

**EADP** See Employee Assistance and Development Program

**EOP** See Educational Opportunity Program

**EARLY EDUCATION AND CHILD SERVICES CENTER (8-0225)** The Center exists as an exemplary model for teaching training, innovative programming and learning research directed toward the goal of educating young children. The Center provides leadership for local and state educational reform efforts aimed at improving early childhood education and services to children and families.

**EARNINGS, OUTSIDE** There are neither a prohibition against nor a limit on outside earnings. All outside activities shall not conflict with the interests of the university or impair an individual's ability to perform assigned responsibilities on the campus. Faculty members on paid leaves of absences such as sabbatical or difference in pay leaves **may not earn** additional income while on leave **unless** the Provost grants **prior approval** for such income.

**References:** CBA Article 27 Sabbatical Leaves

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article27.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article27.shtml)

CBA Article 28 Difference in Pay Leaves

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article28.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article28.shtml)

CBA Article 35 Outside Employment

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article35.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article35.shtml)

CBA Article 36 Additional Employment

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article36.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article36.shtml)

Guidelines on Incompatible Activities and Conflicts of Interest (APM)

<http://www.csufresno.edu//aps/apm/345.pdf>

Policy on Faculty Leaves of Absence (APM)

<http://www.csufresno.edu/aps/apm/361.pdf>

**EARTHQUAKES** While the campus is not located in an area of the state that normally experiences a moderate or severe earthquake, they can occur. If you are in a classroom, instruct students to move away from windows or other sources of falling objects and duck and cover their heads under their desks. Stay in the classroom and maintain order until you are reasonably certain the tremor has passed.

For complete instructions on earthquake safety, please refer to the campus Emergency Procedures Online Manual.

**Reference:** Emergency Procedures Online Manual

<http://www.csufresno.edu/police/emergency.htm>

## **EDUCATION AND HUMAN DEVELOPMENT, KREMEN SCHOOL OF (8-0210)**

When the university was established in 1911, all academic programs were under the auspices of the Division of Education. In 1921, the state changed the school from a two year to four year institution and authorized the granting of the Bachelor of Arts in Teaching. As the institution matured, the teacher education program was expanded and other non-teacher education disciplines were broken out into departments, divisions and schools. The Master's of Arts in Education was awarded in 1949. In 1961, the Fisher Act eliminated the Bachelor of Arts in Teaching and resulted in the general restructuring of professional education. Subsequently, teacher education programs required students to demonstrate academic competence, complete an academic degree and complete a prescribed curriculum in professional postbaccalaureate study. The Joint Doctorate in Educational Leadership offered in collaboration with the University of California at Davis was initiated in 1991.

The current educational program became a separate division in 1948 and a School in the reorganization of 1965. In 1981, the school was renamed the School of Education and Human Development. In April 2001, the school was named the Benjamin and Marion Kremen School of Education and Human Development in recognition of a four million dollar endowment.

Dr. Benjamin Kremen was a Professor of Counseling until his retirement in 1976. While on the faculty at California State University, Fresno, Benjamin Kremen was a pioneer in counselor education and was nationally known for his work in K-12 guidance programs. He is credited with establishing the Master of Arts degree in education at Fresno State, and with the development and coordination of pupil personnel guidance programs in Fresno and Madera counties. Dr. Kremen passed away in 1995.

It is the first named school of education in the CSU system and one of only a few in the nation. It is the second school at the university bearing a donor's name. The Craig School of Business was named in 1992.

