a campus, we have a moral, ethical, and legal obligation to provide text-based materials to CSUCI students with disabilities on the same timeframe as students without disabilities. Failure to provide alternative formatting of textbooks was the basis of a recent Office of Civil

Rights finding against CSU Fullerton[1] and resulted in Executive Order 926 and Coded Memorandum AA-206-41 which require campuses to develop a process for the timely adoption of textbooks. [2,3]

The CSU Board of Trustees Policy on Disability Support and Accommodations (Executive Order 926) states:

"…it is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability."

Coded Memorandum AA-2006-41 of the CSU Chancellor's Office states:

"By June 2007 … each campus will create a plan to support faculty and staff practices that will ensure timely access to instructional materials … includ[ing]: [1] Timely adoption of textbooks by faculty, and [2] Strategy for identification of textbooks for late-hire faculty"

This resolution is designed to provide a mechanism by which CSU Channel Islands meets a portion of the provisions of Executive Order 926 and Coded Memorandum AA-206-41, specifically, the timely adoption of textbooks.

For information about the OCR finding, see http://www.csun.edu/cod/conf/2005/proceedings/2418.htm

[2] For the text of Executive Order 926 see http://www.calstate.edu/eo/EO-926.html

[3] For the text of Coded Memorandum AA-206-41 see http://www.calstate.edu/AcadAff/CodedMemos/AA-2006-41.pdf

STUDENT RATING OF TEACHING
ON-LINE DELIVERY

Please use the following scale for rating each item.

Blacken the **A** bubble **—Strongly Agree**
Blacken the **B** bubble—**Agree**
Blacken the **C** bubble—**Disagree**
Blacken the **D** bubble—**Strongly Disagree**
Blacken the **E** bubble—**Not Rated/Not Applicable**

1. I understood the learning outcomes expected from this course.
2. To me, the course content seemed well organized.
3. To me, class sessions seemed well organized.

4. The time I spent in class sessions furthered my understanding of the course material.
5. Examples and illustrations provided in this course aided my understanding.
6. The course provided some general concepts that helped me see connections among specific topics.

7. The course was a valuable learning experience for me.
8. The assignments in this course aided my learning.
9. I was able to effectively use instructor feedback to increase my learning.
10. I learned ways of reasoning that I could apply to other disciplines.

11. My learning experience increased my appreciation for the subject covered.
12. I gained awareness of the relevance and importance of the course material.
13. The course made a relevant contribution to my overall education.

14. I felt I was evaluated fairly in this class.
15. I felt I was treated with respect in this class
16. The class atmosphere supported my learning.
17. I felt encouraged to contribute civil dialogue to this class.

Rate the following three items only if you have first-hand experience from making contact for help.

18. When I sought outside help from the instructor (such as by phone, e-mail or office visit), I received it.
19. I felt welcome to seek help and advice from the instructor.
20. The help I received from the instructor was useful to my learning.

Open-Ended Items – Please Respond to the following questions:

21-23. Knowing what you know now about the course, if it were possible to turn back time and you could experience this course again...

21. *What changes would you make in your own approach in order to improve your learning?*

22. *What aspects of the course would you advise your instructor to retain?*

23. *What suggestions would you provide to your instructor for revisions that would produce a better learning experience for you?*

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

ACADEMIC SENATE POLICY

SP 09-06 Policy on Lecturer Faculty Evaluation

Policy #: SP 09-06

SP 09-06 supersedes SP 08-02

SP 09-06 Drafted By: Faculty Affairs Committee (FAC) 2009-2010: Bob Bleicher, Minder Chen, Marie Francois, Blake Gillespie, Debra Hoffmann, Sean Kelly, Jacquelyn Kilpatrick

Applicability: All CSUCI Lecturer Faculty

Purpose: To establish policy on the evaluation of lecturer faculty

Policy On Lecturer Faculty Evaluation, CSU Channel Islands

Index

A. Philosophy
B. Purpose
C. Definitions
D. General
E. Full-time lecturer faculty members
F. Part-time lecturer faculty members Hired Two Semesters
G. Lecturer faculty members Hired One Semester or Less
H. Working Personnel Action File
I. Evaluations
J. Criteria for Evaluation

A. Philosophy

California State University Channel Islands (CSUCI) is committed to providing high quality, student-centered instructional programs to all constituencies. Excellent faculty members, dedicated to continued intellectual and professional growth, are essential to fulfilling our commitment. All elements and standards of lecturer faculty unit periodic evaluation recognize the University's Mission, including:

- placing students at the center of the educational experience;
- providing undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches;

- emphasizing experiential and service learning; and graduating students with multicultural and international perspectives.

