

Department of Child Development CSUSB

Adjunct Faculty

Information Packet

Dear Child Development Adjunct Faculty:

We want to welcome you to the Department of Child Development teaching team for the current academic year. You have been selected to teach in our Department because your record indicates you will be a valued addition to our outstanding faculty. We pride ourselves on service and teaching excellence to our students, and we are sure your contribution to this mission will further enhance the reputation of our Department as one of the finest in the California State University system. If you have questions or concerns at any time during the year, please feel free to contact us.

Again, welcome to the Department of Child Development teaching team and have a great and successful year!

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IMPORTANT THINGS FOR NEW ADJUNCT FACULTY MEMBERS TO COMPLETE BEFORE FIRST SEMESTER OF TEACHING

CSU policy mandates that all potential new employees and some current employees must undergo a background check to verify education information, conduct basic reference checks, and review criminal background. All potential (and affected current) employees will be notified by Human Resources via email and provided instructions for completing the background check. Once notified, you have 10 days to login to the system to submit your information for review. After the check is completed, you will receive results in a "Pass" or "Fail" format. Those who pass are eligible to receive official offers of employment. Those who fail may submit an appeal within 5 days of receiving their results to still be considered for employment.

Upon successfully passing the background check and receiving an official offer of employment, faculty should proceed with the steps outlined below to complete their hire and get set up for the semester.

- (1) It is important that you attend one of the **NEW HIRE INTAKE** meetings for faculty conducted by Human Resources prior to the first semester of your teaching appointment to complete the Human Resources Intake paperwork. For detailed information regarding the New Hire Intake Meeting, please click on the link below.

<https://www.csusb.edu/human-resources/new-hire-intake-meetings>

To register for a New Hire Intake meeting, please click on "[Fall 2023 - New Hire Intake Meeting Registration](#)" on the New Hire Intake Meeting page.

Answer the required questions and choose a date. If you do not yet have your Coyote ID, please bypass that box and continue registration. If for some reason no SIGN-UP meetings are scheduled, then please contact Human Resources at (909) 537-5138 to **schedule an appointment**.

Any delay in doing so could affect your appointment and/or delay your pay warrant. Under the law, you need to establish your employment eligibility within 72 hours following the start of your employment.

For non-United States Citizens:**Prior to going to Human Resources**

- (1.1) Please contact the Center for International Studies & Programs (CE-356) at (909) 537-5193 to validate employment eligibility and obtain the NRA (Non-Residence Alien) form.
- (1.2) **available by appointment only:** Contact Maggie the General Accounting Office(909)-537-7575 to complete the Employee Action Request form (EAR). [Permanent Residents DO NOT need to complete steps (1.1) and (1.2)]

Bring with you to the SIGN-UP meeting

- (1.3) proof of permanent residence (i.e., green card) or the appropriate working visa
 - (1.4) unlaminated Social Security card
 - (1.5) picture ID
- [Names on these documents must match]

For citizens of the United States:**Bring with you to the SIGN-UP meeting**

- (1.6) unlaminated Social Security card
 - (1.7) current United States passport or a driver's license
- [Names on these documents must match]

- (2) Much of the information related to our classes (e.g., class rosters) and teaching activities (e.g., grade input) are only available via the *myCOYOTE* PeopleSoft Faculty Center. Therefore, you need to be able to access the "Faculty Center." The following are the procedures for setting up and activating your *myCOYOTE* PeopleSoft Faculty Center Account:

- (2.1) Obtain your Faculty Coyote OneCard
- (2.2) Set up your CSUSB e-mail account
- (2.3) Complete your information security training
- (2.4) Complete your *Confidentiality Compliance Form*

(2.5) Activate your *myCOYOTE* PeopleSoft Faculty Center

(2.1) FACULTY COYOTE ONECARD:

In the SIGN-UP meeting, you will receive an “Employee ID Request Card” with your Coyote ID number. Bring the ID card request to the Technology Support Center (Pfau Library, PL-1108, (909) 537-7677) to obtain your Faculty Coyote OneCard.

(2.2) E-MAIL ACCOUNT:

An email address will be created for you 72 hours after you are entered into the system by the department. You will have access to your email account once you activate your *myCOYOTE* account.

(2.3) INFORMATION SECURITY TRAINING:

All employees must complete compliance trainings as required by specific job roles. The campus automatically enrolls employees in the required compliance trainings. Data Security and FERPA is one of the topics required to access any on-campus databases. FERPA training is available through CSULearn. Registration is not required.

“The purpose of this training course is to minimize potential risks by learning to secure practices and prevent informational leaks on web interfaces; this online training will review the responsibility of accessing private information by addressing the Acceptable Use Policy for Electronic Communication and Federal and State laws.”

