California State University
San Bernardino
College of Education

POLICY and
PROCEDURES MANUAL

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Forward

This policy and procedures manual has been compiled to assist faculty and staff in being aware of some of the most important guidelines and rules of the University and College. The items included have been drawn from various publications that include the "*Bulletin of Courses*," "*Faculty Information Handbook*," "*Memorandum of Understanding*," "*Faculty Administration Manual*," and the "*Procedures and Criteria for Performance Review and Periodic Evaluation*." In all cases, system and university policy has authority. College of Education policy cannot be in conflict with official policy.   Other procedures included herein have come from past practices and policies approved by the Dean's Cabinet. It is hoped that this guide will assist in providing continuity in the application of policies across departments; however, it is an ever-evolving document that should be reviewed and updated annually.

To access many university policies & procedures, see the reference section at the end of this document.

COE Cabinet

College of Education Organization and Governance

The College of Education (COE) is one of five colleges of California State University, San Bernardino. The designated chief administrative officer is the Dean, who serves at the pleasure of the President. One half-time Associate Dean is allocated to the College; and one half-time Assistant Dean. All have been endorsed by the faculty and have responsibilities in teacher education and administration/graduate studies.

There are three Department Chairs who have three-year terms and serve at the pleasure of the President. Program coordinators are selected, recommended by the Department Chair and appointed by the Dean to monitor credential or degree programs as needed. Like chairs, coordinators are allocated various amounts of assigned time, some of which comes from the University level.

The Dean's Cabinet includes three Deans, three Department Chairs, the Administrative Analyst/Specialist, and representatives from the Office of Assessment and Research and Office of Curriculum & Archives. This body advises the Dean on academic and administrative issues. It meets twice a month with the Dean to provide input on relevant issues.

The Unit Assessment Committee includes three Deans, three Department Chairs, representatives from the Office of Assessment and Research and Office of Curriculum & Archives, and a faculty member from each department. This body addresses accreditation, assessment, and reporting requirements for the College of Education and its programs.

The Program Leadership Committee includes all coordinators of programs in addition to Department Chairs, the Associate and the Assistant Deans. This group discusses and implements curriculum and assessment procedures.

University, Degree, and Credential Reviews and Accreditations

The University and College faculty and staff are committed to the processes of continuous improvement and external evaluation. For the College of Education there are four major reviews that are conducted at regular intervals to ensure accountability and quality control:

1. Western Association of Schools and Colleges (WASC).
2. CSU, Chancellor's review.
3. California Commission on Teacher Credentialing (CCTC).
4. The Council for the Accreditation of Educator Preparation (CAEP).

In addition, program specific accreditation reviews are scheduled as required.

Roles and Responsibilities

Associate Dean

The Associate Dean is an MPP position, with 12-month position.

The Associate Dean is expected to work closely with the Dean, Department Chairs, fellow Assistant Dean, Office of Assessment and Research, Office of Curriculum and Archives, College of Education Student Services and staff as well as with various entities on campus and off campus such as Office of Graduate Studies, Office of the Registrar, Purchasing Office, various school district liaisons, and the California Commission on Teacher Credentialing to recommend and develop education policy and ensure its implementation, champion excellence in teaching and learning and promote innovation to enhance student experiences. The Associate Dean serves as a member of the College of Education Dean's leadership team, and reports to the Dean.

The Associate Dean is expected to assist with strategic planning and to implement initiatives related to the Mission and Strategic Plan of the College and the University. The Associate Dean supports the Dean and the Assistant Dean in maintaining smooth, efficient, and effective operations in the college. The Associate Dean is expected to provide leadership in: College of Education Student Services in support of all educator preparation programs; collaborative efforts with stakeholders in the community and P-16 populations; and unit and program accreditation, as well as all other areas as directed by the Dean.

Primary areas of responsibilities include:

- Provide supervision for student services, recruitment, and outreach
  - Lead planning and manage College endeavors related to serving students from recruitment to admissions to graduation to post-graduation support
  - Manage the activities of the Office of Student Services, including recruitment, admissions, credentialing, and supervision of students admitted to undergraduate majors and minors, credential programs, and graduate degree programs in the College of Education; advising non-education majors and the public about educator credentialing in California and options for continued study in the College
  - Coordinate the process of establishing Memoranda of Understanding with fieldwork placement sites; oversee placement process for all fieldwork experiences programs except in the ELT department: ensure maintenance of records for placements in all programs

(practicum, early fieldwork, supervised fieldwork, internship); oversee stipends for directing/cooperating teachers
- o Oversees the TEACH Grant
- o Serves as custodian of student records
- o Coordinate the annual Credential Recognition Ceremony; oversee various awards, including outstanding credential student awards process
- Provide leadership for collaborative efforts with the community and P-16 populations, particularly as they interface with university-based credential programs
  - o Strengthen the reputation of the college by implementing communication strategies and ensuring that channels of communication are available between the college and key stakeholders
  - o Increase the capacity of the College to build and maintain relationships with key education users and stakeholders; communicate University and college strategies and policies for education to academic, professional and support staff within the college.
- Assume a lead role in the College's ongoing accreditation activities
  - o Assist department chairs and program coordinators with issues related to educator preparation program accreditation, initial program approval, and credentialing issues
  - o Collaborate with the Office of Assessment and Research to develop, implement, and review unit assessment and reporting procedures as well as review and respond to the data collection and analysis; support COE programs in the process of continuous improvement based on valid and reliable assessment practices
- Represent the college on committees, projects, and make presentations at state and national meetings
- Assist with drafting responses and reports to the CSU Chancellor's Office as well as the California Commission on Teacher Credentialing
- Be knowledgeable and available to represent or take on the responsibilities of the Dean or Assistant Dean in their absence.
- Other duties as assigned by the Dean

Assistant Dean

The Assistant Dean, a 50% faculty role, works under the general direction of the Dean of the College of Education. The Assistant Dean supports the Dean and the Associate Dean in maintaining smooth, efficient, and effective operations in the college.

- Assist with strategic planning and implementing initiatives related to the Mission and Strategic Plan of the College and the University.
- Encourage deeper student engagement at the graduate level through the enhancement of learning and engagement in key program areas.
- Strengthen the reputation of the College by implementing communication strategies and ensuring that channels of communication are available between the College and key stakeholders.
- Provide clear and effective leadership to the College by promoting a sense of collegiality and ambition, encouraging productivity and ensuring the College delivers its academic program
- Provide leadership and oversight for graduate programs, facilities, safety, and student success.
- Manage and plan space use in the CE building
- Liaison with campus undergraduate programs and departments; helps ensure compliance with policies and procedures, researches issues, makes recommendations for changes in policy or procedures, and handles confidential problems that arise in the college.
- Liaison between the COE and all committees related to programs, technology, and space (e.g., IT governance, campus space committee, campus masterplan committee, Graduate Council, etc.)
- Oversee student grade grievances, including advising faculty and students.
- Oversee student disciplinary procedures and actions, including advising faculty and students.
- Act as liaison between COE and ITS with web design and maintenance
- Chair the program leaders meeting to facilitate communication and support among program coordinators, keep coordinators up to date on any common deadlines, tasks or applicable policies, provide a forum for leaders to share ideas, and work towards policy and practice coherence across the COE. Collective concerns are then brought to Cabinet.
- Serve as the COE Dean representative in cases where Dean or Associate Dean are unavailable
- Provide text for graduation scripts or similar event documents or publications.

Department Chairs

Department Chairs serve in a leadership capacity in support of the College's mission. They provide academic and administrative leadership and facilitate the orderly conduct of the affairs of the Department and the College. The responsibilities **of the Department Chair are outlined in** FAM 641.65**.** **(**http://senate.csusb.edu/FAM/Policy/(Admin)Chair_Responsibilities.pdf)

Office of Assessment & Research

The Director of the Office of Assessment & Research is a full-time staff position.

- Administer and coordinate assessment and research activities for the College of Education.
- Design, implement, and supervise statistical analyses for numerous research projects, including student surveys, performance evaluations, program assessment, and various individual faculty projects.
- Responsibilites also include analytic studies and reporting of current and archived student databases, as well as overseeing and maintaining computerized databases (e.g., COE programs workspaces in PeopleSoft, TaskStream).
- Represent the COE on campus-wide committes, including acting as the COE Assessment Coordinator for the CSUSB Assessment Committee, the Office of Student Research Board, etc. Liaison with the CSUSB Office of Institutional Research, various departments on and off campus, and state and national accrediting agencies to integrate campus-wide and California State University data with the College of Education needs.
- Meet state and national accreditation association reporting requirements.
- Promote the mission and practice of the COE trhough papers, reports, and presentations to audiences with varying level of statistical expertise.
- Undertake broad and complex assessment and evaluations with little to no supervision.

Program Coordination

Appointment

Program Coordinators shall be recommended to the Cabinet and appointed by the Dean. Reassigned time for coordination is assigned through consultation with the Department Chair.

Program coordinators serve at the pleasure of the Dean. The Dean will send an annual appointment/reappointment letter as appropriate to program coordinators.

Upon appointment (including temporary appointments) the program coordinator's Department Chair will use e-mail to notify the College and the Dean of Graduate Studies of the appointment.

Program Coordination Roles & Responsibilities

(*Please note: As stated at the start of this policy manual, in all cases, system and University policy has authority. College of Education policy is consistent with official policy.*)

Program faculty may distribute these roles among their faculty as they see fit, as documented in program meeting minutes, or other documentation which indicates discussion and consensus, among program faculty members. Coordination of reassigned time for program coordination roles and responsibilities will be assigned through consultation with the Department Chair. Determination of release/reassigned time per academic year is based on the following three steps:

Program Role Reassignment Formula

Must be an approved COE Academic Program

Step 1: Program Coordination
Range = 0 to 4 course releases:
Minimum 25 FTES or Approved Cohort = 1 course release
Up to maximum 4 course releases

Step 2: Reporting
Annual Program Report = 1 course release

Step 3: Fieldwork/Supervision
Range = 0 to 2 course releases
Less than 25 candidates = 0 course release
Up to X candidates = 1 course release

Up to Y candidates = 2 course release

Overall TOTAL Range: 1 to 7 course releases
Ranges to be negotiated by Dept. Chair & Coordinator

Programs on Hiatus: 1 course release for Annual Report &
max 1 course release for rebuilding/recruitment.

Program coordination includes the following elements as appropriate by program (degrees, credentials, certificates): 1) program admission standards; 2) monitoring candidates' progress and assessment, including community impact and follow-up with alumni; 3) supervised fieldwork experiences; 4) advancement to candidacy; 5) exit requirements and assessment (including credentialing requirements, comprehensive exam, thesis/project, and/or dissertation); 6) follow-up with alumni; 7) all required accreditation documentation and activities, including program assessment and required reporting; and, 8) meeting and communicating with all stakeholders (including: Dean, Associate Dean, Assistant Dean Department Chairs, program faculty, community members, Unit Assessment Committee, and members of the CSUSB community).