B. Purpose

1. This document establishes policies for the periodic evaluation of lecturer faculty unit employees.

2. The document takes into the account the need to:

   Comply with Board of Trustees policies; the California Administrative Code, Title 5; California Education Code; the Unit 3 Collective Bargaining Agreement (CBA); and other applicable State and Federal laws.

   Be consistent with the terms outlined in the appointment letter issued to the lecturer faculty unit employee by CSUCI.

   Be consistent with the mission and established teaching standards at CSUCI.

   Provide lecturer faculty unit employees with feedback to improve teaching and student learning.

   Provide appropriate administrators with materials to make re-appointment decisions.

C. Definitions

1. A lecturer faculty member is a full-time or part-time unit 3 employee appointed for one or more semesters. Full-time means an appointment totaling fifteen units in a semester, within one program. A person with 2 appointments in 2 different programs that total 15 units has 2 part-time appointments. Part-time means an appointment or appointments totaling less than fifteen units in a semester.

2. A semester or equivalent means an academic semester or a four month appointment.

3. The evaluation period is the period of service specified in the lecturer faculty's appointment letter.

4. The appropriate administrator is the Dean of Faculty for teaching faculty, the Dean of the Faculty for librarians, and Vice President for Student Affairs or designee for counselors.

5. The Working Personnel Action File (WPAF), called the Portfolio in this policy, shall be defined as that file specifically generated for use in a given evaluation cycle. That file shall include all required forms and documents, all information specifically provided by the employee being evaluated. It shall also include all faculty and administrative level evaluation recommendations from the current cycle, and all rebuttal statements and responses submitted. (Article 15.8 of the Unit 3 Collective Bargaining Agreement). The WPAF materials are incorporated by reference into the PAF. (Article 15.9 of the Unit 3 Collective Bargaining Agreement).

6. The Personal Action File (PAF) shall be defined as "the one (1) official personnel file for employment information and information that may be relevant to personnel recommendations or personnel actions regarding a faculty unit employee." (Article 11.1 of the Unit 3 Collective Bargaining Agreement)

7. Throughout this document, the word 'shall' indicates mandatory action; the word 'may' indicates voluntary action.

D. General

1. At the time of appointment, the Faculty Affairs Office will give to each lecturer faculty a copy of the Policy on Lecturer Faculty Evaluation. The program chair or equivalent will be responsible for giving lecturer faculty whose primary job responsibility is not teaching, or whose job involves responsibilities in addition to teaching, evaluation criteria at the time of appointment.

2. The Faculty Affairs Office will publish a timeline for lecturer faculty evaluation each year, including deadlines for submission of the portfolio and a target date of the end of the 11th week of the semester for completion of lecturer faculty evaluations. Each Spring the Faculty Affairs Office will give to program chairs and their equivalent a list of lecturer faculty appointed in their program areas, including their entitlements (if any).

3. Evaluations must be completed and in the lecturer faculty's PAF before review of candidates for reappointment for the next academic year.

4. All reviews for reappointment will be based only upon evidence in the lecturer faculty's PAF, which also incorporates the contents of the WPAF. All written evaluations made in reviews will be placed in the lecturer faculty's PAF.

5. Any personnel decision with respect to any lecturer faculty will be based on his/her PAF.

6. Only tenured faculty can serve on peer review committees. Probationary faculty may provide peer input, but may not engage in deliberations or make recommendations.

7. Lecturer faculty with appointments in more than one program will be evaluated by each program in which they have an appointment.

E. Full-time lecturer faculty members: Two Stage Written Review (Peer Review Committee and Dean) every second semester

1. Every second semester or equivalent, regardless of a break in service, full-time lecturer faculty will have a periodic review. Full-time lecturer faculty holding a 3-year contract under provision 12.12 of the CBA shall be evaluated at least once during the term of their appointment and may be evaluated more frequently (15.26).