Individuals who have served as Division Head or Dean for the School of Education and Human Development are as follows:

1913-1917	C. L. McLane	President and Credential Authorization
1917-1927	Frank Thomas	Vice President and Head of Education

### Department of Education

1927-1947	A. R. Lang	Head of Department
1947-1948	A. R. Lang	Vice President and Head of Education
1948-1950	Ralph Evans	Department Chair

### Division of Education

1950 - 1958	Ralph Evans
1958 - 1962	Lewie Burnet
1962 - 1965	Richard Sparks

## School of Education

1965 - 1972	Richard Sparks
1972 - 1976	Ralph Evans
1976 - 1977	William Maxwell
1977 - 1978	Lester Roth (Acting)
1978 - 1979	Carl Stutzman (Acting)
1979 - 1981	Homer Johnson

## School of Education and Human Development

1981 - 1988	Homer Johnson
1988 - 1989	Robert Monke (Acting)
1989 - 1996	Barbara Birch
1996 - 1997	Robert Monke (Acting)
1997 - 2001	Paul Shaker

## Kremen School of Education and Human Development

2001 - 2003	Paul Shaker
2003 -	Paul Beare

**Reference:** [School of Education and Human Development  
http://caracas.soehd.csufresno.edu](http://caracas.soehd.csufresno.edu)

**EDUCATION CODE** The *Education Code* is the compilation of legislative enactments relating to education. It is part of the larger statutory codes of the State of California. A current copy of code can be found in the Reference Department of the Madden Library.

**Reference:** [Education Code  
http://www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

**EDUCATIONAL OPPORTUNITY PROGRAM (EOP) (8-6025)** The program is designed to make higher education a possibility for students who have the potential and motivation to achieve academic success with the assistance of comprehensive support services. The program admits students from families with a history of low income and limited educational attainment.

**EDUCATIONAL TALENT SEARCH (8-2276)** The Central California Educational Talent Search is one of six federal TRIO programs located on the campus. Educational Talent Search is an outreach program designed to encourage and assist participants to continue, re-enter and graduate from secondary school or to enroll, or re-enroll in postsecondary educational programs.

Each year 650 students are selected from designated schools to receive academic advising and planning, career counseling, financial aid information, college admission orientations, college entrance and preadmission testing, parent orientations, workshops, and assistance with application processes.

**EDWARDS AIR FORCE BASE PROGRAM (8-2500)** The university, in cooperation with the Air Force Flight Test Center's Education Service Branch, offers a several master's degrees in

engineering at Edwards Air Force Base in the Mojave Desert. All coursework, examinations, and degree requirements may be completed on the base.

**Reference:** [Edwards Air Force Base Program  
http://www.engr.csufresno.edu/Edwards.html](http://www.engr.csufresno.edu/Edwards.html)

**ELECTIVES** Courses/units a student selects to complete the total unit requirement for the baccalaureate degree.

**EMAIL** Faculty offices are wired to provide free access to the campus electronic mail system (email). These accounts can be accessed from any of the networked computers on campus or from a home computer with a modem. Faculty members are expected to use the email system for internal campus communication in order to save time and reduce use of paper. Students may also obtain free email accounts. Faculty wishing to submit class rosters for email accounts should bring their rosters to the Information Technology Services office in McKee Fisk #137. Questions regarding free email accounts should be directed to the ITS Help Desk (8-5000) or [help@csufresno.edu](mailto:help@csufresno.edu).

Campus email is a state resource provided to assist university employees in the conduct of university business. Other uses of email are inappropriate. Particularly inappropriate is the use of a state resource, including email, for financial gain or political activities including fundraising and solicitation. As a form of written communication, it is important to remember that the same principles of courtesy, collegiality, and accuracy that apply in other forms of written communication apply to email as well.

**EMERGENCY APPOINTMENTS** Circumstances sometimes arise where it is necessary to provide for an emergency appointment of a full-time faculty member. Approvals for emergency appointments must be obtained from the Provost. Emergency appointments may be made to temporary faculty positions and shall not extend beyond one year.

**Reference:** [Policy and Procedures on the Appointment of Full-Time Temporary Faculty and Emergency Appointments \(APM\)  
http://www.csufresno.edu/aps/apm/302.pdf](http://www.csufresno.edu/aps/apm/302.pdf)

**EMERGENCY CALLS (911)** Should an emergency arise where life and/or property are threatened, employees should **immediately dial 911 on a campus phone** to reach campus security. The security dispatcher will send whatever aid is necessary. It is important that you remain calm and provide the dispatcher with whatever information is required.