Specific roles and responsibilities for program coordination for all degree, credential, and certificate programs include but not limited to the following:

Program Administration
- Accreditation documentation and activities including program assessment activities and required reporting (e.g., Annual Program Reports)
- Support program faculty in maintaining accreditation requirements with a focus on program quality; coordinate the development and approval of new courses and programs
- Coordinate with the Unit Assessment Committee and the Office of Assessment and Research on program assessment data collection needs, distribution, and reporting
- Plan for and conduct all program-related meetings, including: program faculty meetings (monthly, as scheduled on the COE master calendar); program community advisory meetings (quarterly); district-partnership meetings (as appropriate by program, quarterly); and other meetings as appropriate. For all meetings maintain the minutes for these meetings, and submit meeting minutes to the department office and the Office of Curriculum and Archives
- In consultation with the Department Chair, recommend course schedule and course sections
- Coordinate with program faculty and the Department Chair for appropriate course staffing; advise the Department Chair on classroom visitations for part-time faculty

- Coordinate with program faculty to develop and update candidate program plans; keep faculty updated on program plan advisement
- Maintain up-to-date program plans and other candidate advisement materials such as handbooks, program information, and websites
- Keep Student Services staff (including recruitment, program admission, and credential analysts), department staff, Associate Dean, Department Chair, and the Unit Assessment Committee up-to-date with program admission and completion requirements
- Manage candidate enrollment, admission, and access to advisement information
- Coordinate with program faculty to advise applicants and candidates. Advise applicants and candidates with exceptional circumstances regarding program and University requirements.
- Evaluate course substitution requests
- Maintain updated recruitment information
- Communicate and coordinate with program faculty and the Graduate Dean regarding probation and dismissal decisions
- Attend all meetings, including Program Leaders, department meetings, COE faculty meetings, COE staff & faculty meetings, and meetings with the Associate Dean/Assistant Deans, Department Chairs, and Office of Assessment and Research as scheduled
- Attend the CSUSB Graduate Council meetings (degree programs only)
- Ensure program faculty are informed and encouraged to attend University and COE functions including Careers in Education, Commencement, Job Fairs, Community Advisory Meetings, etc.
- Represent the program at community and University events
- Maintain communication and advisement with the Palm Desert Campus administration, staff, and candidates if applicable
- Maintain program web pages

Program Admission
- Work with the Department Chair to ensure program admission procedures are established in Student Services
- Collaborate with COE recruiters (including PDC) on all recruitment efforts, including the content and scheduling of Information Sessions
- Work with program faculty and Student Services program admission staff to determine and advertise program admission deadlines
- Evaluate program applications. Complete all section, evaluation, and sign the Graduate Decision form for each applicant and return to appropriate Student Services program admissions staff
- Evaluate and determine appeals to the Graduate Dean on decisions and exceptions for program admissions
- Conduct New Student Orientation and keep orientation materials up-to-date.

Credentialing (CTC accredited programs)

- Ensure programs are consistent with the appropriate CTC Standards

Supervised Fieldwork (CTC Accredited Programs; Rehabilitation Counseling, and TESOL)

- Determine program eligibility requirements for candidates to enroll in supervised fieldwork as appropriate for program
- Provide information workshops for field supervisors/Resident Teachers from participating schools and/or clinical fieldwork placements as to expectations and responsibilities for successful mentoring and coaching of candidates
- Work with program faculty to annually update fieldwork manual
- Assist in placement of candidates at various sites.
- Coordinate with the Office of Assessment and Research to maintain a database of available sites for candidates to select from
- Develop new potential fieldwork sites for both San Bernardino campus and PDC
- Recommend assignments of University Supervisors to Department Chair
- Develop protocols for the benefit of supervisors to document fieldwork hours to meet program requirements
- Provide ongoing support to University supervisors in addressing problems which might arise if a candidate is struggling in a placement
- Coordinate with the Office of Assessment and Research to collect and maintain information on the effectiveness of fieldwork sites, if applicable
- Coordinate with the Office of Assessment and Research to monitor the collection of candidate observation data for candidate assessment, annual reports, accreditation, etc.
- Provide information workshops for University supervisors on evaluating candidates relative to program requirements
- Coordinate scheduling of fieldwork orientation sessions for candidates with appropriate program faculty and/or Student Services staff
- Communicate and collaborate with Associate Dean and Department Chair regarding matters related to MOUs with school districts and other agencies for supervised fieldwork

Advancement to Candidacy and Degree Completion (Degree programs)

- Communicate any degree program changes with the Student Services Master's and Advanced Credentials staff, Assistant Dean, and Department Chair.
- Develop advisement materials for candidates and program faculty to advise candidates on advancement to candidacy, graduate check, and degree completion requirements and procedures

- For BA/BS/MA/MS programs: ensure candidate files include all required documentation for graduate checks
- For the Ed.D. program: collaborate with the Office of Doctoral Studies staff to ensure procedures are in place for candidate files to be complete with all required documentation for graduate checks
- For MA/MS programs: coordinate with Student Services Master's and Advanced Credentials staff to determine candidate eligibility for the comprehensive exam, thesis, or project, determine procedures for the administration, proctoring, and scoring of comprehensive exams, communicating results to of comprehensive exams to candidates, and providing advisement, feedback and support to candidates who do not meet the requirements for the comprehensive exam. Ensure program faculty are familiar with the university policies and procedures for candidates pursuing the thesis/project option
- For the Ed.D. program: coordinate with Office of Doctoral Studies staff to determine candidate eligibility for the qualifying exam, dissertation proposal, dissertation defense. Determine procedures for the administration, and scoring of qualifying exams, dissertation proposal, and dissertation defense, and communicating results to candidates, and providing advisement, feedback and support to candidates who do not meet the requirements. Ensure program faculty are familiar with the University policies and procedures for candidates pursuing the dissertation

Personnel

The Department Chair is responsible for assigning full and hiring part-time faculty as instructors of department credential courses and for completing the RPT and when required, merit pay process for each department faculty member in addition to instructor-related grievances. Department Chairs consider feedback from the appropriate program director and program faculty regarding faculty appointments.

In the area of mentoring new and part-time faculty, the Department Chair (in coordination with the appropriate credential program coordinator) is responsible for assigning an appropriate mentor with assurances that program faculty are utilized.

Advising

An attempt is made to provide adequate access to advisors throughout each weekday. Advisors for multiple subject students are assigned through the College of Education Student Services (CESS) and the quarterly informational meetings. Advisors for Single Subject are assigned through the mandatory informational meeting and the CESS. Advising for the Education Specialist Programs is handled through mandatory orientation/information meetings. At the Palm Desert Campus, advising is available through the Palm Desert Campus office.

Program faculty (even those on reassigned time) are expected to post and hold five (5) office advising hours per week (Please see the *Office Hours* section earlier in this policy manual). Upon determining their office hour schedule, faculty email the information to their department's administrative support staff and cc the CESS. The CESS continues to post program advising hours. Should faculty members be unable to meet their expected office hours, they notify their department administrative support coordinator who in turn notifies the CESS and the Dean's Office. The CESS forwards student complaints regarding advisement to the appropriate Department Chair. An advising feedback form is available within the CESS to facilitate this process.

Faculty advising is a critical component of credential programs. In order to maintain current knowledge of credential program curriculum and requirements, program faculty are expected to attend program meetings and course-a-like group meetings, preferably both. Any faculty assigned to teach initial credential program courses but whose major teaching responsibility is not within the credential programs are also expected to attend either program meetings or course-a-like meetings, preferably both. Faculty are encouraged to stay current in credentialing and program requirements and to consistently keep advising hours. Should full time faculty elect to not complete their five (5) hours of advising hours per week, they may instead teach another four-unit course.

Additionally, two full-time advisors are available at the San Bernardino campus to serve potential students within the three basic credential programs. PDC maintains one full time staff member, in addition to the director, to assist with advising.

Standard Meetings

The academic year for faculty is delineated each year in the _Bulletin of Courses_ and begins in mid-September and concludes mid-June. The College of Education has developed a routine schedule of monthly meetings and **full-time faculty are expected to attend and participate**:

- College of Education (all faculty & staff) on designated schedule
- Program Meetings
- Department Meetings
- Program Leadership (Program coordinators and Deans)
- Program Improvement & Effectiveness (Program Coordinators and Deans on designated schedule)
- COE Curriculum Committee (faculty representatives)

A complete schedule of all dates is provided at the beginning of the year by the Dean. Special, additional meetings may be called when needed. Other meetings of the Dean's Cabinet or special groups will meet throughout the year as needed. All faculty are required to attend commencement.

Mileage Reimbursement for Recruitment Activities

<u>San Bernardino Main Campus</u>:
All requests for mileage reimbursement require prior approval of the Department Chair for the programs for which students are being recruited for. All students who are being recruited should be coming to the main campus to meet with recruiters and/or program faculty. Faculty are required to secure approval before incurring mileage costs and seeking reimbursement.

<u>Palm Desert Campus</u>:
The PD campus is responsible for mileage reimbursement for student recruitment at their campus and prior approval must be given by PDC. Faculty are required to secure approval before incurring mileage costs and seeking reimbursement.

<u>Online Programs</u>:
Recruitment for online programs should occur online, and no reimbursement will be provided.

Textbooks

The responsibility for text book selection rests with the faculty member teaching the course or the Department Chair (following advisement with program coordinator) in cases where texts must be ordered prior to the course being assigned a faculty member. The process for ordering texts from the bookstore varies by individual department and may include faculty placing the order with the bookstore themselves or a staff member in the department office placing the order to the bookstore for department faculty.

Faculty are responsible for ordering their own desk copies of textbooks. Booksellers should not be getting unused desk copies from faculty or staff. All unused desk copies must be given to the library.

Class Size

Department Chairs will authorize changes in a course section's size with discussion and input of the Dean, program coordinators, and the affected faculty member. The chair reports any changes to the Dean, who is the final authorization.

Credential Recognition Ceremony

A Credential Recognition Ceremony is held on an annual basis to honor credential completers of Multiple, Single, Education Specialist and Designated Subjects credentials on both the San Bernardino and Palm Desert Campus. Outstanding students (as identified through the Outstanding Students' Recognition process) are recognized with ribbons and also in the program.

Advisement

Advisement is a high priority in the College of Education and is an important part of EACH faculty member's responsibility. It is the responsibility of all faculty members to stay current in their program.

To remain current in all aspects of advising, faculty can find many important policies regarding admission, fees, academic regulations, and certification programs in the "*Bulletin of Courses*" which is available on-line. It also includes program information, official course descriptions, an annual calendar of beginning and ending dates of each quarter, and designated University holidays. Additionally, program handbooks should be consulted and program meetings should be attended.

Office Hours

According to the Faculty Information Book within the FAM:

Each full-time faculty member shall schedule five office hours per week. Four hours shall be scheduled in advance and at least one scheduled by appointment each week. This schedule will be posted outside the faculty member's office, shall be filed with the Department Chair and the College Dean and shall be strictly followed.

Office hours should be scheduled to be reasonably convenient to students and to ensure that <u>at least one departmental faculty member is available for student consultation and advisement each day of the week</u> and during different hours of the day and evening. Faculty teaching evening courses shall arrange to be available to students in their evening classes.

<u>If office hours cannot be met, the faculty member must notify the department office</u>. Part-time lecturers must be available to students before and after class for discussion of matters related to the instruction.

Students expect to find faculty members available in their offices during scheduled office hours, and incoming calls will be forwarded to the faculty office during these times. Because they are part of the contract, office hours <u>must be held</u>. Unless otherwise arranged with the Department Chair, <u>it is expected that four of the five office hours are on campus</u>. *Faculty teaching through distance learning may choose to offer some office hours electronically after consultation with and approval of the Department Chair and the Dean. Faculty teaching through distance learning do continue to receive release time for general program advisement and must also be available to fulfill that responsibility.*

If unable to keep scheduled office hours, the faculty member must notify the department staff immediately so that notice can be posted and students can be directed to other available faculty.

Office hours should be scheduled to correspond with times students are normally on campus. Faculty in the same program should coordinate office hours to ensure that a representative from that program is available Monday through Friday. Lecturers must be available to students before and after class, unless assigned other advisory duties.

Faculty should submit their advising hours for the next quarter at the time they submit their grades for the ending quarter. By the end of the first week of the quarter, office hours must be posted outside each faculty member's office door.

Guidelines for office hours:

Faculty members teaching at off-campus sites should split their office hours to include both on-campus and off-campus times to accommodate new students.