2. There shall be at least one peer observation of teaching from the period being reviewed and student evaluations in the PAF. Peer observers are encouraged to meet with the lecturer faculty member prior to and post-observation.

3. The Portfolio as described in section H below will be submitted by the faculty member under review and will be incorporated by reference into the PAF.

4. The review will be based only upon evidence in the lecturer faculty's PAF which incorporates the contents of the WPAF. Prior to the beginning of the review process, the chair shall advise lecturer faculty of the potential contents of the WPAF as outlined in H below.

5. The review will have two stages:

   Stage one: The first stage of review will be by a committee of tenured faculty appointed according to the program's by-laws. The program chair, if tenured, may be a member of the committee. A committee will have between 2 and 5 members. The committee, after reviewing the PAF (which incorporates the contents of the WPAF) and each member signing the PAF after review, will provide a written evaluation with reasons for the evaluation, including evidence on which the evaluation is based, of the lecturer faculty being reviewed. A copy of the written evaluation will be given to the lecturer faculty being evaluated. S/he will have ten days to respond and/or request a meeting. Optional: If the program chair is not a member of the committee, s/he, if tenured, may write a separate evaluation. A copy of the

written evaluation will be given to the lecturer faculty being evaluated. S/he will have ten days to respond and/or request a meeting.

Stage two: The appropriate administrator, after reviewing and signing the PAF, will provide a written evaluation with reasons for the evaluation, including evidence on which the evaluation is based of the lecturer faculty being reviewed is based. A copy of the written evaluation will be given to the lecturer faculty being evaluated. S/he will have ten days to respond and/or request a meeting.

6. A copy of the evaluations will be put in the lecturer faculty's PAF.

F. Part-time Lecturer faculty members: One Stage Review every second semester plus an opportunity for peer input from the program or equivalent unit

1. Every second semester or equivalent, regardless of a break in service, part-time lecturer faculty will have a periodic review. The review will be based only upon evidence in the PAF, which will include the contents of the Portfolio for part-time lecturer faculty who choose to prepare one. Otherwise, the review will be based solely on the PAF. The chair, prior to the beginning of the review process, shall advise part-time lecturer faculty that they have the option to create a Portfolio and of its potential contents as outlined in H below. Part-time lecturers should turn in a signed form stating whether they wish their evaluation to be based on materials in their PAF or if they wish to submit a Portfolio. Part-time lecturers wishing to submit a Portfolio should submit materials as identified in H below to their Chair according to the lecturer faculty evaluation schedule. Part-time lecturer faculty holding a 3-year contract under provision 12.12 of the CBA shall be evaluated at least once during the term of their appointment and may be evaluated more frequently (15.26).

2. There shall be at least one peer observation of teaching from the period being reviewed and student evaluations of teaching in the PAF. Peer observers are encouraged to meet with the lecturer faculty member prior to and post-observation.

3. The chair or equivalent, after reviewing the PAF (which includes the contents of the WPAF if one exists) and signing the PAF, will provide a written evaluation with reasons for the evaluation, including evidence on which the evaluation is based of the lecturer faculty being reviewed. A copy of the written evaluation will be given to the lecturer faculty being evaluated. S/he will have ten days to respond and/or request a meeting.

4. A copy of the evaluations will be put in the lecturer faculty's PAF.

5. Discretionary second stage: The appropriate administrator may at his or her discretion also provide a written evaluation with reasons for the evaluation.

G. One Semester or Less

Lecturer faculty appointed for one semester or less shall be evaluated at the discretion of the program chair or equivalent, or at the discretion of the appropriate administrator. The lecturer faculty may request that an evaluation be performed. When an evaluation is performed, the evaluation process shall follow that described above for part-time lecturer faculty appointed for two semesters.

H. Portfolio (Working Personnel Action File WPAF):

1. The Portfolio is required for all full-time lecturer faculty being evaluated, and optional, at the discretion of the lecturer faculty, for part-time lecturer faculty being evaluated. For part-time lecturer faculty who choose not to prepare a Portfolio, the review will be based on the PAF.

