CALIFORNIA STATE UNIVERSITY SAN BERNARDINO
DEPARTMENT OF CHILD DEVELOPMENT
FACULTY HANDBOOK

PREAMBLE

This department handbook contains information and the operational policies and procedures for the Department of Child Development within the College of Social and Behavioral Sciences at California State University San Bernardino (CSUSB). The policies and procedures contained in this Handbook shall not conflict with any University, Administrative and Operational Policy of CSUSB, any applicable Collective Bargaining Agreement, or any federal, state, and local law.

University wide policies and procedures can be found in the FAM (Faculty Administrative Manual) and system wide policies in the CBA (Collective Bargaining Agreement). In addition, the university has put together resources to help a faculty member understand basic university policies (Campus Faculty Resources).

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1. **Mission, Vision, and Goals**
   A. Mission

   The Department of Child Development strives to provide students with an interdisciplinary study of growth and development that provides information about children from birth to young adulthood and includes attention to both age related changes as well as the various developmental domains. Throughout students are provided with a positive view of youth development that emphasizes resilience and asked to critically examine deficit perspectives that are disparaging of variation in individual, familial, and contextual pathways of development. Further, in both interactions with students as well as the campus and wider community, the department focuses on generating research-based information, creating connections between research and those its finding are meant to serve, and applying findings to practical, real-life settings.

   B. Vision

   The Department of Child Development strives to remain current, connected, and supportive in its work with students and the community. This requires continuing education of the part of faculty and staff, partnerships with campus and community, and regular solicitation of information from our constituents.

   C. Goals
   - Promoting positive development in youth and adolescents
   - Preparing students as emergent leaders and informed change makers
   - Providing students with tools to think and write critically
   - Identifying and solving real-world problems
   - Advocating, researching, and disseminating knowledge
   - Recognizing/supporting neurodiversity
   - Enabling students to understand, critique, and apply developmental theory
   - Utilization of a systems approach
   - Addressing social inequities, promoting resilience, and working to shape policies
   - Providing culturally-sustaining/sensitive/relevant practices with an intersectional lens
   - Promoting an understanding of broader contexts and systems of oppression

2. **Structure and Organization of the Department**

   The Child Development Department is part of the College of Social and Behavioral Sciences. The Child Development Department Chair reports directly to the College Dean. The Department Chair is voted on by the Tenure Track Faculty. However, the Chair is appointed by the College Dean and serves at the pleasure of the Dean, Provost, and President. The Department Chair serves a three-year term at which time he/she can ask to be re-appointed or can revert back to a Tenure Track faculty position.

A. Department Administrative Support:

Dr. Amanda Wilcox-Herzog
Professor & Chair
SB-505, (909) 537-7431
Cell: (909) 647-5471
awilcox@csusb.edu

Dr. Eugene Wong
Professor & Associate Chair
SB-509, (909) 537-5573
ewong@csusb.edu

Karen Solorio
Administrative Support Coordinator II
SB-458, (909) 537- 4239
Karen.Solorio@csusb.edu

B. Departmental Committees
Within the department there are several committees that are composed of appointment and/or elected department faculty representatives.

Executive Committee: Membership consists of Department Chair, Department Associate Chair, Chair of the Recruitment and Hiring Committee, Chair of the Outcomes Assessment Committee, Chair of the MACD Program, and an Adjunct Faculty & PDC Representative.

Department Evaluation Committee (DEC): Membership consists of three tenured faculty; one-year term; election in Fall semester; at least 2 Full professors; Associate professor cannot participate in any decisions regarding promotion to Full; Chair (who holds the rank of Professor) elected by committee. Note: Members of the college & university evaluation committees are not eligible for this committee.

This committee is responsible for evaluation of full-time faculty. The primary activities include: 1) writing reports in the Fall and Spring semesters for all full-time faculty undergoing evaluation and *2) reviewing and providing feedback on sabbatical applications.* In addition, this committee is responsible for evaluation of part-time lecturers. The primary activities include: 1) assigning classroom visitations for part-time lectures when notified by the department chair in the fall and spring terms, and 2) writing evaluation reports in the Spring semester for part-time lectures as indicated by the department chair.