The use of E-mail for advising is encouraged but does not substitute for the full responsibility for face-to-face advising.

Teaching Load

Tenure Track and Full Time Lecturers

The teaching load for tenure track faculty is 15 weighted teaching units. However, each faculty member is assigned only 12 units of student contact and instructional related activities. The other three units per quarter are to be utilized for advisement, committee work, and program development. The teaching load for full time lecturers is 11 courses (four WTU each), unless reduced by specific instructionally related assignments. After the quarter has begun, any substitution in teaching classes must be approved by the Department Chair and the Program Coordinator notified**. "Subcontracting" or paying someone to teach classes must have the approval of the Dean.** If classes are cancelled or dates changed for any reason, the department secretary and the chair must be notified. If classes of a program are offered at an off campus site, program faculty will be expected to share in these assignments.

Upon recommendation of the cabinet, new COE tenure track faculty members are authorized two course reassignments during the first year of employment. This is based upon availability of funding and is not automatic.

Policy on Course Releases for the Supervision of Masters' Theses/Projects, Independent Studies, Comprehensive Exams, and Supervision of Field Candidates

The policy on released time* was initiated in 1996-97 and revised in 1998-99. Based on the FAM 847.7 for independent study:
"…faculty are assigned weighted teaching units (WTUs) based upon the number of students supervised rather than the number of class meetings each week. Thus faculty supervising students enrolled for 5 or 6 credit units (SCUs) of Independent Study are assigned .5 WTU per student. 24 such Independent Study students would constitute a full teaching assignment for one faculty member for one term. Lesser amounts of SCUs assigned to Independent Study students each proportionately fewer WTUs for the faculty involved in the supervision."

The COE has translated this formula to 24-unit independent study students equal one 4-unit course release. Independent Studies must be scheduled at the start of each quarter using the contract form signed by the student, faculty member and administrators. The form must then be turned into the department staff where the program is housed. Only that department staff

will handle enrollment for Independent Studies. Each department assumes responsibility for recording the number of course released time units earned by department members.

Faculty who are either the first or the main masters' thesis/project supervisor receive course unit credit based on the formula that 8 master's theses/projects supervised equals one 4-unit course reassigned time. Faculty who serve as second readers on a thesis/project will receive the course credit equivalent of one 4-unit course for 24 theses/projects supervised. For reading all sections of a comprehensive exam, faculty will receive the course credit equivalent of one 4-unit course for every 100 exams read.

Credit is received for these efforts once the work is complete. Faculty may accumulate these credits for up to seven years, but in each case, the credit must be tracked by the faculty member and the faculty member must have taken the course reassigned time within a year of accumulating the credit. Faculty are to utilize the following tracking form for this purpose. Faculty who are members of other colleges may also pursue this option with the approval of their Dean and Department Chair. The University reimbursement rate will be utilized for these faculty.

Faculty must work out a plan with their Department Chair about how the course reassigned time will be scheduled, contingent upon funding. Faculty may be asked to delay taking the reassigned time for fiscal or program considerations.

Faculty may not use project/thesis or comprehensive exam credit toward leave requests, or utilize it as a full load for any individual quarter. This policy became effective at the beginning of the academic year 2001-2002.

- **It must be noted that release time does not imply time away from campus with no responsibilities for committee work, advisement etc. Release time refers to reassigned time to develop grant proposals, to perform grant-related activities, to engage in professional development activities, to write articles because some teaching responsibilities have been met through graduate supervision (theses, masters' projects or independent studies).**
- **Faculty wishing to list activities as service should consider that tasks completed during assigned time are considered part of the normal workload.**

REQUEST FOR RELEASE FROM TEACHING

COE FACULTY

Name _____   **Date** _____

Department _____

Course Release Requested for Qtr _____ Year _____

<u>**COMPLETED (can be fractional and/or Mix/Match)**</u>
Independent Study * 20 4-unit students = One 4-unit course
Comp Reader * 100 = One 4-unit course
MA 1st * 8 thesis/projects supervised = One 4-unit course
MA 2nd Reader * 12 thesis/projects supervised = One 4-unit course

_____ **Approved** ___ **Not Approved**

_____   _____
Department Chair   **Dean/MPP**
Signature   **Signature**

NOTE: Credit is received upon completion of work. Faculty may accumulate credits for up to seven years, but must take reassigned time within a year of accumulating the credit. Faculty must work out a plan with their department chair on how the release time will be scheduled.   Faculty may be asked to delay taking the time for fiscal or program considerations.

Original to Department
cc: Faculty
        Dean's Office

COURSE (OVERLOAD) DOCUMENTATION
College of Education

FACULTY NAME: _____ **DEPT:** _____

CODES: *
U	Units
T	Type of Work
Q	Quarter
Y	Year
I	Prog. Coord., Chair, or Dir. Initials

TYPE OF WORK:
IS	Independent Study
MA1	Thesis
MA2	MA Thesis 2nd Reader
CR	Comp Reader

U	T	Q	Y	I
		F		
		W		
		S		

U	T	Q	Y	I
		F		
		W		
		S		

U	T	Q	Y	I
		F		
		W		
		S		

U	T	Q	Y	I
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DOCUMENTATION REQUIRED (attach to request):   * One year To use once units accumulated.

MA Signature Page

Independent Study cc of Contract

Supervision Assignment Sheet

Comps - From Coordinator

This is a Cabinet approved form, please do not make any changes without submitting to the Cabinet for approval.

cc: Department
      Faculty
      Chair
      Program

REVISED 7-30-14

Supervision

Faculty who take on partial supervision loads may also receive credit for these assignments at a rate consistent with the supervision course student load. Once they have banked the number equivalent to units they may take the release, and again, must utilize the release within one year of achieving the appropriate number. The faculty member assumes responsibility for tracking the number of supervised candidates when taking a partial, unpaid load.

Part-Time Faculty

Part-time faculty work load policy follows the FAM 642.76 requirements, approved in 1998-99. The policy states, "…Part-time temporary appointments may be for periods of a quarter, two (2) quarters, or one (1) year. *Following three quarters of consecutive employment within an academic year, a part-time temporary faculty offered appointment to a similar assignment in the same department or equivalent unit shall receive a one (1) year appointment.* In those instances, in which an appointment is made for more than a quarter, such appointment will not be construed to alter the conditional nature of the appointment as described below. An appointment of a part-time temporary faculty is on a conditional basis contingent on budgetary or enrollment considerations. If a class is cancelled, the part-time temporary faculty shall be paid for class hours taught. Classes may be cancelled any time prior to the third class meeting."

Overload for Campus Personnel

CSU policy states that no CSU employee (faculty or staff) may work more than 25% overload during their appointment period. For the purpose of computing the 25% overload, all employment paid by any CSU payroll office plus any Foundation payroll is considered in the calculation. The calculation is based upon 25% of effort not dollars. However, the CSU and Foundation for CSUSB policy states that unless approved otherwise, it will assume the individual's regular CSU pay rate and the overload rate will be the same. For more information, see the policy at www.calstate.edu/HRAdm/pdf2001/HR2001-28.pdf or FAM 952,http://senate.csusb.edu/docs/Policies/(FSD%2097-17.R1)%20Faculty%20Add%20Employment.pdf.

Faculty Program and Course Assignments

The Department Chair is responsible for assigning full and hiring part-time faculty as instructors of department courses and for completing RPT evaluations (in accordance with Faculty Senate policy) and when required, merit pay processes, for each department faculty member. Department Chairs consider feedback from the appropriate program coordinator and program faculty regarding faculty appointments. The Department Chair (in coordination with the appropriate program director or coordinator) is responsible for assigning an appropriate mentor for new and part-time faculty from among the program faculty.

Program coordinators are responsible for recommending to Department Chairs a schedule of who will teach all courses in their program. To do this, program coordinators will do the following:

a) Generate in consultation with the program faculty a written list of full and part-time faculty who are qualified and eligible to teach program courses. This list is a priority list for staffing of program courses (by course).
b) Draw up a schedule of program courses. This includes the number of sections per course, date & time.
c) Recommend to Department Chairs the course schedule. The director at Palm Desert works collaboratively with program coordinators and Department Chairs to set the PDC schedule.

Department Chairs will then assign full-time and part-time faculty to teach all courses. Decisions about who will be assigned to teach will observe the following order of priority in accordance with Article 12 of the Collective Bargaining Agreement.

1. Full-time tenured and tenure-track faculty
2. FERPing faculty
3. Full-time lecturers
4. Other full-time faculty in the COE (the Department Chair should put out a call to other eligible and full time faculty)
5. Part-time faculty with a three-year appointment
6. Part-time faculty with a multi-year appointment other than three years.
7. Part-time faculty with a one-year appointment
8. Visiting faculty
9. Other temporary part-time faculty
10. Other qualified faculty.

Other factors that will be taken into account by Department Chairs in choosing among faculty to offer teaching assignments are listed below:

- The faculty member was recruited to teach in the program.
- The faculty member is eligible and qualified to teach the course.
- The faculty member has taught the course before.
- The Faculty member contributes consistent service to the program that offers the course.
- The faculty member belongs to the department where the majority of the courses in the program are taught.
- SOTES and/or classroom observation reports from previous quarters in which the course was taught by the Faculty member were generally positive.

Faculty Departmental Transfer

Faculty may request to move from one department and/or program to another. The deadline for requesting a change is January 31 of each year.

For University policy, please refer to FAM 668.4.

Faculty Profile – TaskStream

The Dean and Cabinet request that all faculty members maintain and keep current their faculty profile in TaskStream. All components are to be completed, as appropriate, with an emphasis on teaching experience, public school engagement, and research activities. Faculty should review and update their profile at least quarterly.

Faculty Curriculum Vitae

All faculty members are responsible to submit a Curriculum Vita on an annual basis, at the beginning of each academic year. This vita should approximately three to five pages and be generated from the Faculty Profile module in TaskStream.

Faculty should submit an electronic PDF copy of the vita to their department office by October 1st each year. The department support staff will provide a copy of each faculty member's vita to the Office of Curriculum and Archives no later than October 15 each year.

Meeting, Dismissal, and Conduct of Classes

Class Meetings

The first class session of the quarter must be met by the instructor of record. The format for this meeting may vary dependent upon the delivery format and the location of the course.   If an instructor cannot meet the class for the first session, the Department Chair must be notified in advance. Classes and final exams are held at the time and place officially announced by the University in the Class Schedule. Requests to change time and/or location of a final examination require approval of the Department Chair. The days designated in the Class Schedule for final exams are counted among the required academic workdays constituting the legally defined academic term. Classes meet for the full period of time allotted for that class in the Class Schedule and on each day in which the course is intended to meet. Faculty who find it necessary to cancel or temporarily reschedule a class must obtain prior approval of the appropriate College Dean.

Covering Classes

Instructors are responsible for instruction of their own classes. Guest speaker sessions are to be attended by the instructor. For instructor absences, the University requires completion of the "Faculty Absence Form" which needs to be filed with the department office. The replacement individual must be qualified to teach the course content. Long term substitute instructors are not to be used.

Dismissal of Class

Dismissal of classes by an individual faculty member to demonstrate support for a particular social or political movement is considered a violation of professional ethics and a failure or refusal to perform normal and reasonable duties (unless there is a bona fide instructional purpose). The President, in such cases, is required to institute formal disciplinary proceedings.

Course Content

The subject and content of each course at the College is that which has been reviewed by the Curriculum Committee, recommended by the Faculty Senate, and approved by the College President. Significant alteration or deviation from the intent and published description of a course requires prior review and approval, through regular College procedures established for that purpose. For University policy, please refer to FAM 818.8

University Policy on Distance Learning

If the class mode is substantially changed, it may require approval by the Curriculum Committee process.