2. For the purposes of the review, the Portfolio for teaching faculty shall include:
   - Current curriculum vitae
   - Student evaluations
   - At least one peer evaluation of teaching from the period being reviewed
   - All syllabi for courses taught during the period of review

3. For the purposes of the review, the Portfolio for lecturer faculty whose primary duties are not teaching shall include material relevant to their performance of their job responsibilities.
   - Current curriculum vitae
   - At least one peer evaluation of performance from the period being reviewed

4. For the purposes of the review, the Portfolio may include:
   - Course materials (examinations, assignments, cases, etc.)
   - A self-assessment with respect to the duties of the appointment of no more than 500 words.
   - Evidence of scholarly and or creative activities and/or service relevant to the duties of the appointment.
   - Any other evidence relevant to the duties of the appointment.

I. Evaluations

1. Evaluations must be completed and in the PAF before review of candidates for reappointment for the next academic year.

2. Only tenured faculty can serve on peer review committees. Probationary faculty may provide peer input, but may not engage in deliberations or make recommendations.

3. Lecturer faculty with appointments in more than one program will be evaluated by each program in which they have an appointment.

J. Criteria for Evaluation

1. The principal criterion for the evaluation of lecturer faculty hired to teach courses is teaching effectiveness. Evidence of teaching effectiveness may include:
   - Student evaluations
   - Peer evaluations of teaching (See appendix A)
   - Lecturer faculty's own statement and self-evaluation
   - Currency in field and subject matter competence as measured by advanced degrees, evidence from syllabi, exams, and assignments, and other appropriate elements (which may include professional activities and service)
   - Teaching portfolios
   - Grading practices
   - Teaching awards
   - Specialized criteria appropriate to the individual field

2. In most cases lecturer faculty hired to teach do not have scholarship, creative activities or service as part of their job duties, and scholarship, creative activities or service should only be considered if they are directly tied to the lecturer faculty's currency in the field and subject matter competence with respect to the actual courses being taught.

To view the current Lecturer Evaluation Schedule please go to:
http://www.csuci.edu/academics/faculty/facultyaffairs/documents/Lecturer_Evaluation_Schedule_10-

Channel Islands
CALIFORNIA STATE UNIVERSITY

ATTACHMENT G

Memorandum

To: All Faculty

From: Maria Tauber
Director for Academic Personnel

Date: 2012-2013 Academic Year

Subject: **Pay Check Distribution**

On behalf of the Faculty Affairs office, I would like to take this opportunity to welcome all new and continuing CI faculty! We look forward to an exciting year ahead and working with you to achieve great successes together.

In order to assist you with our payroll process, I have included (attachment H) a Pay Warrant Distribution Chart. You may find the current payroll calendar online at http://www.csuci.edu/hr/payroll.htm. The payroll chart indicates the payday for faculty with a circle around the date.

Effective with the first pay day of the semester and each month thereafter, your support coordinator will be picking up all pay warrants from the Student Business Services' office no earlier than 3 p.m. If you are a returning lecturer, you will not need to take any action at this time, unless you elect a different method of pay distribution. If you are a new lecturer, it is your responsibility to complete the necessary forms in order to arrange to pick up your paycheck, arrange for direct deposit, or request that your paycheck be mailed.

Your options include:

- If you would like to arrange to have your paycheck deposited directly into a specific account, please complete the "Direct Deposit" form, ***http://www.csuci.edu/hr/hrforms.htm*** , (or you may obtain from Human Resources Programs Office), and your paycheck will be deposited to your account. Please complete the direct deposit information with the assistance of your banking institution to ensure the correct *routing number.* Return the Direct Deposit form to Human Resources Programs as soon as possible so Payroll may process your request. Consult the payroll calendar to check the specific direct deposit dates. Your pay stub will be placed into your campus mailbox for your records.

OR

- You may pick up your paycheck from your support coordinator on the designated pay day between 3 p.m. and 5 p.m. OR within 5 working days beyond the designated pay date.

OR

- You may arrange to have your paycheck mailed through your support coordinator at the beginning of the semester. If your support coordinator is able to assist you, you will need to provide (6) self addressed stamped envelopes.

For questions regarding check pickup, please contact your support coordinator. For all payroll inquiries, please call Payroll Services at 437-8487.

Wishing you a wonderful semester! Please let me know if you have any questions, and I'll be happy to assist you.