Department Outcomes Assessment Committee: Membership consists of Department Outcomes Assessment Coordinator (two-year term; election in Fall semester) and the Graduate Program Director. The Department Outcomes

Assessment Coordinator will serve as Chair of this committee. The purpose of this committee is to develop and coordinate the department's outcomes assessment process and procedure.

Recruitment and Hiring Committee: Membership consists of three tenured faculty per advertised position; one-year term (or until position is filled), staggered; election in Spring semester; Chair elected by committee. Department Chair as ex-officio. The purpose of this committee is to oversee the faculty recruitment process, including conducting initial screening of all applicants, conducting phone or Zoom interviews, and organizing on-campus interviews for finalists. After the on-campus interviews, the committee drafts a statement for each candidate prior to the department voting process. This committee also assists with determining hiring needs and makes recommendations to the Chair.

Department Alumni Board Representative: Membership consists of one tenure-track faculty; two-year term, staggered; election in Fall semester; Chair elected by committee.

Department Awards Committee: Membership consists of two full-time faculty; two-year term, staggered; election in Fall semester; Chair elected by committee.

C. Departmental Positions/Coordinators

Masters in Child Development (MACD) Director: Amy van Schagen

Department Campus Committee Representative (includes CSBS Curriculum Library and CFA): Manpreet Dhillon Brar

PDC Faculty Representative: Lisa Looney

Child Development Department Adjunct Faculty Representative: Dani Hodge

3. **Tenure Track Faculty Members Responsibilities**

A. Faculty Workload:

Tenure Track Faculty are expected to work in the areas of Teaching, Research, and Service. At CSUSB a full-time load is 15 Weighted Teaching Units (WTU). Tenure Track faculty teaching load is set at 12 WTU per term [3 units are for indirect instructional (e.g., student advisement, curriculum development and improvements, etc.) and service activities]. At times faculty members will be given Assigned Time and released from a certain number of units (New Faculty release, internal grants, external grants, etc.). There will be terms where a Tenure Track Faculty member is teaching slightly more or less than the 12 WTU level. The determination is based on the needs of the department. The goal at the end of the academic year is to account for 24 WTU (or as close as possible).

B. Department Faculty Meetings:

Department faculty meetings will be scheduled by the department chair based on the teaching schedule of the Tenure Track faculty. There may be times when a faculty member is unable to attend due to their teaching schedule and/or a conference scheduling conflict. In these cases, the faculty member should let the department chair know ahead of time, get notes from other faculty members, and pay close attention to the meeting minutes.

Prior to each meeting, the department chair will send out an Agenda along with minutes from the previous meeting. If there are items that a faculty member would like discussed in the meeting, they should notify the chair ahead of time so that that information can be placed on the Agenda.

C. Teaching Assignments

The chair and associate chair will develop faculty teaching schedules based on the department needs and faculty preferences via a Faculty Teaching Preferences Survey. The associate chair and chair will work with faculty members to develop a schedule that matches the faculty member's desires for types of classes and schedule. However, the most important factor in developing schedules is the needs of the department and the students.

Schedules are usually developed well ahead of time. Once in a while the schedule needs to be changed shortly before the start of the term due to unforeseen circumstances by the department or faculty. Any changes to a faculty's availability or teaching load should be communicated as soon as possible to the chair and associate chair and the department will try to accommodate these requests. In the event the department needs to make changes to the teaching schedule, all efforts will be made to minimize the impact on faculty.

D. Faculty Missing Class

Faculty should not cancel class without legitimate justification. If you need to cancel or make alternative arrangements for any class session, you must obtain prior approval from the Chair of the Child Development Department and the College Dean of Social & Behavioral Sciences. Additionally, you must inform the Department by sending an email to our support staff at karen.solorio@csusb.edu , and complete a Class Cancellation or Alternative Arrangement Form which is available on our webpage under Faculty Resources. In addition, you should inform your class of the plan for the day.