To access the required training in CSULearn, navigate to your MyCoyote portal and login. Next, select the My Employment tile. Then select the CSULearn tile and finally select Assigned Learning on the left side of the screen to pull up the training program.

(2.4) CONFIDENTIALITY COMPLIANCE FORM:

[Confidentiality Compliance Form](#)

Please read the entire document and complete pages 3 and 4 of the compliance form. Give the form to Tianna Barksdale (SB-458) and she will acquire the Dean’s signature and forward it to the Information Security Office (PL-2006B).

(2.5) *myCOYOTE* PEOPLESOFT FACULTY CENTER and NETO training:

After your name has been entered into PeopleSoft as an instructor of a class, a Faculty Center link should appear within your *myCOYOTE* under your *myCOYOTE* Self-Service center.

NETO (New Employee Technology Orientation) TRAINING

This training will provide new employees an overview of basic *myCOYOTE* Portal features and help activate your Coyote account if needed. Employees will be informed of and able to complete online course requirements as needed per individual position roles. In addition, other ITS services will be discussed. The in-person training will last approximately an hour.

Online NETO training is available via video conferencing using ZOOM. If you wish to connect remotely using Zoom, please email itstrainingservices@csusb.edu for more information. The online version will require 2-3 hours for completion.

Register at: <https://www.csusb.edu/its/training>. Click on the Training Calendar and select the course related to NETO training (class may not be available immediately).

CANVAS

If you choose to use Canvas for your course, see [Canvas Resources](#) for Canvas support, Canvas Tutorials, and more.

TEACHING CONTRACT

If you are assigned to teach during a particular semester, you should receive a *teaching contract* from the Child Development Department Office the week before the semester begins. PDC faculty contracts will be sent through intercampus mail and will be placed in your PDC mailbox. If you do not receive a contract to sign and return, please contact Tianna Barksdale at tianna.barksdale@csusb.edu or (909) 537-4239.

PAY WARRANTS

Pay warrants are distributed once a month, usually on the last workday after 4 PM, in the Department Office SB-458. Appointed adjunct faculty will receive six checks in the fall semester and six checks in the spring semester.

ON CAMPUS PARKING

To park on campus, you must purchase a parking decal each semester. Please do this before the first day of classes to avoid receiving a ticket. With a Faculty/Staff parking decal, you may park in any parking lot on campus. Information about obtaining a parking pass can be found at <https://www.csusb.edu/parking/parking-permits/employee-permits>.

KEYS

As an adjunct faculty member, you are authorized to have keys to the SB building, the Child Development Department Office (SB-458), and whichever Adjunct Faculty Office you choose to use (either FO 203 or SB 365 through the Dean's office). Please see the department support staff (SB-458) to submit a request for keys. A valid photo ID must be taken to Facilities Services—the front office in the Facilities Planning & Management (FM) building—to obtain your keys.

ADJUNCT FACULTY OFFICES & OFFICE HOURS

There is one office through the CD Department for Adjunct Faculty to share (FO 203) and one shared space for all adjunct faculty in the College of Social and Behavioral Sciences (SB 365) available for you to use. If you are teaching **one** course, you should schedule at least **two** office hours per week in the specified office. If you are teaching **two** courses, you should schedule at least **three** office hours per week. If you are teaching **three or more courses**, you should schedule at least **four** office hours per week. The phone in each of these offices is for you to receive calls during your scheduled office hours. It is restricted to local outgoing calls only.

IMPORTANT! Please tell your students to call you only during your office hours (or to use email outside of that time). If it is an **emergency**, then they can call the Department Office (909) 537-4239 and leave a message for you. There are computers in each office for adjunct faculty to share. You may obtain a USB flash drive from the department support staff to store your teaching-related materials.

DEPARTMENT OFFICE & MAILBOXES

Every adjunct faculty member has a mailbox located in the Child development Department Office, SB-458. Please check your box on a regular basis for important department information and student messages. The mail room is open Monday–Friday, 8:00 AM–5:00 PM.

DUPLICATING

The department will ONLY duplicate syllabi, assignments, exams, & quizzes. NO EXCEPTIONS. Duplicating jobs should be submitted to via email to our support staff (tianna.barksdale@csusb.edu). Please include all the details of the request in your email (including paper color, single/double sided, etc.). All jobs take a minimum of 2-3 business days so be certain to submit your request early. Completed jobs will be available in the CD office. TA's and ISA's are not allowed to pick up exams/quizzes on behalf of the faculty. If your class meets after regular working hours, it is your responsibility to pick up your exams or contact the department to make other arrangements.