Channel Islands
CALIFORNIA STATE UNIVERSITY

ATTACHMENT H

Pay Warrant Distribution for Academic Faculty; Fall 2012-Spring 2014

Faculty Member Teaching

Fall Only	Spring Only	Fall & Spring	Semester	Payroll Mo/Yr	Pay Period Dates	"Paper" Payday	Direct Deposit Posted	Comments
Fall Check #1		Fall Check #1	Fall 2012	Sep-12	8/31/12-9/30/12	9/28/2012	10/1/2012	
Fall Check #2		Fall Check #2	Fall 2012	Oct-12	10/1/12-10/30/12	10/30/2012	10/31/2012	
Fall Check #3		Fall Check #3	Fall 2012	Nov-12	10/31/12 - 11/29/12	11/29/2012	11/30/2012	*The first warrant of the fall semester includes*
Fall Check #4		Fall Check #4	Fall 2012	Dec-12	11/30/12 - 12/31/12	12/31/2012	1/2/2013	*academic days worked August through September.*
Fall Check #5		Fall Check #5	Fall 2012	Jan-13	1/1/13 - 1/30/13	1/30/2013	1/31/2013	
Fall Check #6	Spring Check #1	Spring Check #1	Spring 2013	Feb-13	1/31/13-2/28/13	2/28/2013	3/1/2013	
	Spring Check #2	Spring Check #2	Spring 2013	Mar-13	3/1/13-3/31/13	3/29/2013	4/2/2013	*The first warrant of the spring semester includes*
	Spring Check #3	Spring Check #3	Spring 2013	Apr-13	4/1/13-4/30/13	4/30/2013	5/1/2013	*academic days worked January through February.*
	Spring Check #4	Spring Check #4	Spring 2013	May-13	5/1/13-5/30/13	5/30/2013	5/31/2013	
	Spring Check #5	Spring Check #5	Spring 2013	Jun-13	5/31/13-6/30/13	6/28/2013	7/1/2013	
	Spring Check #6	Spring Check #6	Spring 2013	Jul-13	7/1/13-07/30/13	7/30/2013	7/31/2013	
		Fall Check #6	Fall 2012	Aug-13	7/31/13-8/29/13	8/29/2013	8/30/2013	*Late starts, leaves without pay, or dock time during a semester*
Fall Check #1		Fall Check #1	Fall 2013	Sep-13	8/30/13-9/30/13	9/30/2013	10/1/2013	*can affect 6th pay warrant for that semester.*
Fall Check #2		Fall Check #2	Fall 2013	Oct-13	10/1/13-10/30/13	10/30/2013	10/31//2013	
Fall Check #3		Fall Check #3	Fall 2013	Nov-13	10/31/13-11/30/13	11/27/2013	12/2/2013	
Fall Check #4		Fall Check #4	Fall 2013	Dec-13	12/1/13-12/31/13	12/31/2013	1/2/2014	*An increase in workload/units after the beginning of a semester*
Fall Check #5		Fall Check #5	Fall 2013	Jan-14	1/1/14-1/30/14	1/30/2014	1/31/2014	*can negatively affect the current pay warrant and funds may be*
Fall Check #6	Spring Check #1	Spring Check #1	Spring 2014	Feb-14	1/31/14-2/28/14	2/28/2014	3/3/2014	*disbursed in the final warrant of that semester.*
	Spring Check #2	Spring Check #2	Spring 2014	Mar-14	3/1/14-3/31/14	3/31/2014	4/1/2014	
	Spring Check #3	Spring Check #3	Spring 2014	Apr-14	4/1/14-4/30/14	4/30/2014	5/1/2014	
	Spring Check #4	Spring Check #4	Spring 2014	May-14	5/1/14-5/31/14	5/30/2014	6/2/2014	
	Spring Check #5	Spring Check #5	Spring 2014	Jun-14	6/1/14-6/30/14	6/30/2014	7/1/2014	
	Spring Check #6	Spring Check #6	Spring 2014	Jul-14	7/1/14-7/30/14	7/30/2014	7/31/2014	
		Fall Check #6	Fall 2013	Aug-14	7/31/14-8/31/14	8/29/2014	9/1/2014	

Fall 2012 and Spring 2013 Payroll and warrant distribution dates are subject to change pending approval of the State Controller's Office.