The University Policy on Distance Learning can be found at http://ati.csusb.edu/distributedLearningPolicy.html.

Recognition

Staff

Nominations for outstanding staff are solicited University-wide each year and awardees are recognized at convocation in the fall. Special awards are made by the President. http://hrd.csusb.edu/recognition.html

Students

A Credential Recognition Ceremony is held on an annual basis on both the San Bernardino and Palm Desert campuses to honor credential completers of Multiple, Single, and Education Specialist Credentials.

School District Alumni

Partner-school district personnel are invited to nominate an outstanding educator from their district who are then recognized by the College. The Outstanding Educator must have completed a degree or credential from the College of Education at CSUSB.

Full-Time Faculty

Full time faculty are honored each year through the University's Outstanding Professor Award in the categories of Teaching, Professional Development, and Service.

Part-Time Faculty

Departments will send annual reviews to part-time faculty and supervisors.

Retired Faculty

Retiring faculty are honored at a University function held at the end of each academic year.

COE Award Selection Process

Outstanding College Faculty Award Recognition

Full time faculty are honored each year through the University's Outstanding Professor Award in the categories of Teaching, Professional Development, and Service. The COE issues a call for nominations from each department in the fall quarter. Applicants must adhere to the call's requirements or the application will not be reviewed. Departments submit their nominations in each category.

1) **Eligibility:** All tenure track faculty and those with one year or longer appointment. Current cabinet members are not eligible for nomination
2) **Submission Deadline –** end of Fall Quarter (after grades are due), before Winter break
3) **Voting** will occur in January (final decision will be made at the first Cabinet meeting in **January**)
4) A rubric will be drafted by the department chairs to evaluate the applications.

A call for nominations will go out from the Dean's office along with the nomination form. Nominations should be submitted to the Dean's assistant by the end of Fall quarter, prior to Winter break. All nominations will be submitted to the COE Unit Assessment Committee for review and decision.

Rev. 08/2017

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

College of Education

Outstanding College Faculty Award Recognition
Application / Nomination Form

Faculty Name: [   ]

Department: [   ]

Nominated by: ☐ Self   ☐ Faculty   ☐ Student   ☐ Staff
must be COE

Award Nomination (choose <mark>one</mark>):

☐ ➤ TEACHING

☐ ➤ PROFESSIONAL DEVELOPMENT

☐ ➤ SERVICE

APPLICATION CHECKLIST:

☐ **1) Completed Cover Page** (enclosed)

☐ **2) Letter of Application** (no more than 2-pages)

    a. Must explain why the applicant's work of the *prior academic year* merits the award

**For self-nominations, please also include –*

☐ **3) Curriculum Vitae** (no more than 3-pages)

    a. Should highlight most recent work (no work listed should have occurred more than 3-years prior to the previous academic year)

Incomplete applications will <u>not</u> be considered

Criteria for the Nomination and Selection of Outstanding COE Student Award Recognition

When nominating a student, the nomination must address how the student reflects the mission of the college to prepare education and human service professionals for lives of leadership and service. How does the work of the student reflect our core beliefs in the dignity and inherent worth of all people; diversity and multiple perspectives as essential, treasured assets; a collaborative teaching/learning community; and the crucial leadership role of education professionals in promoting positive social change fostering human development, achieving social justice, and promoting human rights.   How does this student's work position the student to respond to evolving needs and priorities in the schools, agencies and communities of the region that we serve. In the selection of recipients, these same criteria will be used.

1) **Eligibility Requirements –** student must be a current year graduate
2) **Submission Deadline –** Faculty to submit nominations during Winter quarter with the due date being the last Friday in March
3) **Student Acknowledgement Form** (page-2 of the *Nomination Form)*
   a. student must agree to attend the ceremony for their selected award

A call for nominations will go out from the Dean's office along with the nomination form. Nominations should be submitted to the Dean's assistant during Winter quarter with the deadline being the last Friday in March. All nominations will be submitted to the COE Unit Assessment Committee. Nominations will be reviewed and decision made by the Committee.

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

College of Education

Outstanding Student Awards
Nomination Form

Student Name: [ ]   **Coyote ID:** [ ]
(First, Last)

Primary Email Address: [ ]   **Primary Phone:** [ ]
(if known)

Program: [ ]   **Cumulative GPA:** [ ]
(at close of Winter grades)

Award Nomination (select <mark>one</mark>):

Commencement Awards:

☐ DOCTORAL Student

☐ GRADUATE Student

Credential Program Awards:

☐ Career & Tech Ed   ☐ School Counseling

☐ Educational Admin   ☐ School Psychology

☐ Multiple Subject   ☐ Single Subject

☐ Special Education

Nominated by: [ ]
must be a Faculty member and/or Program Leader of the COE

⬇ ELIGIBILITY CHECKLIST:

The following criteria must be met in order for a nomination to be considered:

☐ 1) Be a graduate of the current year (Commencement or Credential Ceremony)

☐ 2) *Cumulative GPA of 3.75 or higher* (at close of Winter grades for the current year)

⬇ NOMINATION CHECKLIST:

If eligible, nominations should include the following (incomplete submissions will not be considered):

☐ 1) *Complete* **Nomination Form** (all items filled out)

☐ 2) **Summary Statement** (no more than 1-page) – a brief statement summarizing why the student's performance merits the selected award (site specific examples where possible)

☐ 3) **Student Acknowledgement** (attached) – signature from student agreeing to attend ceremony at which they will be honored (June Commencement or Credential Ceremony)

COMPLETE NOMINATIONS MAY BE SUBMITTED TO KIMBERLY LAURENSON VIA EMAIL (KLAURENSON@CSUSB.EDU) OR DELIVERED TO THE DEAN'S OFFICE (CE-221).

Questions? Contact Kim Laurenson via email or x75645

Last Revised: 7-21-16

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

College of Education

STUDENT <u>ACKNOWLEDGEMENT</u> FORM

_____, 20___
(Date)

As a condition of my award nomination I, _____, agree to be present

(Student Name)

for, and participate in, the June ceremony of which my award is being recognized (Commencement or
Credential). If I am unable to attend for any reason, I will notify the department from which my program
is housed as soon as possible. I also understand that this is merely an award <u>nomination</u> and does not
guarantee selection.

_____

(Signature of Student Nominee)

Communication

Telephone

The telephone is for use in direct connection with teaching, supervision and/or coordination activities. In addition, a limited budget amount is available to support professional activities outside direct instructional responsibilities. Telephone expenditures are monitored by the Department Chair. Faculty with unusually high bills may be asked to explain the necessity of calls and may be asked to reimburse the COE if appropriate.

Voice Mail Message System

Each telephone extension is equipped with a "voice mailbox" which should be activated whenever faculty members are out of the office. When voice mail is activated, callers should receive a recorded greeting and be able to leave a message. To assist students, the instructor should update office hours quarterly in the recorded greeting and ask callers to call during those office hours. Including office hour information in voice mail greetings will greatly reduce the number of calls to the program office.

Faculty may access their voice mailbox from any touch-tone telephone. The Telecommunications office provides an array of voice services to the CSUSB campus community. These include: the campus telephone system, voice messaging services, IP contact center, the campus on-line telephone directory and the campus operators. For questions regarding specific features of the system, please call Telecommunications at extension 75133.

Fax

Facsimile machines are available in the department offices for communication. Personal faxes need to be approved by the Department Chair.

Incoming fax messages will be placed in the faculty member's mailbox.

Duplicating Requests

Whenever possible, faculty are encouraged to post documents to BlackBoard, or some other electronic distribution methods they may be utilizing in the classroom. Efforts should be made to move towards electronic documents instead of hard copies wherever possible.

Each department is allocated a budget for duplicating. To request duplicating of course materials, the faculty member must complete a "Request for Printing Services" form, which may be obtained from the department secretary. It is important to provide "copy-ready" originals. The duplicating center will not accept black-bordered documents or materials of poor quality. Five working days should be allowed for processing.

If a handout packet is to be used as a support text material for a course, the originals should be submitted to the duplicating center. The department administrative support staff will provide details.

Supplies and Classroom Materials

Routine supply orders for paper, pens, etc. are initiated by the department offices on a regular basis. Contact the department support staff for needed supplies. Special items for classroom use such as tapes, books, test kits, instructional aides, videos, etc. require prior approval from the Department Chair.

Purchase of items under $50, which are not available through the regular purchasing process or are needed for an emergency, can be made <u>with prior approval</u> and be reimbursed within ten working days through petty cash. Original receipts are required. Only items for which reimbursement is being requested can appear on the receipt. The department support staff will handle these requests. Please note this does not include purchases for hospitality. See the hospitality policy under Hospitality Funds.

Upon leaving the University, faculty need to return all University and Foundation tagged equipment to the faculty member's department.

Guidelines for Petty Cash Expenditures

Petty cash funds are established for the primary purpose of allowing low cost purchases to be made with a minimum of inconvenience. These funds are the responsibility of the person maintaining them.

The University Policy and the State Administrative Manual govern the procedures used in the accounting of petty cash funds.

Below are the guidelines to be followed:
1.   A single receipt cannot exceed $50 (exclusive of sales tax) per vendor, per day, per fund (general, parking, housing, Extended Learning, etc.).

2.   The sales receipt cannot include items that are **NOT** being reimbursed.

3.   Items which can be obtained from campus and/or state stores are **NOT** to be purchased with these funds unless an emergency exists.

No film purchases and/or developing can be made unless it pertains to instructional and/or classroom use. The use and purpose should be noted on the petty cash voucher.

5.   Petty cash funds cannot be used for the purchase of any type of food or drink (coffee, donuts, sandwiches, etc.).

6.   Printing services cannot be purchased with petty cash funds without being reviewed and initialed by the Publication Office.

7.   Petty cash funds cannot be used to purchase postage.

8.   Purchases for office decor cannot be made with petty cash funds (pictures, plants, furniture, etc.).

9.   All items covered under the "State Contract Price List" cannot be purchased with petty cash funds.

10.   If there is any doubt as to proper use of petty cash funds in making purchases, please contact the Accounting Office at extension 75155 for verification.

11.   All petty cash vouchers are to be submitted to the Bursar's Office <u>in duplicate.</u>

Hospitality Funds

Allowable Expenses and Occasions

Hospitality expenses must be directly related to, or associated with, the conduct of official university business. When a university employee acts as an official host, the occasion must, in the best judgment of the approving authority, serve a university business purpose, with no personal benefit derived by the official host or other university employees. In addition, the expenditure of funds for food should be reasonable and in accordance with the best use of public funds.

Payment or reimbursement is not permitted for the following types of occasions: employee birthdays, weddings, anniversaries, farewell gatherings, holiday celebrations, and occasions such as Secretary's Day.

When determining whether a hospitality expense is appropriate, the approving authority must evaluate the:

- Importance of the event in terms of the costs that will be incurred
- Benefits to the university which will be derived from such an expense
- Availability of funds
- Alternatives that would be equally effective in accomplishing the desired objective

Examples of Allowable Food Expense

Host to Official Guests

The University may serve as host to official guests, including visitors from other universities, students, members of the community, University employees visiting from another work location, or prospective donors. Activities may include but are not limited to campus receptions, public ceremonies, and advisory committee meetings concerned with various aspects of the campus instructional program. Hospitality costs may be reimbursed for prospective employees seeking positions with the university.

Meetings of a Learned Society or Organization

When the University is the host or sponsor of a meeting of a learned society or organization, the cost of light refreshments may be reimbursed.