If the absence is unexpected (i.e. sickness), the office should be notified as soon as possible. For unexpected absences, an "Alternative Class Plan" does not need to be filled out. Faculty members who will miss class for a conference or any other reason

should attempt to find an appropriate substitute or plan for independent or on-line work to take the place. If the course is online and asynchronous, then the above plan is not applicable.

E. Summer / Winter Sessions:

Tenure-track faculty are not required to teach during the summer or winter sessions. During the academic year the associate chair will put out a call for those who would like to teach during one of these sessions. Traditionally, junior faculty's teaching preferences are given priority when multiple faculty members wish to teach a particular class. Offerings are also based on departmental needs and what we anticipate will fill. Typically, if the class has less than 20 students, pay is reduced by 5% per student under 20. The faculty member has the option of not teaching a class if the enrollment is low. In addition, courses with very low enrollment will automatically be cancelled.

F. Office Hours:

Most full-time faculty members schedule a minimum of 4-hours each week that they will be available in their offices for the students. FAM 852.6 states that a minimum of 15 minutes should be held for every unit of teaching, and this is held every week of the term (not including finals week). This is in addition to "Office Hours by Appointment."

G. Academic Advising:

Advising in the Child Development department primarily occurs via College Advisors, the Mentor Advising Center, or the department chair. Students will often come to faculty members with questions regarding which classes to take and how to get into full classes. A couple of hints as you are interacting with these students:

1. Always ask them if they met with a College Advisor or visited the MAC. They should first contact this office as most issues can be dealt with by the advisors there. Students should schedule an appointment by sending an e-mail to the college advising office or MAC. In the text of the message, be sure to include your name, coyote ID, major, and the reason for the appointment. Relevant contact information can be found on our department website and is listed here:

College Advisor for Child Development:
Students can make appointments with Stephanie Loera through their myCoyote Student Account. For instructions on how to schedule appointments, students should visit: https://www.csusb.edu/advising/appointments-drop-ins

For information about the MAC and how to schedule an appointment, visit: https://www.csusb.edu/csbs-advising/mentor-advising-center

2. Students should bring a copy of their PAWS and their notes from College Advising to any meeting regarding academic advising. You can also verify information on the EAB website (see your myCoyote)

3. Students will often ask if a prerequisite can be waived. The answer is generally no.

4. It is impossible to come up with each possible scenario here to prepare for student questions. If the faculty member is asked a question that they do not know, they should ask one Stephanie Loera (sloera@csusb.edu) or the department chair.

4. Reappointment, Promotion, and Tenure

A. Faculty Mentoring

Upon hire, new faculty will be assigned to a senior faculty mentor within the department to assist with acclimating to the campus and providing support during the Reappointment, Promotion, and Tenure (RPT) process. The department chair is also responsible for providing assistance, support, and feedback during the RPT process. This includes ensuring department service opportunities are made available to the faculty should the faculty not be elected onto departmental committees. There are also a variety of opportunities for mentorship for faculty going through the RPT provided through the University Faculty Mentoring Network, and various offices on campus, including the College of Social and Behavioral Science, The Office of Academic Research and the Faculty Center for Excellence.

B. Current Department Guidelines (Approved in 2021):

The current Child Development Department guidelines can be found on our Department website under Faculty Resources and on the Faculty Affairs RPT website: Department of Child Development RPT Guidelines

5. Department Assigned Time Guidelines
The College has developed guidelines for assigned time which can be found on the College website or at the link below:
Reassigned Time Categories (SBS) - AY 2020-21 (5-22-20 Out)_Edits.pdf (csusb.edu)

Any assigned time provided by the department must be approved by the College Dean. Presently, assigned time can only be earned via supervision of graduate theses (1 WTU per completed thesis, awarded after the thesis is successfully defended) and/or through

mentorship activities part of the U-RISE/MARC program (1 WTU per year, per student). All earned WTUs must be used within two years, otherwise it will be paid out by the College.