Faculty Affairs

Updated: April 19, 2012

ATTACHMENT I

PROCEDURES FOR FACULTY ABSENCE REPORTING

ABSENCE REPORTING:

Faculty members are responsible for notifying their Program Chair before an absence from a scheduled class or office hours. Faculty are also expected to notify their Chair and their Support Coordinator in the case of sickness or emergency which prevents the faculty member from meeting scheduled classes or office hours. Numerous events arise that may require absence or leave from work that may be for a few days or many months depending on circumstances. Examples of events include accidents or injury, bereavement leave, observance of a religious holiday that is not designated as a university holiday, jury duty, medical care, military service, vacation, or other personal or professional circumstances. It is expected that faculty confirm approval and arrangements for academic assignment coverage with Program Chairs and the appropriate Associate Vice President (AVP) prior to each anticipated absence.

All faculty leaves, except leaves for illness or bereavement, must be approved prior to the leave. Approval of leave is obtained in writing from the Program Chair or appropriate administrator. Requests to extend an approved leave must also be requested in writing and approved by the appropriate administrator. Leave of absence forms are available at:

www.csuci/academics/faculty/facultyaffairs/documents/hrforms/Leave_of_Absence_Form.doc

Absence because of illness must be reported in writing as part of the university attendance reporting procedures. Some types of leaves may require certification by a licensed physician prior to return to work, and if needed, accommodation for a temporary or permanent disability may be requested. Requests for leave for jury duty or military leave also require appropriate documentation. The appropriate AVP is required to endorse the written attendance reports and ensure the accuracy of attendance records. The form for attendance reporting can be obtained from Support Coordinators.

Faculty classified as "academic year" employees are entitled to all days designated in the campus academic calendar as academic holidays or any other days designated by the Governor as a public holiday.

The State of California Education Code 89541 states that absence without leave, whether voluntary or involuntary, for five (5) consecutive days, is an automatic resignation from state service as of the last date on which the employee worked. An employee who wishes to be reinstated may follow State guidelines to submit a request. If reinstated, the employee will not be paid salary for the period of the absence. Whenever an employee is absent without leave, he/she may be docked for that day's pay.

SICK LEAVE:

Article 24 of the Collective Bargaining Unit governs the use of sick leave by faculty unit employees. Full-time employees earn one day of sick leave credit per month following completion of one month of continuous service and for each additional calendar month thereafter. Part-time employees earn one day of sick leave credit based on the percentage of time worked. There is no limit to the number of sick leave credits which can be accumulated. Faculty members are charged sick leave for each full day of work missed from the onset of the illness/injury until they resume their duties. Sick leave not used at the time of retirement is converted toward service credit.

Article 24.7 states that "a faculty unit employee may be required to provide a physician's statement or other appropriate verification for absences after three (3) consecutive days charged to sick leave..." For any extended absence due to illness, the faculty member should provide to the appropriate AVP a written statement from a physician that explains the need for use of sick leave. In those few instances when the AVP questions the physician's statement, the University does have authority to require that the faculty member submit to medical examination by a physician or physician's designated by the University. Fees for any such examination would be paid by the University.

Article 24.14 states that "sick leave shall be charged...from the onset of such an absence until the employee resumes attendance at the campus..." This means that if a faculty member has a Monday-Wednesday-Friday assignment and is absent due to illness on Monday, Wednesday, and Friday, the faculty member is charged for 40 hours, or 5 days, of sick leave for that week. If the faculty member returns the following Monday, no further sick leave is charged; if the faculty member does not return until the following Wednesday, an additional 16 hours, or 2 days, of sick leave would be charged. However, if the faculty member is able to perform normal duties on Tuesday (when no assigned duties are scheduled), the faculty member should telephone the Program's Support Coordinator to indicate that he/she is resuming normal activities, in which case sick leave would not be charged for Tuesday. See the chart at the end of this document for further explanation of the calculation of the number of days to be charged to sick leave.

OTHER LEAVE ACCRUALS:

Vacation:

Faculty members appointed to academic year assignments do not earn vacation credits as they are off from the close of the academic year to the beginning of the next academic year.

Full-time faculty employees with a 12-month or 10-month work year (e.g., librarians, counselors; not instructional faculty) earn vacation at the rate of two days per month. Vacation credit is cumulative to a maximum of 320 working hours for 10 or less years or 440 working hours for more than 10 years of service. More than this amount of vacation, as of January 1 of each year, is forfeited. "After one (1) full year of employment, a faculty unit employee shall take at least

forty (40) hours of vacation each calendar year," per Article 34.7 of the Collective Bargaining Agreement.