Meetings of an Administrative Nature

When meetings of an administrative nature are conducted by the University, the cost of meals or light refreshments may be reimbursed. Where meals are involved, they must be a necessary and integral part of

the business meeting, not a matter of personal convenience. The cost of meals for employees from the same work location may be reimbursed by the University if a working lunch is included as part of a scheduled business meeting. Reimbursement will not be allowed when two or more employees from the same work location choose to go to lunch together to continue their business as an incidental part of the meal, or when the meeting could have been scheduled during regular work hours.

Receptions

Hospitality expenses may be approved when the University hosts receptions in conjunction with conferences, meetings, fund raising events, student organization meetings, commencement and alumni functions. Hospitality expenses may also be authorized when the university hosts receptions for employee recognition, length of service awards, or retirement presentations.

Approval of Transactions

Approval for official University hospitality expenses must be obtained from the Provost/Division Vice President, or his/her designee. The Hospitality Form (see attachment) must specify the following:

a. Type and date of event
b. Type of food expense (e.g., breakfast, lunch)
c. Department name and chargeable account number
d. Number of participants (with attached guest list)
e. Average cost per person
f. Nature of the occasion or purpose of the meeting
g. Vendor providing the food
h. Signature of approving authority
i. A meeting agenda must be attached to the Hospitality Form.

Employees cannot approve their own expenses.

Please see the full Hospitality Policy at
http://policies.csusb.edu/hospitality.htm

Travel

In-State and Out-of-State Travel Funds

The Dean allocates available travel funds to each department on a pro rata basis determined by the number of faculty in that department. Policies and procedures for requesting travel funds vary for each department. **Contact the department administrative staff for clarification on the department's policies and procedures.** If making your own arrangements for state travel, always request state rates as reimbursements are limited to these rates. In most cases, faculty are reimbursed after their travel has been completed. However, a travel advance of up to 80% of the projected costs may be available when warranted by special circumstances. Advances must be requested at least 10 working days prior to travel to allow sufficient time for processing.

When travel costs exceed department level funding, faculty are encouraged to apply for funds from other sources such as the Research Study Program, mini-grants, etc. Upon the recommendation of the Department Chair, the Dean may augment the faculty member's travel allowance from indirect funds (if available) and if the travel involves making a formal presentation and/or presenting internationally.

Lodging Approvals

Per a CSU memorandum to all CSU Presidents dated February 26, 2013, a maximum limit has been established for lodging reimbursement for domestic trips:

> The CSU maximum rate for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions is $175.00 per night, excluding taxes. This rate is effective for business travel occurring on or after April 1, 2013.
>
> Rates in excess of this amount must be pre-approved by your area vice president/provost and must include the business purpose for the need to stay at a facility that charges above the maximum rate.

No form exists for this new lodging limit and Accounts Payable is not adding another form to the travel process at this time.

The traveler must prepare a brief business justification/explanation as to why it is necessary to stay at a facility that exceeds the maximum reimbursement rate. We recommend that the justification include what the higher rate is, so that the area VP/Provost is aware of the cost difference.

The justification may be presented on:

> • a dated memo with the VP's signature and attach it to the travel claim
> • or an email with the VP's approval where it is clear that the VP responded to the email (the VP's email address appears as the sender) and attach it to the travel claim

The justification should pre-date the travel date since the policy requires pre-approval of the higher lodging rate. See the fully CSU Travel Policy at http://travel.csusb.edu/traveladvice.htm

Absence from Campus

A "Travel Authorization Form" must be completed by the faculty member, submitted to the department office, and be approved by the Department Chair, prior to any travel for business purposes.

Supervision/Fieldwork Travel

Fieldwork and student teaching supervisors are reimbursed for personal vehicle mileage. Check with the department secretary for the current per mile rate. Mileage expense claims are to be submitted monthly. Mileage expense claim forms can be obtained from the department secretary.

Note: Due to budget deadlines that occur in the spring quarter each year, it is necessary to file mileage expense estimates to encumber funds and ensure reimbursement. Each department secretary will distribute a form requesting a fieldwork mileage estimate. **Failure to submit this form by the deadline indicated thereon will result in nonpayment of mileage expenses incurred.**

Payment

Processing time for travel claims is approximately four to six weeks from the date the claim is received in the Accounting Office. In some instances, payment will be mailed to the faculty member's home address. Otherwise, the Bursar's Office notifies applicants to pick up reimbursement checks.

The Dean will support expenses for full time faculty members to attend CCTC sponsored meetings and CSU program-related meetings, for example, RICA, New Reading Program, Math Standards, SB 2042, etc. This funding would include registration, travel and hotel accommodations that the organization sponsoring the meeting does not cover.

Prior approval to attend these meetings will be at the Dean's discretion.

Graduate Assistants/Student Assistants

At the beginning of each quarter, the Department Chair will ask faculty to make requests for graduate assistants. A full description of duties to be performed and number of hours needed must be included in the request. Faculty are reminded that graduate assistants <u>cannot</u> be assigned clerical duties.
http://academicpersonnel.csusb.edu/academicStudentEmployees/index.html

The College of Education employs several student assistants. The student assistant assigned to the department office may be available to help faculty with routine clerical tasks (mailings, duplicating, faxing, etc.). Contact the department support staff to determine what services the student assistant can provide. Keep in mind that student assistants are limited to 20 hours per week; therefore, they may not always be available.

Course Syllabi

In an effort to provide consistent information to students, a standard format has been developed for all course syllabi in the COE. The intent is to ensure that standard University guidelines and policies like diversity, accommodations for students, and academic honesty are included. Please also note the *Faculty Senate Course Syllabus Policy and Guidelines* approved in 2006-2007, FAM 820.9.
http://senate.csusb.edu/FAM/Policy/(FSD06-02)Syllabus.pdf.
A sample syllabus that is ADA compliant is located at the Teaching Resource Center site: http://trc.csusb.edu/resources/accessibility.html

Each syllabus should also include the College's Wise Educator Statement, a link to the CSUSB COE Professional Expectations and Dismissal Procedures
(http://coe.csusb.edu/documents/csusb%20coe%20professional%20expectations%20and%20dismissal%20procedures.pdf) and the appropriate accreditation standards and/or competencies. Course objectives must be categorized as knowledge, skills, or dispositions.

Each quarter:

(1) An electronic version of each faculty member's syllabus must be submitted to the department support staff by the end of the second week of classes.
(2) Prior to census, the department support staff will submit an electronic version to:
- The Office of Curriculum and Archives and
- The coordinator of the related program.
(3) The department staff will house the electronic version in the department office for at least five years (FAM 820.9).
(4) Students should have access to all CTC (California Commission on Teaching Credentialing) and/or professional competencies or standards.
(5) Syllabi are kept on file to be used for program reviews and for faculty reference.
(6) If borrowing extensively from another faculty's syllabus, be certain to consult, obtain permission, and/or cite the source.

COE Course Syllabi Format

Before working on your syllabus, review the CSUSB Syllabus Policy: http://senate.csusb.edu/docs/Policies/FSD06-02_Syllabus.pdf.

This template includes only the minimum that each course syllabus must contain.

Course Number and Title - *Number & Title*
Instructor - *First Name & Last Name*
Office Location and Hours - *Number and Day & Time*
Office Telephone
E-mail – *Address*
Year/Quarter
Time/days/location
Instructor's Web Site - *URL of individual faculty Web site*

The College of Education of California State University, San Bernardino (CSUSB) is dedicated to the development and support of wise, reflective professional educators who will work toward a just and diverse society that embraces democratic principles. The wise educator:

❖ Possesses rich subject matter knowledge.
❖ Applies sound professional judgment and practice.
❖ Demonstrates a practical knowledge of context.
❖ Respects multiple viewpoints and priorities of their peers, students, clients and communities.
❖ Reflects on professional practices and their consequences.

(College of Education *Conceptual Framework,* 2006)

Catalog Description
This statement should be quoted from the current course catalog.

Course Overview and/or Rationale
In this section the instructor may include an expanded description of the course in order provide a rationale or to explain particular theoretical perspectives utilized by the instructor in the course.

Relevant Professional Standards
In this section the instructor should include CCTC or NCATE standards that are addressed by the course. In the absence of CCTC or NCATE standards, standards from another relevant professional society may be used.

Course Goals/Objectives
*This section includes the instructional goals and/or objectives developed by the course instructor. They may be cross-referenced with professional standards. In a manner that is appropriate for the nature and design of the course, instructional goals and/or objectives should address the professional standards in terms of "**knowledge, skills,** and **dispositions**" (cf. <u>NCATE 2000 Unit Standards</u>).*

Curricular Map
This section to include the curricular map demonstrating the course goals aligned with the program standards.

Course Requirements
In this section the instructor should outline the major assignments that students are required to complete in the course, e.g., exams, research papers, unit or lesson plans, etc.

Course Evaluation Plan
In this section the instructor should outline the plan for evaluating students' work in the class, including the basis for determining the final grade.

Textbook/Bibliography
In this section the instructor identifies the required textbook(s). Additional bibliographies may be included.

Course Policies
Instructor(s) shall refer students to the "General Regulations and Procedures" in the CSUSB Bulletin of Courses for the university's policies on course withdrawal, cheating, and plagiarism. Below are examples only.

Plagiarism and Cheating
Sample text: Students are expected to be familiar with the College of Education Professional Expectations and Dismissal Procedures (http://coe.csusb.edu/documents/csusb%20coe%20professional%20expectations%20and%20dismissal%20procedures.pdf)and the University's Policy on cheating and Plagiarism (CSUSB Bullet http://coe.csusb.edu/documents/csusb%20coe%20professional%20expectations%20and%20dismissal%20procedures.pdf) in, pages 54). Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all

assignments are to be completed by the individual student unless otherwise specified.

Classroom Protocol
Note expectations for participations, attendance, arrival times, behavior, safety, cell phone use, etc.

Dropping and Adding
Sample text: You are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. found at CSUSB Bulletin, page 46-57.

Commitment to Diversity

In our commitment to the furthering of knowledge and fulfilling our educational mission, California State University, San Bernardino seeks a campus climate that welcomes, celebrates, and promotes respect for the entire variety of human experience. In our commitment to diversity, we welcome people from all backgrounds and we seek to include knowledge and values from many cultures in the curriculum and extra-curricular life of the campus community. Our commitment to work toward an environment that values diversity requires that we create, promote, and maintain activities and programs which further our understanding of individual and group diversity. We will also develop and communicate policies and promote values which discourage intolerance and discrimination.

The concept and dimensions of diversity are to be advanced and incorporated into every aspect of university activity, including student life, the curriculum, teaching, programs, staffing, personnel training practices, research, community services, events, and all other areas of university endeavor.

Dimensions of diversity shall include, but are not limited to, the following: race, ethnicity, religious belief, sexual orientation, sex/gender, disability, socioeconomic status, cultural orientation, national origin, and age.
http://diversity.csusb.edu/about/commitment.html

Support for Students with Disabilities

Main Campus:
If you are in need of an accommodation for a disability in order to participate in this class, please see the instructor and contact Services to Students with Disabilities at (909)537-5238.
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.

Palm Desert Campus:
If you are in need of an accommodation for a disability in order to participate in this class, please let me know ASAP and also contact Rosie Garza in Services to Students with Disabilities at the Palm Desert Campus in RG-209, 760-341-2883 extension 78117, or at the San Bernardino Campus in UH-183, 909-537-5238, ssd@csusb.edu.
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.

Course Calendar
In this section the instructor should provide a sequential outline for the topics in the course. A schedule of due dates for reading assignments, projects, and exams is often helpful.

CSUSB COE Professional Expectations and Dismissal Procedures

The faculty members in the College of Education are committed to holding our students accountable for exemplary ethical and professional dispositions and conduct. Academic dishonesty or an evidenced failure to exhibit dispositions consistent with the profession are grounds for disciplinary action or dismissal from any COE program. In addition to other University policies for adherence to regulations for student conduct, the College of Education specifies further standards of integrity and professional dispositions.