6. **Purchasing, Reimbursement, & Travel Requests**

   A. Purchasing Requests

   It is crucial that a faculty member checks with the department ASC before purchasing any supplies or equipment. The ASC will confirm that the funds are available in the appropriate account and that the purchase is within the university and department guidelines.

   B. Professional Development Funds

   Subject to budget availability, faculty may receive annual professional development funds (PDF) from the College and/or Provost's office. The amount of these funds will be communicated to you and you will have that academic year to spend the funds. All funds must be spent by the end of the fiscal year which is generally sometime in early June.

   PDF can generally be used to fund costs associated with travel, workshops, conference registration costs, professional memberships (although these requests require a justification for how membership will benefit the university), hardware, software, teaching supplies, research supplies, and books. Rules on alternate costs/purchases can be clarified by asking our ASC.

   C. Other Faculty Funds

   Faculty may, on occasion, receive funds from other departments (e.g.,Writer's Accountability Groups, Associated Students Incorporated, Student Success Initiative, Office of Student Research, Office of Community Engagement, College Committee Service, etc.). If you receive such funds, please notify our ASC immediately once you receive the notification with the following information.

   1. A copy of the award letter stating what the funds can be used for per grant agreement.
   2. How long do you have to spend the funds? (i.e., unless otherwise noted, funds need to be spent the year received and in accordance with University budget deadlines)

   D. Faculty Travel

   All travel requests must be made through the CONCUR system. Information on how to create a travel request can be found at the link below and trainings are offered twice a month through the University.

   https://www.csusb.edu/travel/concur

7. Hiring Student & Instructional Support Assistants (ISAs)

A. Student Assistants

Student assistants can be hired to support faculty, the department, programs, and centers and institutes. Student assistants must be currently enrolled and can work up to 20 hours per week total (this includes any other work on campus).

Students are not allowed to engage in paid work until they have been officially hired through the Student Employment Office. Once they receive the stamped routing sheet from the employment office, the hire has been inputted and they are cleared to start logging hours.

Due to the hiring slowdown to all open and planned searches, student assistant vacancies or new positions must acquire respective Vice President or Dean Approval.

Once approval is acquired, please forward the email with the approval notice to student.employment@csusb.edu along with following information:

Number of vacancies for this position:
Anticipated start time:
Hiring supervisor name(s):
Hiring manager name:
Source of Funding:
Hourly Rate:
Number of hours per week:

After this information is acquired, an ASC will need to create a job posting in Handshake. The following information is required to complete a job posting:

General Description of Duties
Job Description
Minimum Qualifications
Knowledge/Skill/Abilities preferred

An example of a handshake post is below:

General Description of Duties:
Under immediate supervision, the Student Assistant will assist one or more regular faculty members or the teaching staff with various professional, technical and research-based duties associated generally with the subjects or programs in the department of Child Development.

Job Description:
Help maintain the research lab space
Oversee undergraduate research assistants' schedules and lab duties
Develop research materials (flyers, survey questions, etc.)

Post opportunities (via Sona) and manage participants who come for research studies

Collect and analyze data

Participate in and help run research lab meetings

Provide mentoring and guidance for undergraduate research assistants

Attend professional development events (colloquium, conferences)

Create and present research posters

Minimum Qualifications:

Currently enrolled as a graduate student at CSUSB

Must maintain a 3.0-cumulative G.P.A.

Be enrolled in at least half-time in courses at CSUSB.

Must be able to work cooperatively with faculty, staff and other students

Knowledge/Skills/Abilities preferred:

Ability to communicate and write proficiently

Ability to learn quickly and complete assignments in a timely manner

Knowledge of PowerPoint software

Incumbent must be detail oriented, punctual and reliable

After the job has been approved and posted on Handshake, support staff can prepare the hiring paperwork and submit it to the Student Employment office. They will contact the student to complete the hiring process. After that is completed, they will send the routing sheet and clear the student to begin logging hours.