Unfortunately, the department cannot afford to duplicate handouts on your behalf. An alternative to giving handouts to your students would be to put them on reserve in the library where students can make the copies themselves or to post your materials on "Canvas" for their convenience.

CLASSROOM EQUIPMENT

Most of the classrooms at CSUSB have SMART technology. SMART technology includes a desktop computer, wireless mouse, DVD/VCR Player, video projection system, and the ability to connect your laptop or iPad to the video projector. To operate the desktop computer, you will need a username and a password. Your *myCOYOTE* login should work as the login for most instructor stations on campus. If you have any questions, please contact the Technology Support Center (PL-1108, (909) 537-5677) or go to their website:

<https://support.csusb.edu/index.php?/Core/Default/Index>

VIDEOS & DVDs

The University also has an extensive collection of DVDs and videos. This guide provides instructions for locating DVDs, Blue-Rays, books, etc. and is called the OneSearch User's Guide. The link to access this is:

<https://libguides.csusb.edu/oneseach>.

TEXTBOOK ORDERS

You are responsible for ordering textbooks for your courses each semester (or indicating to the university that no text is needed) by the dates below. This can be done by logging into Canvas, clicking on your account tab (at the top left of the screen) and then clicking on Follett Discover. For questions about how to navigate this system please contact bookstore at coyotebookstore@csusb.edu or (909) 537-3966.

An email reminder regarding textbook adoptions deadlines will be sent out each semester. Please be sure to adopt your textbook by the deadline indicated in the email. The 2023/24 AY dates for submission are:

Winter 24: 10/20/23

Spring 24: 10/20/23

Summer 24: TBD

Fall 24: TBD

COURSE SYLLABI

As you prepare your syllabi for the new semester, please refer to the syllabus policy [FAM 820.9](#) that was established by the Faculty Senate as well as the [AY 23/24 Academic Calendar](#).

You should include 4 policy statements in your syllabi:

Statement regarding students with disabilities

"If you require assistance in the event of an emergency, you are advised to establish a buddy system with a buddy and an alternate buddy in the class. Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate and the instructor."

"If you are in need of an accommodation for a disability in order to participate in this class, please contact Services to Students with Disabilities at UH-183, (909)537-5238."

For the Palm Desert Campus, the statement would read:

"If you are in need of an accommodation for a disability in order to participate in this class, please contact Services to Students with Disabilities at the Palm Desert Campus in RG-203, 760-341-2883 extension 78117, or at the San Bernardino Campus in UH-183, 909-537-5238, ssd@csusb.edu."

If you have a student who indicates he or she has a disability, he or she needs to register with the Services to Students with Disabilities office. That office will then contact you with the specifics regarding what accommodations are necessary for the student.

Statement regarding how plagiarism will be handled

You are responsible for educating your students about how to avoid plagiarism. To familiarize yourself with an accurate concept of plagiarism, you are strongly encouraged to review the "Policy and Procedures Concerning Academic Dishonesty" enforced by the Educational Policy and Resources Committee, CSUSB Faculty Senate ([FAM 803.5](#)). This link also includes a reporting form if Academic Dishonesty is encountered.

Statement regarding diversity and inclusion

Syllabi should contain a statement regarding a commitment (as an instructor and institution) to diversity, equity, and inclusion. Assistance in creating such a statement can be found at:

[Creation of Syllabus Diversity Statement](#)

Statement regarding extra credit policy

If you provide extra credit through SONA, you must also provide alternative extra credit opportunities for students who do not want to participate in SONA research. Two points will be awarded for every hour of extra credit activity. Regardless of the type of extra credit you offer, the total extra credit points in your course must not exceed 3% of the overall course grade.

For information regarding the final exam schedule, click on the link below:

<https://www.csusb.edu/academic-scheduling>

The department will store electronic copies of all syllabi for courses taught. When you receive an e-mail from the department support staff requesting a copy of your syllabus in Word or .pdf format, **please respond immediately**.

For more information on course syllabi, see link below. You can find this on the TRC website:

[FAM 832.4](#).

ADMINISTRATIVE DROP POLICY (First Three Weeks of Class)

You may initiate an administrative drop for the following reasons: lack of attendance (student fails to meet two consecutive classes during the first three weeks of instruction without notifying the instructor or making special arrangements), prerequisites are not met, and/or the course is reserved for declared majors only. For more information, see the Administrative Drop Policy via the link:

<https://www.csusb.edu/registrar/registration/administrative-drop-policy>

ABSENTEEISM, CLASS CANCELLATION, CHANGES IN FINAL EXAM DATES

Do not cancel your class without legitimate justification. If you need to cancel or make alternative arrangements for any class session, you **must** obtain **prior approval** from the Chair of the Child Development Department. Additionally, you must inform the Department by sending an email to our support staff at tianna.barksdale@csusb.edu and complete a [Class Cancellation or Alternative Arrangement Form](#).