1. **Academic Standards of Integrity**

   Any form of cheating or plagiarism is incompatible with academic integrity and the expectations of those taking courses in the College of Education. Plagiarism is the act of presenting the ideas and writings of another person as one's own. Cheating is the act of obtaining or attempting to obtain credit for academic work through dishonest, deceptive, or fraudulent means. Plagiarism and cheating include but are not limited to:

   a. Representing the work of another person as one's own either through the attempt to deceive or a failure to sufficiently document the original sources in one's own work.
   b. Copying, in part or in whole, from another's test, software, or other evaluation instrument.
   c. Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy.
   d. Submitting work simultaneously presented in two courses, including fieldwork observation hours, unless this has been approved by both course instructors or by the department policies of both departments.
   e. Falsification of information or documents submitted for any university, college, program, or credential purpose.
   f. Using or consulting during an examination sources or materials not authorized by the instructor.
   g. Altering or interfering with grading or grading instructions.
   h. Sitting for an examination by a surrogate, or as a surrogate.
   i. Using unauthorized materials during an examination or assessment.
   j. Falsification of any documents or assignments submitted to any instructor, such as but not limited to, fieldwork observation,

fieldwork assignments, supporting documentation for fieldwork hours, fieldwork reports, evaluations and medical notes.

k. Falsifying or inventing information used in an academic exercise with the intent to suggest that the information or citation is legitimate.

l. Any other act committed by a student in the course of academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

2. Dispositional Standards and Conduct

All degree and credential candidates are expected to exhibit professionalism and ethical conduct. In this case of teacher credential programs, this is an expression of the California Code of Regulations, Title 5 section 41100 which states that the teacher credential candidate must "demonstrate suitable aptitude for teaching in public schools" (b)(3) and that teacher credential candidates "shall demonstrate personality and character traits that satisfy the standards of the teaching profession. The assessment of the candidate shall be made by the teacher education faculty of the campus, who may also consider information from public school personnel and others' (California Code of Regulations, Title 5 section 41100 (b)(6)).

The CSUSB College of Education holds all degree, certificate, and credential candidates to the professional and ethical standards outlined below.

a. Adhere to local, state, federal laws, CA Education codes, and professional codes of ethics applicable to their field of study and practice.

b. Protect the privacy of those within the professional setting except in cases where the safety of another person is compromised by doing so. This includes protecting the privacy of others when using the internet and social media.

c. Exhibit a commitment to respect diversity and a willingness to serve, evidenced through behavior, the educational and developmental needs of students and community members irrespective of race, ethnicity, nationality, economic class, language, sex, gender identity, gender expression, sexual orientation, religion, physical/mental ability, or age.

d. Promote the safety of all K-12 students and work to insure that all students are protected from harassment, discrimination, or bullying.

e. Promote the safety of professional colleagues, fellow CSUSB students, staff, and faculty and work to insure that they are protected from harassment, discrimination, and bullying.

f. Exhibit professional behaviors and attitudes such as respectful treatment of others at the university and in field settings, punctuality, exemplary attendance, adherence to deadlines, professional appearance, and working collaboratively with others.

g. Exhibit a willingness to accept feedback and change one's behaviors to align with course or program expectations, dispositions, and professional standards.

3. Disciplinary Process

Whenever a faculty member, adjunct faculty, field supervisor, principal, resident teacher/supervisor (aka, CSUSB representative) has concerns regarding a student's academic performance, conduct, or professionalism, the CSUSB representative should first attempt to meet with the student to resolve the concerns. If the concern cannot be resolved or is of a very serious nature, such as physical, sexual, or emotional harassment, the concern is referred to the program coordinator and Department Chair. At this time the student may also be referred to entities outside the College of Education (e.g., Student Affairs, Title 9, or campus police) as is appropriate or warranted.

If the above attempts by the CSUSB representative to address misconduct, unprofessionalism, or adherence to the program's expected dispositions are unsuccessful, the program coordinator can request that the Department Chair form a Student Review Committee (SRC). The request is activated when the *Student Conduct Referral* is submitted to the Department Chair. Once the Department Chair receives the *Student Conduct Referral*, the Chair has 10 working days to form the SRC. The SRC is composed of the program coordinator (who acts as Chair) and at least two other faculty members not parties to the problem. If the Program Coordinator is involved in the situation beyond the role of coordinator and cannot be impartial, the Department Chair will appoint another faculty member to replace the Coordinator.

Within 10 working days of being formed, the Student Review Committee reviews supporting documentation and meets with the student(s) to hear all perspectives on the situation. During this meeting, the committee will ask the student to attend as well as other parties involved in the situation. The student may bring one representative to the meeting as well. After consideration of the information, the Student Review Committee can recommend that no action be taken, that the student(s) continue in the program with conditions (articulated in the *Student Improvement Plan* outlined below), or be dismissed from the program.

Decisions

a. Continuation with Conditions: If the decision is to continue with conditions, the program coordinator works with the student to develop a *Student Improvement Plan*. The plan includes the following:

(i) detailed description of the concerns or misconduct;

(ii) description of any actions to be undertaken by the student;

(iii) deadline by which the student must demonstrate the required level of knowledge, skill, behavior, or ethical conduct;

(iv) a description of what type of evidence provided by the student would indicate that the concern has been addressed and student improvement has occurred;

(v) signature sheet signed by the Department Chair, program coordinator, and the student indicating agreement with the plan and that failure to complete plan may result in dismissal from the program.

The plan will be filed in the student's file and, if appropriate, a hold placed upon the student's registration until the conditions outlined in the plan have been met. The program coordinator shall, on or before the date specified in the plan for completion of the remediation, review student progress based upon evidence provide by the student and/or a faculty member. One or two actions must be taken to resolve the concern.

If the plan is met and the concern is alleviated, the student will be notified and no further action will be taken.

If the concern is not alleviated as determined by the program coordinator or representative, the Student Review Committee meets to consider further action. The Student Review Committee can recommend (a) the creation of a new plan or (b) that the student be dismissed from the program. If the recommendation is for the creation of a new plan, the committee simply repeats the procedure outlined above. If the Student Review Committee recommends dismissal, the case is referred to a meeting of the program faculty.

b. Dismissal: The SRC can recommend dismissal if the student fails to meet the conditions of the *Student Improvement Plan*. Alternatively, if by agreement of the SRC the misconduct was serious enough to warrant immediate dismissal without further intervention, the SRC can recommend dismissal without the development of a *Student Improvement Plan*. In either case, the recommendation for dismissal, along with supporting documentation, is forwarded to a meeting of the program faculty for consideration. The recommendation for dismissal may be for immediate dismissal or dismissal at the completion of the current academic quarter or semester. After examining the documentation presented by the program coordinator, the decision for dismissal is determined by a simple majority of program faculty present in the meeting. The decision is then communicated to the student and the record of the decision placed in the student's file.

Procedure for forming the Student Review Committee (SRC): At the beginning of each academic year each Department Chair recruits for four faculty members to join a college-wide pool of department faculty. These faculty members will potentially serve on ad hoc Student Review Committees. When the need arises, chairs recruit from among the members of the pool, excluding faculty who may be involved in the situation being considered.

Class Rosters

Faculty should log in to MyCoyote to access the class roster by the first day of class. Class attendance should be carefully checked the first two weeks of class. If a student is absent two consecutive class sessions, faculty have the option of administratively dropping the student from the course. Using the administrative drop procedure to cleanup class rosters at the beginning of the quarter can prevent problems with grade rosters later. If there are students attending class whose names do not appear on the class roster, they should be referred to the Office of Admissions and Records to check their registration status. Students must register themselves. All students must be officially registered by Census Date to insure proper FTES. STUDENTS MAY NOT BE ALLOWED TO CONTINUE TO ATTEND CLASS WITHOUT BEING OFFICIALLY REGISTERED. At the beginning of the fourth week, faculty should review the final class roster. If this roster does not exactly match the class enrollment, the program or department secretary should be consulted.

Course Grades

All faculty are responsible for entering their students' grades through the PeopleSoft Faculty Center by the designated deadline. Failure to meet this deadline could result in "RD" (report delayed) being recorded for each student on the roster. If this occurs, no grades can be released to the students.

At the same time that grades are submitted, faculty need to forward the names and ID numbers of any students who receive a grade lower than a B-, a W, or an I to the department staff and the program coordinator.

Procedures for reporting a grade of incomplete are outlined in the next section.

Assigning a Grade of Incomplete

If a student has completed a substantial portion of the required course work with a satisfactory passing grade but is unable to complete the course due to extenuating circumstances, a grade of "incomplete" may be assigned. An Incomplete is NOT to be assigned if a student has completed all work and wants to retake some portion of the class to improve the grade.

Procedure for Reporting Incomplete

The instructor will complete an Incomplete Contract in the PeopleSoft Faculty Center. Incomplete Contracts must be completed at the time the Incomplete grade is assigned on the Grade Roster, or it can be assigned earlier in the term through the Class Roster. All Incomplete Contracts must be completed and submitted to the student via PeopleSoft by the time grades are assigned. Both the instructor and student must electronically accept the Incomplete Contract which outlines the requirements which must be fulfilled by the student to receive a grade credit in the course. The instructor of the course determines the date of completion of the requirements. If no date is specified, the student has one year to complete the requirements. In the event that the course requirements are not completed by the deadline, the "I" will be converted to an "IC" or "NC" as per the instructor. A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

Once requirements have been fulfilled, a paper "Change of Grade" form must be completed and submitted to the Department Chair. This procedure is outlined in the next section.

Extension of Time for Complete and Incomplete Grade

If the extension does not exceed the one year prescribed limit, the instructor needs to update the completion date in PeopleSoft Faculty Center. If the extension exceeds the one-year prescribed limit the student must submit a "Post baccalaureate/Graduate Petition for Waiver of University Regulations" to the instructor. The instructor will forward the petition to the program coordinator for approval and processing. The coordinator will forward the form to the appropriate Associate Dean, who submits it to Graduate Studies.

Change of Grade

To change a grade assigned in a course, the instructor must submit a completed "Change of Grade" form to the Department Chair for approval. After approval by the Chair, the form is forwarded to the Dean for processing. Reason for the change must be stated on the form. The following are acceptable reasons for changing a grade:

1)   <u>From one letter grade to another:</u>
        When a clerical, computational or evaluative error has been made.

2)   <u>From an incomplete to a letter grade:</u>
        When the requirements are outlined on the "Form for Reporting the Grade, Incomplete" have been fulfilled. The date work was completed must be indicated on the "Change of Grade" form.

3)   <u>From RD (Report Delayed) to a letter or incomplete grade:</u>
        When a grade roster is submitted after the deadline, RD is recorded on the student transcripts. The faculty member is then required to complete a "Change of Grade" form for each student to reflect the correct grade.

A change of grade is not permitted in the following situations:

1)   <u>From a "W" (Withdrawn) grade to a letter grade:</u>
        A student who withdrew must re-enroll in the course to receive a grade for credit.

2)   <u>From a "U" (Unauthorized incomplete) to a letter grade:</u>
        A "U" grade is assigned when a student never attends or stops attending a class without officially withdrawing. If the student submits additional course work after the end of the quarter the instructor has the option of:

        a.   Not accepting it, requiring the student to retake the class, or

        b.   Accepting it and initiating <u>two</u> grade changes: one changing the "U" to "I", accompanied by "Reporting the Grade, Incomplete" (see the separate section on Assigning a Grade of "Incomplete"), and one changing the "I" to a letter grade.

Final Exams

It is the University's policy and expectation that a final examination or other project/assessment be conducted during the week specified in the "Final Examination Schedule" of the Class Schedule for that quarter.