B. Instructional Student Assistant (ISA)

Students are not allowed to engage in any paid work, until they have been officially hired through the Faculty Affairs & Development office.

If you are notified of approval for an ISA by the department chair (for teaching a course with more than 70 students), please send the department ASC the name of your ISA and email address and they will contact them to begin the hiring process. Students currently taking your class may not serve as an instructional student assistant (ISA) to your class. Preference for instructional student assistants should be given to Child Development or Human Development majors.

You will need to fill out Description of Duties form (department ASC will share this with you) and let ASC know how many hours your ISA will be working weekly. ISA will then receive contract letter appointing them to work for your course. The contract letter will include the Description of Duties form, Confidentiality Compliance form, and ISA classification standards. Both the contract letter, Description of Duties form will require ISA's and faculty member's signature.

The department ASC will then send an email to the student and faculty supervisor when they are active in the system and can begin logging hours. Do not have students complete any work before that time.

C. Other Information Regarding Student Employees

Please let the department ASC know as soon as possible if your students' appointment will end before the end date on their hiring form. Student assistants will need to submit their final timesheet 5 days before the actual last date logged on their timesheet. For example, if their last day on the timesheet is 4-12-22, they will need to submit their timesheet by 4-5-22.

Please let the department ASC know as soon as possible if your student will no longer continue working as a student assistant or ISA. The ASC will need to submit separation paperwork for them.

8. **Instructional Resources/Information**

A. Syllabi

As you prepare your syllabi for the new quarter, please refer to the syllabus policy **(FAM 820.9)** that was established by the Faculty Senate: https://www.csusb.edu/sites/csusb/files/%28FSD06-02%29Syllabus.pdf

All syllabi must meet university standards for accessibility and include statements regarding *stud*ents with disabilities and how plagiarism will be handled, (see the "TRC Course Syllabi" page on the university website for more information and for a template click the link "Accessible Syllabus for CSUSB."

For information regarding the final exam schedule, click on the link below: https://www.csusb.edu/academic-scheduling

It is also important to include a statement regarding your extra credit policy. If you provide extra credit through Sona, you must also provide alternative extra credit opportunities for students who do not want to participate in Sona research. Regardless of the type of extra credit you offer, the total extra credit points in your course must not exceed 3% of the overall course grade.

After preparing course syllabi, an electronic copy should be sent to Administrative Support Staff in the Child Development Department office, each term. These syllabi will not be shared without your permission, but will be stored in our repository.

B. Grade Assignments & Reporting

The grade symbols used at the university and the expanded grade symbols include A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, CR, NC, CBE, I, RD, SP, W, & U. The definitions are given in FAM 840.4: Grades: https://www.csusb.edu/sites/csusb/files/FAM 840.4 Grades.pdf

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

It is crucial that we maintain confidentiality when reporting grades to students. **Grades should never be reported to a student over the phone or via email, or posted in a public place.** Proper methods of distributing information regarding grades on a quiz, exam, assignment, or final grade are as follows:

Handing the grade directly to the student
Verbally discussing the grade with the student in your office (never within the presence of other individuals).
Via Canvas under the individual student's name
Final grades are posted on myCoyote.

Final grades must be submitted via your myCoyote PeopleSoft Faculty Center. When you input your grades, please remember to save often and double check each grade before you click on "submit." Set the roster to "APPROVE" after grading and then save again. Grades must be submitted on time according to the University Calendar.

C. Enrollment

Students Adding Classes After the Term Begins: One week into a term, students must have permission of the instructor in order to add a class. Instructors will be notified if a student is requesting to enroll and will need to approve or deny the request by accessing their "Worklist" in their Faculty Center in myCoyote. The instructor is not required or expected to help a student make up missed work. The student should realize that they may have missed points and certainly information

by starting late. It is their responsibility to get information from another student to help them study for an exam.