You are welcome to make your own arrangements for coverage of a class, but it is imperative that (1) you get the Chair's approval in advance and (2) we know who is in your classroom on any given day. The Chair is authorized to approve these requests, and an information copy will be forwarded to the Dean. As indicated in [FAM 832.4](#), final exams **must not** be scheduled during the last class meeting.

If you need to cancel your class due to an **emergency**, you must call the department (909) 537-4239 as early as possible prior to the scheduled class time and email tianna.barksdale@csusb.edu providing the legitimate reason for cancellation. A class cancellation notice will be posted outside your classroom. In addition, for the department's record, you will still need to submit a *Class Cancellation or Alternative Arrangement Form* at your earliest convenience.

GRADE ASSIGNMENTS

The grade symbols used at the university and the expanded grade symbols include A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, CR, NC, CBE, I, RD, SP, W, & U. The definitions are given in [FAM 840.4](#).

An important note regarding the grade of **Incomplete**: An Incomplete signifies that a portion of the required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the agreed upon work has been completed and evaluated; students **should not** re-enroll in the course. An Incomplete must be made up within **one** calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. If an Incomplete grade "I" is to be assigned, the instructor needs to submit an Incomplete Contract along with the grade. See [How to Submit an Incomplete](#).

MAKE-UP EXAMS

If you allow a make-up exam, the exam may be given during your office hours. The department support staff does not proctor make-up exams.

SCANTRON FORMS AND SCORING

Services for scoring the large blue scantrons are available through the Technology Support Center (PL-1108).

BEFORE STUDENTS COMPLETE THE EXAM

1. Have students write their name and bubble in their Coyote "ID" on the scantron.
2. Students should fill in the "Grade" section with a "1."
3. Make sure students do not bend or fold scantrons or they cannot be scored using the machine.

CREATING ANSWER KEY FOR SCORING

1. Write "Answer Key" on the front of the answer scantron, and bubble in "Answer Key" in the Name section on the backside of the form.
2. "ID" should be all zeros: "00000000."
3. "Grade" should be "1."
4. Bubble in all correct answers on the key.

SUBMITTING SCANTRONS FOR SCORING

1. Complete a Test Scoring Request form. You can download the form, read more about scoring services, and obtain hours of operation for exam scoring at:
<https://www.csusb.edu/its/support/faculty-support/exam-scanning>
2. Deliver the Test Scoring Request form, scantrons, and answer key to the Technology Support Center (PL-1108).

OBTAINING EXAM RESULTS AND SCORED SCANTRONS

1. Results will typically be sent via email the same day as drop-off.
2. Scantrons and hardcopies of results (if requested) can be picked up during business hours following email receipt of the results.

The small green Scantrons must be manually scored by you using a machine in the SBS Tech office (SB-203) or a machine in the Scantron room (SB-328). They cannot be submitted for scoring through the Technology Support Center. The machine in the Tech office is readily available during regular business hours; however, Room SB-328 is always locked. The building key will also open the Scantron room. If you do not have a building key, please see the department support staff for access to that room. The scantron key must be completed by you. Click the link below from Scantron Corporation for instructions on completing the key and scoring:

<https://www.youtube.com/watch?v=C1Y-T9q5IWM>

GRADE DISTRIBUTIONS

A fairly reasonable grade distribution should be maintained to prevent grade inflation problems.

FINAL GRADE REPORT

Final grades are to be submitted via your *myCOYOTE* PeopleSoft Faculty Center. Very important! When you input your grades, please remember to save often and double check each grade before you click on "submit." Set the roster to "APPROVE" after grading and then save again. Also, you **must not** submit your grades late. The grades are due by 11:59 PM on the Thursday following finals week. If you have questions, please contact the department support staff at Tianna.barksdale@csusb.edu

GRADE GRIEVANCES

If a student desires to grieve a grade assigned by an instructor, and has already spoken to the Department Chair, there is a prescribed procedure for doing so. Please refer the student to the College Office (SB-207) where he or she may obtain the appropriate forms. Grievances must be filed by specific deadlines each semester. For more details, see [FAM 840.4](#)

In the event that you accidentally submit a wrong grade for a student, you need to submit a Grade Change for the student. To do this, log into *myCOYOTE* and go back to the grade roster for the class in which the student was enrolled. Next to the student's name, click the Change Grade button to generate the request. Fill in the appropriate information then submit. The system will automatically send an email to the Department Chair to grant approval for the submission.