Deviations from the published exam schedule, changes in time or location of the final exam, or requests to be absent from campus for professional meetings or travel during the time an exam is scheduled must receive prior approval from the Department Chair. The request to make a change in the final exam schedule should be submitted as early in the term as possible, but no later than the 8th week.

Independent Study

A student may request an Independent Study Contract (EDUC 595 & 601) by contacting an instructor in the subject area if:

a. A course has been canceled and the instructor is willing to tutor on an individual basis, or
b. A student is unable to attend class sessions for some exceptional reason, or
c. A student wishes to study an area not covered in depth in an existing course.

In all cases, the student and instructor must develop a "Contract for Independent Study." The completed form is submitted to the Department Chair and then to the COE Assistant Dean for approval prior to registration. If approved, the department support staff for the program will enter authorization for the student to register. The student will be notified and directed to follow appropriate registration procedures. Students at the graduate level should enroll in EDUC 601 (A, B, C, or D); undergraduates and post baccalaureate students enroll in EDUC 595 (A, B, C, or D). The unit credit for the course is determined by the letter: A=1, B=2, C=3, and D=4.

Note: A total of 20 units of 500-level courses may be taken in a master's program, so it is possible for a graduate student to enroll in EDUC 595. However, EDUC 601 is usually the more appropriate course.

How to Prepare an Independent Study Contract

1. Meet with the student to discuss what he/she is going to do and complete the "Contract for Independent Study" form.

2. When completing the form be sure to:

   a. Type or clearly print all of the information indicated on the form;
   b. Choose a good "descriptive" title;
   c. Describe exactly what the student is expected to do, including deadlines;
   d. Describe the performance standards that you expect from the student.

3. Explain to the student that the form will be submitted to the Department Chair and the Assistant Dean for approval and that

he/she will be notified as to whether it is approved or not. If it is approved, the department support staff will direct them to follow the required registration procedures. Copies of approved contracts will be distributed and should be retained by all parties involved.

Repeat of Courses

Classified and conditionally classified graduate students are permitted to repeat one course at CSUSB that was taken for graduate credit (i.e. that is applied towards a master's degree) ONE TIME ONLY by petition to and approval of the program or college graduate committee. The petition requesting this permission includes an automatic request to discount the grade of the first attempt. When approved, the original course grade on the student's permanent record will be discounted. Only the last grade earned shall apply to the student's cumulative post-baccalaureate grade point average. (See *CSUSB Bulletin* for more information.)

Master's Degree Program Seven-Year Limit

A master's degree program must be completed within a seven-year period. No more than seven years may elapse between the time of registration for the earliest course listed in the program and the completion of all requirements for the degree.

Any reason for extending the seven-year limit must be presented by the student in detail on the "Post-baccalaureate/Graduate Petition for Waiver of University Regulations." The student must meet with an instructor who teaches the course in question and arrange to be tested on current knowledge of the course content. The instructor must attach a short memo to the waiver that explains how and when the student was tested. These are sent by the instructor directly to the program coordinator who will review and send them along to the Dean of Graduate Studies for approval.

The seven-year limit does not apply to the credential program, although individual programs may have additional requirements.

Master's Degree Extension and Transfer Credit

Except for students with coursework from accredited graduate social work programs, a master's program may not include more than 30% total program units in extension and transfer credit from other colleges. California State University, San Bernardino will not consider for transfer credit course work from an institution which will not accept that work in its own advanced degree program. (See *CSUSB Bulletin* for more information.)

Student Academic Grievance Policy and Procedure

This explanation is prepared solely for the purpose of assisting the student with the interpretation of the established guidelines for filing a grade grievance. It does not supersede nor does it nullify the academic grievance procedure as adopted by the University.
http://studentaffairs.csusb.edu/policies.html
http://www-ugs.csusb.edu/advising/grievances.html

1.   A grievance must be initiated by the student no more than 40 calendar days after grade is officially recorded.
2.   The student "Academic Grievance Form" is available in the Dean's Office.
3.   The student submits the cover sheet, which must be date stamped and left on file in the Dean's Office.

WITHIN 14 DAYS AFTER THE COVER SHEET HAS BEEN DATE STAMPED, STEPS 4-6 MUST BE COMPLETED:
4.   The student arranges to meet with the instructor.
5.   Following meeting with instructor, the instructor completes the "Instructor" section of the form in duplicate.
6.   The instructor sends a copy to the student and a copy to the Dean's Office.

IF THE GRIEVANCE IS STILL UNRESOLVED WITHIN SEVEN DAYS THE FOLLOWING PROCESS IS COMPLETED:
7.   The student may seek redress through a meeting with the instructor, Department Chair and Associate Dean. The Associate Dean's office sets up the meeting, which must be done as soon as possible, but within no more than 20 calendar days. The Assistant Dean for Administration handles master's and advanced credential grievances while the Associate Dean for Teacher Education handles grievances for basic credential programs.
8.   Following the meeting, the Associate Dean shall note the conclusions reached on the College and student's copy of the form and return the appropriate copy to the student and retain the College copy on file. There is no time line associated with when the Dean's response should be sent to the student.

IF DISSATISFIED WITH THE OUTCOME, WITHIN 15 DAYS THE FOLLOWING ADDITIONAL STEPS MAY BE TAKEN:
The student may initiate the University level appeal procedure.

The student completes the appropriate section and submits to the Vice President, Academic Affairs/Designee.

The Dean's Office forwards all reviewed evidence to the VP Academic Affairs/Designee office.

The instructor will be notified to attend the hearing and should be prepared to bring along any other pertinent documents.

Student Non-Academic Grievance Procedure

For the complete University policies and procedures for Non-Academic Grievance see: http://policies.csusb.edu/studgriev.htm

Description of a Non-academic Grievance

A grievance is a complaint by a student about an alleged action by a University employee, which adversely affects the status, rights or privileges of the student. A grievance is filed against the University, with the employee acting as the respondent to the allegations. Any action or practice can be complained about at the informal level, that is, through direct discussion with the relevant employee.

Throughout the steps of the grievance, the burden of proof will be on the student to prove the allegations and the grievance may be denied because of a lack of sufficient evidence. A simple allegation or unsubstantiated assertion is an insufficient basis for lodging a formal grievance. Students must support their allegations with evidence compelling enough to give the Non-Academic Grievance Committee reason to hold a formal hearing.

This grievance process cannot be used to contest an instructor's evaluation of academic performance; academic probation, disqualification or other academic decision by a department or college; discrimination within an academic decision; discrimination complaints; University student conduct action; academic dishonesty allegations; allegations of unprofessional conduct by faculty or staff; sexual harassment; parking citations; debt to the University; or contents of materials contained in a student's University records. Separate procedures exist for these matters; please consult with the Office of the Vice President for Student Affairs, UH room 231. Alleged actions or practices of the University which are the result of CSU system-wide requirements, for example fees, cannot be formally grieved. Only one Discrimination Complaint or one Non-Academic Grievance may be filed on each set of facts or each incident, as determined by the University.

Timeline for Filing a Grievance

A student should attempt to resolve a grievance as soon as the problem is known. A formal procedure must begin no later than forty (40) calendar days after the date the student learned or reasonably should have learned of the occurrence of the event.

A formal procedure must be initiated by the student between October 1 and May 31. During the intervening time, no timelines will be violated.

If a grievance occurs in the summer, it may be initiated in the following fall term.

Designee for Employee in the Grievance Process
Since the grievance is made against the actions or practices of the University, the University may determine if the employee may have a designee act for him/her throughout the process.

Attempt at Resolution
It is recommended that a student attempt to resolve a grievance through direct discussion with the relevant employee. No forms or written complaints are needed at this step. The best results occur from open communication and understanding.

It is advisable that the student schedules a meeting with the employee and brings any support materials. If the student wishes to bring an advisor, the employee may have an advisor. An advisor shall be a CSUSB student, faculty member, staff member or administrator. If neither the student nor the employee wants to have direct discussion, the next step is to begin the informal grievance procedure.

Confidentiality
All persons involved in the proceedings are required to maintain confidentiality, to be accurate and truthful in all statements and evidence submitted, and to comport themselves in an orderly fashion. Any violation of these requirements shall constitute grounds for University disciplinary action.

The non-academic grievance procedures adopted by the University are outlined at http://policies.csusb.edu/studgriev.htm.

Procedure for a Discrimination Complaint by a Student

Purpose of the Procedure

This procedure is designed to provide a student with an opportunity to complain about alleged discrimination by faculty or staff. California State University, San Bernardino prohibits discrimination on the basis of race, color, national origin, sex, disability, sexual orientation, age, marital status, or religion. The University's statement on non-discrimination is printed in the Catalog of Programs.

For University policy see http://studentaffairs.csusb.edu/policies.html
http://ombuds.csusb.edu/genderEquity/complaintProcedures.html

Faculty Evaluation

A manual on the procedures and criteria for performance review and periodic evaluation of faculty is distributed to all faculty members and to all members of evaluation committees. Copies are distributed to all new faculty during orientation. Faculty are urged to read the manual carefully.

Evaluation consists of the procedures listed below:

Student Opinions of Teaching Effectiveness (SOTE)

Student evaluations are conducted on probationary tenure-track faculty, tenured faculty, and department faculty as outlined in the "Procedures and Criteria for Performance Review and Periodic Evaluation".

Administration of SOTE

SOTE packets are prepared by the department office and placed in faculty mailboxes during the eighth week of classes and are to be administered during the ninth week only. Detailed instructions and the dates for administration of the SOTE are included in the packets. The faculty member teaching the course is not to be present when student evaluation is conducted.

SOTE Results

Copies of computerized results are distributed to faculty mailboxes during the beginning of the following quarter. Raw data, which includes student comments, are placed in the faculty member's permanent file and used in the evaluation process. Files for full-time probationary tenure-track and tenured faculty (through the associate level) are kept in the Academic Personnel Office. Files for tenure full professors are housed in the Dean's Office. Files for part-time faculty are kept within the department. Faculty are encouraged to review student comments each quarter and may do so by making an appointment with Academic Personnel.

Faculty Activities Report (FAR)

A Faculty Activities Report (FAR) is to be completed by all faculty members subject to performance review and by probationary and full-time temporary faculty members subject to periodic evaluation. These shall cover all three areas of evaluation: teaching, professional growth and University and/or community service and shall reflect the cumulative record since appointment. Supporting documentation for activities since the last FAR must be attached to this report (for example: course descriptions, reprints of publications, appropriate evidence regarding speeches, consultations, performances, exhibitions, work in progress, etc.). Faculty members may include professional growth activities carried

out prior to appointment. Pre-employment dates of such activities should be noted.

The completed FAR, along with documentation, should be submitted to the Academic Personnel Office (APO) according to the schedule listed in the "Procedures and Criteria for Performance Review and Periodic Evaluation Manual."

Evaluation Committees, Department Chairs and the College Dean shall consider all materials submitted by the faculty member, in addition to any other documents within the personnel file, to determine the appropriateness and quality of professional activities in light of established criteria and evaluate the faculty member's professional growth relative to academic rank.

Classroom Visitation

Peer evaluation (classroom visitation of faculty by other faculty) is conducted based on the schedule listed in the "Procedures and Criteria for Performance Review and Periodic Evaluation Manual." For probationary and tenured faculty, the College Evaluation Committee and Dean, in consultation with the Department Chair, determine jointly the course to be visited as well as who the visitors will be. For temporary faculty, the Department Evaluation Committee and the Department Chair shall jointly select the course visitors and the course to be visited. These tentative assignments must be made by the end of the third week of the quarter. Faculty are notified in writing by the Department Chair and have the option of requesting a change in the visitors. Final assignments must be completed by the end of the fifth week of classes. Visitors are then notified of their assignments and arrange a pre-visit conference with the person to be visited.