Adding Students to Full Classes: Students will often ask if they can add a class that they were unable to enroll in during registration. It is up to the discretion of the instructor if they allow a student to enroll beyond their enrollment cap. However, please do not enroll students in any large lectures beyond an enrollment size of 119 students without Chair approval. All official requests to add a class are done through the student portal of myCoyote. The instructor will then go to their Worklist in myCoyote to approve or deny. If adding students, please give priority to those who are closest to graduation. In addition, students from Open University often want to add a course. These students can be added as well, but priority should be given to students who are currently enrolled at CSUSB. Finally, no student should be added beyond the number of chairs allowed for the classroom.

Census: Each term the university has a census date which is used to determine the funding for the university. In order to add a student after this date requires approval from the Dean. Faculty members should double check their roster during the first few weeks to make sure no students are attending who are not registered. In addition, any drops of students should occur prior to census date.

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

D. Scantron Forms and Scoring

Services for scoring the large blue scantrons are available through the Technology Support Center (PL-1108). Requests for exam scoring must be submitted with a Test Scoring Request Form. You can download the form and obtain more information about scoring services on their website: https://www.csusb.edu/its/support/faculty-support/exam-scanning

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

room. The scantron key must be completed by you. Click the link below from Scantron Corporation for instructions on completing the key and scoring: https://www.youtube.com/watch?v=C1Y-T9q5IWM

E. Student Key Requests

Students must visit the department support staff (SB-458) in order to submit a request for keys. The form must be signed by the faculty supervisor and keys must be renewed each term. Students must take a valid photo ID to Facilities Services to obtain keys. Please request keys in as far advance as possible.

F. Department Office & Mailboxes

Every faculty member has a mailbox located in the Child Development Department Office, SB-458. Please check your box on a regular basis for important department information and student messages. The office is open Monday–Friday, 8:00 AM–5:00 PM. If you visit the office after hours, please make sure that you lock the door.

If you need to leave an item for a student, please speak with the Department ASC to make arrangements for pick-up.

G. Duplicating

The department will ONLY duplicate syllabi, assignments, exams, & quizzes. NO EXCEPTIONS. Duplicating jobs should be submitted online via: https://printing.csusb.edu/ps/index.php

All jobs take a minimum of 2-3 business days so be certain to submit your request early. Completed jobs will not be placed in your mailbox. They will be held by our department staff. TA's and ISA's are not allowed to pick up exams/quizzes on behalf of the faculty. If your class meets after regular working hours, it is your responsibility to pick up your exams or contact the department to make other arrangements.

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

H. Disposal of Course-related Paperwork

Students' exams, papers, and other course related paperwork should be kept by the instructor for at least **one year**. After one year, there is a shredder in the

department office that may be used for disposing of used exams and other class-related paperwork. You may also dump your used exams and other class-related paperwork into the locked shredding bins located in XX. Please contact the department ASC if you need to open the shred bins to dump large quantities of papers or if bins are full.

I. Sona Research Management System

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

If you have any questions regarding Sona, please contact Brittany Bloodhart at Brittany.bloodhart@csusb.edu.

J. Textbook Orders

Textbook orders must be placed using the Follet Discover tool available through Canvas. Even if faculty do not require students to purchase a textbook for their course, they still need to indicate via Follet Discover their decision to opt out of course materials. Providing your textbook orders as early as possible and by the term deadline is extremely important, as it allows sufficient time for new and used books to be ordered by the bookstore. In addition, your textbook selections are provided to the Services for Students with Disabilities (SSD) office, so that accommodations can be made for students in need prior to the start of the term. If you have any questions regarding book orders, please feel free to contact the Coyote Bookstore at (909) 537-5966.

To enter your textbook order via Follet Discover, login to MyCoyote and access Canvas. On the left side of the home page you will see a list of links; click on Account and then scroll down and click on Follett Discover.