PLAGIARISM

As mentioned in the Course Syllabi section, you are responsible for familiarizing yourself with and educating your students about the correct concept of plagiarism. You are also responsible for clearly conveying to your students the seriousness and the potential consequences of plagiarizing. In addition to the "Policy and Procedures Concerning Academic Dishonesty" (the link is given above in the Course Syllabi Section), you are strongly encouraged to review other related materials. For example, the link to [What is Plagiarism?](#) is informative.

SHREDDER

Students' exams, papers, and other course related paperwork should be kept by the instructor for at least one year. After one year, such documents can be brought to the department office to be shredded.

INSTRUCTIONAL STUDENT ASSISTANTS

Any faculty member serving as the instructor of record for large courses meeting one of the following criteria is entitled to either 3 WTU in Assigned Time or Instructional Student Assistant (ISA) support. Consultation between the department chairperson and the affected faculty member should guide the determination of the specific form of support offered/received.

Excess Enrollment Criteria:

- Enrollment of 120 students or more in any instructional format, and if the course incorporates (in a clearly documented manner) 1 or more High Impact Teaching Practices (HIPs).
- Enrollment of 180 students or more, with or without the inclusion of HIPs.

If you are granted a student assistant, you will be notified through email by the Department after the census date of the semester. **Students currently taking your class may not serve as an instructional student assistant (ISA) to your class.** Preference for instructional student assistants should be given to Child Development majors.

Instructional student assistants must be officially hired by the department before they can start working. Please notify Tianna Barksdale in the department office as soon as you have selected an ISA to ensure your student is eligible to begin working when you need him/her.

If you have any questions regarding ISA's, please contact Tianna at Tianna.barksdale@csusb.edu or (909) 537-4239.

SONA RESEARCH MANAGEMENT SYSTEM

If you are an instructor who offers research extra credit in your course(s), you must request a SONA instructor's account. Please request an instructor's account early so that students can begin earning and applying extra credit to your course. In order for a student to participate in research for extra credit, he or she needs to set up a SONA student account.

For more information regarding the procedures for setting up a faculty account or a student account, please follow the link below.

https://csbs.csusb.edu/child_development/research/sona-information-faculty

If you have any questions regarding SONA, please contact Dr. Brittany Bloodhart <brittany.bloodhart@csusb.edu>.

TEACHING AT THE PALM DESERT CAMPUS (PDC)

The Palm Desert Campus is a satellite campus of the California State University, San Bernardino. The Child Development Department offers many courses at PDC. If you are assigned to teach at PDC, please contact our Faculty Representative at PDC, Lisa Looney, for detailed information. Lisa can schedule an orientation meeting with you; give you a tour of the campus; and introduce you the Associate Dean, and other important contact people at PDC. If you are scheduled to teach at PDC, you will be compensated for mileage. Please contact Tianna Barksdale <Tianna.barksdale@csusb.edu> for more information on how to submit an expense form to claim your mileage reimbursement.

PERIODIC EVALUATION OF CHILD DEVELOPMENT DEPARTMENT ADJUNCT FACULTY

The teaching performance of Child Development Department adjunct faculty will be evaluated during the Spring semester by the Child Development Department Adjunct Faculty Evaluation Committee (DAFEC).

More information about this process can be found at <https://www.csusb.edu/child-development/faculty-resources/performance-review-information>

A Note Regarding Materials Related to Summer Teaching

Materials related to summer teaching will **NOT** be evaluated unless a formal request is made by the adjunct faculty. If you would like your summer materials to be evaluated, please send an email request to the Chair before the submission deadline so that related SOTE packages and grade distribution summaries can be included in your file for evaluation.

Questions or Concerns Regarding Periodic Evaluation

If you have any questions or concerns regarding the periodic evaluation process, please feel free to contact the Chair at awilcox@csusb.edu.

RESOURCES FOR STUDENTS

There are many resources available on campus for students. Some of these include:

The CSBS Student Success Center (includes a Writing Lab and Statistics Center) <https://www.csusb.edu/csbs-student-success-center>

The CARE Team <https://www.csusb.edu/care-team>

Academic Success and Undergraduate Advising (ASUA) Academic Supports <https://www.csusb.edu/academic-success-and-undergraduate-advising/academic-support> and Academic Intervention Response <https://www.csusb.edu/academic-success-and-undergraduate-advising/academic-intervention-report>

CAMPUS MAPS

[CSUSB SB and PD Maps](#)