Within two weeks of the visit, a report is prepared and presented to the visited person in a post-visit discussion. After signed by both, the report is sent to the College Administrative Analyst/Specialist (AAS), logged, and forwarded to Academic Personnel. Visitors and visited faculty are advised to keep their own copy. All Classroom Visitation Reports are due in the College office by the date grades are due for that term.

Classroom Visitation reports are a permanent part of the personnel file and are reviewed for retention/promotion purposes.

Scheduling of Peer Visitations for Faculty

- o Week One of the Quarter—
    - Academic Personnel notifies the Dean's Office of faculty pursuing tenure and/or promotion.
    - Departments identify part-time faculty in need of a required peer visit.

- o Week Two of the Quarter—
    - The College of Education Evaluation Committee is convened to select peer visitors. The Dean or Designee and Department Chairs collaborate with the committee on assignment of reviewers.
    - The Department Chair collaborates with the department evaluation committee on selection of visitors for full time lecturers and part-time faculty.

- o Week Three—Faculty are sent a notification letter or e-mail and confirm acceptance of the proposed visitor(s) and have the option to request a change of visitor.

- o Week Five of the Quarter—All classroom visit assignments must be made by the last day of the fifth week.

- o Classroom Visitation Reports are due the last day of the term (Date grades are due) as listed below:

    - Full Time Lecturer reports sent to the Department Office.
    - Part-Time Lecturer reports sent to the Department Office.
    - Full Time Faculty reports sent directly to the Dean's Office.

Faculty Leaves

All faculty requests are due to the Dean by January 31 (of the year preceding the Academic Year of the leave). All applications must include comments by the program coordinator and signatures of the Department Chair, the Department RPT Committee Chair and the Dean. The Dean's Cabinet reviews all requests.

Sabbatical Leave

Full-time faculty are eligible to apply for a leave with pay after completing six (6) consecutive years of full-time service or following any previous sabbatical or difference-in-pay leave. Responsibility for recommending such leaves rests with the department followed by final approval by the College Dean. Compensation for sabbatical leaves is as follows:

> One quarter at full pay
> Two quarters at ¾ pay
> Three quarters at ½ pay
> (References: FAM 627.65, Article 27 of MOU)

Difference-In-Pay Leave

Full-time faculty are eligible to apply for a difference-in-pay leave after completing six (6) consecutive years of full-time service or after three (3) consecutive years following any previous sabbatical or difference-in-pay leave. (References: FAM 625.5, Article 28 of MOU).

Leaves Without Pay

Leaves without pay may be granted for personal or professional reasons for the length of one quarter, two quarters, or one year. Leaves may be granted for up to two (2) years with the possibility of an extension for an additional year (with the approval of the Department and Dean).

Faculty Retirement

There is no mandatory retirement age for faculty under provisions of the Public Employment Retirement System (PERS). Full-time faculty are eligible to retire upon completion of 5 years of service and after reaching age 50.

Pre-Retirement Reduction of Workload

Full-time faculty who have reached fifty-five (55) years of age with ten (10) years of service in the CSU may reduce their workload to one-third, one-half, or two-third time during the five (5) years immediately preceding retirement. Participating faculty will retain full retirement, health, and other benefits provided full-time faculty

Faculty Early Retirement Program (FERP)

Tenure-track faculty, upon reaching age fifty-five (55), may retire but continue to be employed for a period equivalent to one academic term per year not to exceed a total of ninety (90) workdays or fifty percent (50%) of the employee's regular time-base in the year preceding retirement. Participation is limited to five (5) consecutive years and participants shall be paid at the rank and salary step they received at the time of retirement. College allocation for phone, duplication and travel will be in proportion to the work year assigned. This policy is superseded by any changes made to the University policy.

Emeritus Status

Emeritus status may be conferred upon retiring faculty who have seven (7) or more continuous years of service and have earned the rank of professor.

Summer Session

Article 21 of the Collective Bargaining Agreement of the California Faculty Association (Unit 3) establishes summer session employment policies: (http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article21.shtml.

In the absence of a new Faculty Senate and/or Administrative approved policy, the old policy, found in FAM 445, will be used to guide all decisions related to Summer Sessions.

Summer Teaching Load

A full time teaching load for all Summer Sessions across the University is defined as two (2) courses. Within the College of Education, two (2) courses usually equates to eight (8) WTUs. There may be times when specific program or grant/contract needs require a faculty member to teach more than two (2) courses. Such cases must be approved on an individual basis in consultation with the faculty member, the Program Coordinator, the Department Chair and the College Dean and the Provost and/or designee.

Selection of Faculty

It is important to note that what is offered in Summer Sessions is to be determined by the department/program in consultation with the College Dean. The priorities for selecting faculty members to teach in summer are:

1. programming needs,
2. commitments made to new faculty members to provide summer teaching opportunities,
3. recent experience in teaching the course,
4. junior or lower ranked faculty,
5. those who did not teach the prior summer,
6. those who taught half-time the prior summer; and,
7. those who taught full-time the prior summer.

Please note that summer session faculty are expected to post and keep office hours a minimum of one (1) hour per week for each summer course taught.

Student Overloads for Summer Quarter

For summer quarter, students will be allowed to take 10 units per session with a maximum total of 19.5 units for undergraduates and 16.0 for graduates for all three sessions.

Students wishing to take more than 10 units per session must get permission from the Dean of their major and take that permit to the Office of Records, Registration and Evaluations for processing. The departments will not do the per session overloads. Students will also need an Add Slip with the instructor's signature. These cannot be processed until the first day of classes for the appropriate session as in other quarters. This allows all students the chance to select classes before overloads are processed.

Low-Enrolled Program Hiatus

Programs with less than 15 candidates in a program will be placed on hiatus by the Department Chair completing the COE form.

Hiatus can be for a period of up to three years reviewed annually based on a written plan established in collaboration between the Department Chair and program faculty. Progress monitoring relative to the goals and benchmarks outlined on the plan will be completed by the program and reported to the Department Chair annually. The program will be responsible for submitting an annual report for each year of hiatus.

One course release (4 WTU) will be available to the program to write the annual report. Any other course release to rebuild the program will be established in the plan created with the Department Chair for up to a maximum of 4 WTU.

At the end of three years, if the program is still not viable with at least 15 candidates in a cohort, Program Discontinuance procedures will be commenced (CSUSB Curriculum Guide FSD 80-108).

Grants and Contracts

Grant-Funded Accredited College Programs

Grants that fund accredited College programs fall under the program administrators' responsibility. Grant coordinators must receive approval from, maintain communication with, and make required reports to the appropriate administrator. Responsibility for accreditation and state approval of all programs resides with program coordinators—not the intern coordinator.

- **All new and continuing grant OR contract proposals need to be brought to the Dean at least 5 business days in advance of the grant deadline to allow for ample time for review. There needs to be a clear budget as well as impact consequences (release time, in-kind…) for the program and/or college.**

- **Whenever possible full or maximum allowed buy-out of salary and benefits shall be budgeted for all personnel associated with the project.**

Web Pages

ADA Compliance

In an effort to maintain compliance with the American with Disabilities Act and affirming the diversity of our students, staff and community; it is the policy of the COE that no web pages assessed to be out of compliance with ADA requirements for web media be maintained or be housed as part of the COE website. This includes all websites for departments, programs, centers, grants as well as faculty personal web pages located on a CSUSB server. This policy does not apply to faculty web pages or resources linked to, but housed, on non-CSUSB servers.

COE Space Policy

All space is coordinated through the Dean's office. The order of priority for the allocation of space:

1. Faculty work space (space assignment is prioritized based upon faculty rank and seniority)
2. Staff work space (individual offices and shared spaces depending upon rank and need)
3. Program work space
4. Special short term programs and grants
5. Graduate student work space
6. Storage spaces to support departments and programs

The overall goal is to locate faculty and staff close to others in their departments and their department offices.

The Assistant Dean is charged with space management for the College of Education building.

In an effort to coordinate spaces in the building and promote transparency in space allocation, all unused/vacated spaces are held in a COE pool for distribution based upon the above priorities. If any member of Cabinet has concerns about the allocation of space in the building, concerns can be addressed in Cabinet so that all members have the "big picture" of space allocation. In cases where there are multiple requests for a single space, the cabinet, taking into account the present and future interests of the COE as a whole, decides who will occupy the space.

Every effort will be made to align actual space use with space codes.

Program coordinators, center/institute directors, and faculty department members must work through their Department Chairs, who will coordinate with the Assistant Dean, to acquire new space or alter the use or physical characteristics of currently assigned spaces.

Regardless of funding source, all space alterations must be approved by the Department Chair in consultation with Assistant Dean.

In cases where an office move is initiated by the Assistant Dean, the Department Chair(s) of the parties involved will be notified/consulted. In cases where a faculty or staff office is vacated, the department notifies the Assistant Dean charged with space management. The Assistant Dean

will then work with the Department Chair(s) to determine office assignment.

Based upon need, faculty assuming administrative roles that have designated work spaces may be asked to vacate their faculty offices for the time they are serving in the administrative role. Retreat back to their former office cannot be guaranteed.

Procedure for vacating and assuming office spaces:

1. If an office is being vacated, the department of the vacating faculty or staff member submits a work order to have items in the office packed up and either moved to a new location on campus or readied to be moved off campus. If the faculty or staff member is terminating employment, the faculty or staff member is responsible for having possessions moved off campus.

2. Once an office is empty, a work order to have the office cleaned is submitted by the department of the new inhabitant. If the faculty member needs assistance moving boxes, the department can submit a work order to have boxes or equipment moved into the office once they are on campus (we do not move items onto campus from off campus).

COE Office Policies

All COE offices with more than one staff member are to be open and phone-accessible Monday through Friday, 8:00 a.m. to 4:30 p.m. Staff are expected to take staggered lunches and breaks. The only exception is when an office must be closed for a mandatory staff event or unanticipated sick leave of all staff in the office. COE employees are **not** to bring children to campus during scheduled work hours.

All COE offices and Student Services are to work cooperatively in the service of students. If, upon speaking with a student, a COE team member needs to refer the student to another COE team member or office, the team member should call ahead on behalf of the student to make sure the person to whom they are being sent is available and can assist the student.

(Adopted by COE Cabinet on November 1, 2016)

Photo Policy

No College of Education faculty, staff or students will take photos or use photos in classrooms without the expressed permission of the person being photographed. If you plan to publicly display or post photos online, you must obtain permission to do so. This policy also applies to classrooms that require video. Written permission must be requested and obtained prior to videotaping or photographing individuals in the classrooms. <u>No exceptions</u>.

References

- "Academic Personnel Documents"
  http://academicpersonnel.csusb.edu/facultyResources/index.html

- "Bulletin of Courses" (Yearly University Publication) of policies and
  procedures http://catalog.csusb.edu/
- "Faculty Administration Manual" (FAM – University Policy and
  Procedures) http://academicpersonnel.csusb.edu/FAM/index.htm
- "Faculty Information Handbook" (Manual for new faculty)
  http://academicpersonnel.csusb.edu/facultyResources/facultyInformatio
  nManual.html
- "Faculty Senate Documents" http://senate.csusb.edu/
- "Procedure and Criteria for Performance Review and Periodic
  Evaluation (RPT) (Annual publication from Academic Personnel for
  faculty retention, promotion and tenure)
  http://academicpersonnel.csusb.edu/RPT/index.html
- "Student Academic Grievance Procedures"
  http://www.ugs.csusb.edu/advising/grievances.html
- "Student Non-Academic Grievance Procedures and Policies"
  http://policies.csusb.edu/studgriev.htm