Accrued vacation may be taken after completing one qualifying pay period. Except in an emergency and with prior written approval of their AVP, employees do not normally take vacation time off during a semester in which they are teaching. "The scheduling of vacation may also arise from the needs of the institution." (Article 34.10)

Personal Holiday:

All faculty employees are entitled to a one-day Personal Holiday each calendar year. If the Personal Holiday is not taken before the end of the calendar year, it is forfeited. Scheduling of the Personal Holiday must be agreed upon by the employee and AVP.

OVERSIGHT OF TIME WORKED:

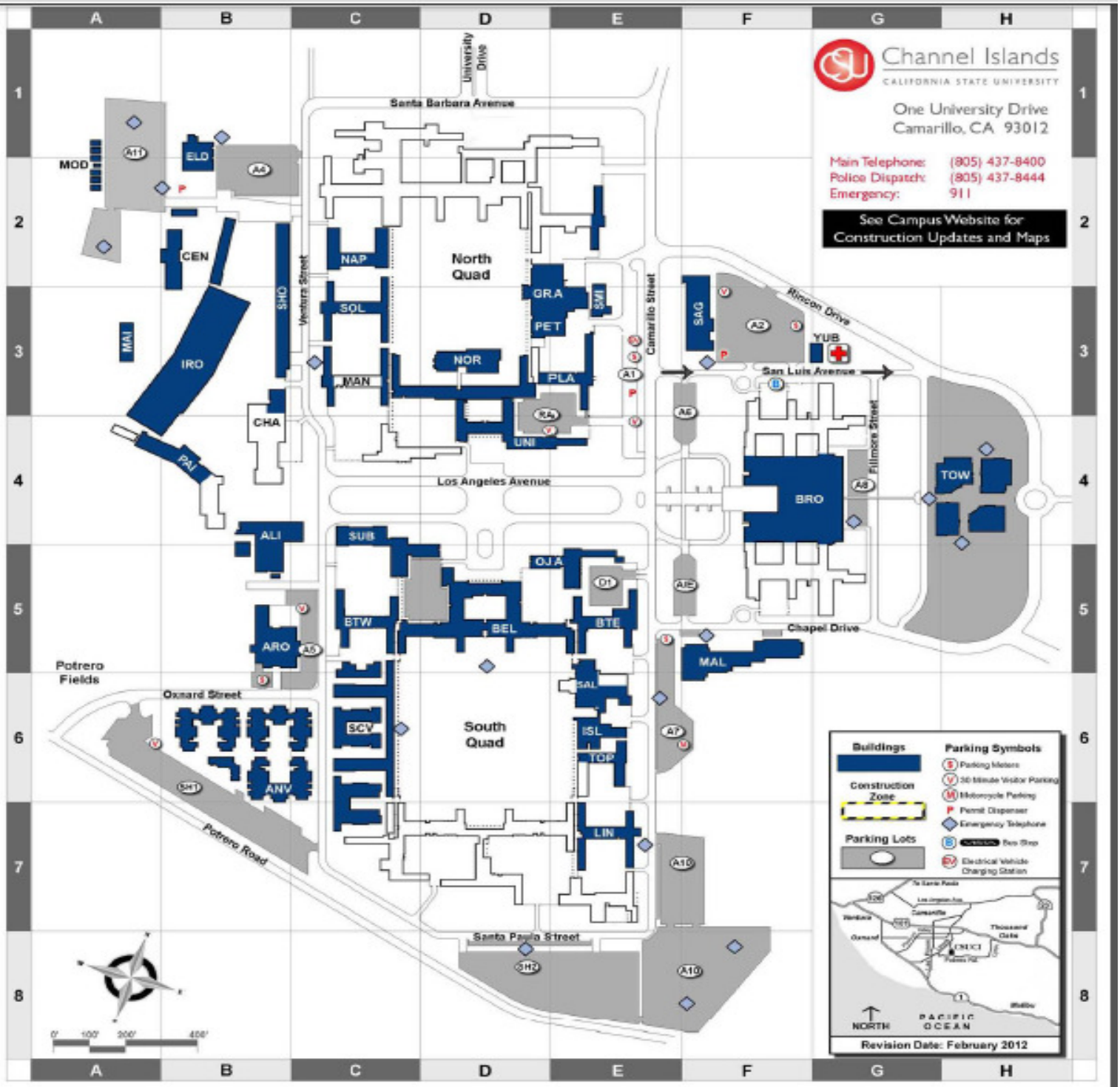
Per the Collective Bargaining Agreement, Article 20.2, "The composition of professional duties and responsibilities of individual faculty cannot be restricted to a fixed amount of time, and will be determined by the appropriate administrator after consultation with the department and/or the individual faculty member." Faculty absent from campus for professional purposes, e.g. attending conferences, are performing work and do not need to use leave credits for such purposes. However, any time a faculty member will not be present to hold scheduled classes, the faculty member should notify the Program Chair and Support Coordinator.

SICK LEAVE REPORTING
FOR FULL-TIME AND PART-TIME FACULTY

Sick leave is charged for each academic work day from the onset of the illness/incapacity until the faculty member is available to return to work, **whether or not he/she has assignments that day**. Report sick leave only for those days the faculty member was not available to work at all (do not report partial sick days). Full-Time faculty are to be charged 8 hours for each academic work day they are not available to work. Part-time faculty are to be charged pro-rata (8 hours times their timebase) for each academic work day they are not available to work. Faculty are not to report sick leave for days on which they were able to fulfill part of their employment obligations. (CBA 24.14)

	Monday	Tuesday	Wednesday	Thursday	Friday	Report Sick Leave as Follows:
EXAMPLE # 1 (Full-time)	Class #1 Class #2 Class #3	NO CLASSES	Class #1 Class #2 Class #3	NO CLASSES	Class #1 Class #2 Class #3	Charge 8 hours of sick leave for each day not available to work (Monday through Thursday = 32 hours)
EXAMPLE # 2 (Full-time)	Class #1 Class #2 Class #3	NO CLASSES	Class #1 Class #2 Class #3	NO CLASSES	Class #1 Class #2 Class #3	Charge 8 hours sick leave for Tuesday only. Exempt employees are not to be charged sick leave on days they worked at least part of the day.
EXAMPLE # 3 (Part-Time)	NO CLASSES	Class #1 Class #2	NO CLASSES	Class #1 Class #2	NO CLASSES	Do not report any sick leave for this person. Exempt employees are not to be charged sick leave on days they worked at least part of the day.
EXAMPLE # 4 (Part-Time, 6/15 timebase)	NO CLASSES	Class #1 Class #2	NO CLASSES	Class #1 Class #2	NO CLASSES	Charge sick leave for Wednesday only on a pro-rata basis (8 hours times the individual's timebase). This individual would report 3.2 hours of sick leave for Wednesday (8 * 6/15 = 3.2 hours) unless he called in to say he was available to work on Wednesday.

= TIME PERIOD FACULTY MEMBER WAS OUT ILL.



	BUILDING	GRID
ALI	Aliso Hall	B4
ARO	Arroyo Hall	B5
ANV	Anacapa Village	B6
BRO	Broome Library	F4
BTW	Bell Tower West	C5
BEL	Bell Tower	D5
BTE	Bell Tower East	E5
CEN	Central Plant	B2
CHA	Chaparral Hall	B4
ELD	El Dorado Hall	B2
GRA	Grand Salon	E3
ISL	Islands Cafe	E6

	BUILDING	GRID
IRO	Ironwood Hall	B3
LIN	Lindero Hall	E7
MAI	Maintenance Stores	A3
MAL	Malibu Hall	F5
MAN	Manzanita Hall	C3
MOD	Modoc Hall	A2
NAP	Napa Hall	C2
NOR	North Hall	D3
OJA	Ojai Hall	E5
PAI	Paint Shop	B4
PET	Petit Salon	E3
PLA	Placer Hall	E3

	BUILDING	GRID
SAG	Sage Hall	F3
SAL	Salon A	E6
SCV	Santa Cruz Village	C6
SMI	Smith Decision Center	E3
SHO	Shops	B3
SOL	Solano Hall	C3
SUB	Student Union Building	C4
TOP	Topanga Hall	E6
TOW	Town Center	H4
UNI	University Hall	D4
YUB	Yuba Hall	G3