**Reference:** [University Police Department  
http://www.csufresno.edu/police/](http://www.csufresno.edu/police/)

**EMERGENCY HIRE** An emergency recruitment/appointment situation exists when a full-time temporary faculty appointment must be made to fill an unanticipated vacancy, when there is insufficient time to conduct a full-scale search. If there is sufficient time, an abbreviated search process will be initiated. If there is insufficient time to conduct an abbreviated search, a full-time temporary appointment emergency appointment may be made from available personnel. No person shall be appointed to a tenure track position through an emergency recruitment.

Requests for emergency hires are directed to Academic Personnel Services.

**Reference:** [Interim Policy and Procedures for the Appointment of Full-time Temporary Faculty including Emergency Appointments.](#)

<http://www.csufresno.edu/aps/apm/302.pdf>

**EMERGENCY LEAVE** In the event of a natural catastrophe or an emergency situation that places the health or safety of the faculty member in jeopardy, the President may grant a leave with pay to a faculty member. Such leaves are normally of a short duration.

**Reference:** [CBA Article 23 Leaves of Absence with Pay](#)

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article23.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article23.shtml)

**EMERGENCY PROCEDURES** All faculty members should be familiarize themselves with the Emergency Procedures outlined in the campus Emergency Procedures Online Manual.

**Reference:** [Emergency Procedures Online Manual](#)

<http://www.csufresno.edu/police/emergency.htm>

**EMERGENCY TELEPHONE SYSTEM** There are emergency phones in parking lots, buildings and grounds. These phones are yellow or are clearly marked with blue lights. Emergency phones are wired directly to the University Police Department for immediate response by police officers.

**EMERITA/EMERITUS STATUS** Emerita or emeritus status is an honorary title given to individual faculty members who have served the university with distinction. All living Emeriti Faculty are listed in the *General Catalog*. Emeriti faculty members are encouraged to continue a productive relationship with the university. A list of all living emeriti faculty is published in the back of the *General Catalog*. The list contains information concerning the dates of service, academic rank, department, and academic background of each emeriti faculty member.

**Reference:** [Emeriti Faculty](#)

<http://www-catalog.admin.csufresno.edu/current/emeritiae.html>

[Policy on Emerita/Emeritus Status \(APM\)](#)

<http://www.csufresno.edu/aps/apm/399.pdf>

**EMPLOYEE ASSISTANCE AND DEVELOPMENT PROGRAM (8 - 4357)** Full and part time faculty, their spouses and dependents are eligible for the services of the Employee Assistance and Development Program at no cost. EADP services are intended to assist individuals with personal problems that may result in deteriorating job performance. Such problems may be related to work stress, health, marriage and family, financial, legal, emotional problems and alcohol/drug abuse.

Services include assessment and evaluation; information and referral; short term counseling; consultation and education; crisis intervention; conflict management; wellness workshops and seminars on a variety of topics. In order to assist faculty, the EAP provides referral services to appropriate professional resources in the community. The faculty member's health insurance coverage is considered prior to any referral.

The program is designed to encourage faculty to take the initiative for their own health and wellness. Thus faculty members and their families may seek services directly from the EADP and may encourage, but not require, a colleague to seek assistance. Chairs and Deans may seek advice and counsel from the EADP regarding faculty members with personal problems.

EADP record keeping observes state and federal regulations on confidentiality. Information revealed by the faculty members, spouse, dependent, department chair or dean remains confidential and separate from the official personnel records. Because the EADP program is completely separate from any personnel process, participation neither affects future employment or advancement nor guarantees protection from disciplinary action for continued substandard performance.

The university's program is one of the earliest to be implemented in the California State University and has served as a model for several other programs.

**Reference:** [Employee Assistance and Development Program  
http://www.csufresno.edu/employeeassistance/](http://www.csufresno.edu/employeeassistance/)

[Employee Assistance Program Guidelines \(APM\)  
http://www.csufresno.edu/aps/apm/393.pdf](http://www.csufresno.edu/aps/apm/393.pdf)

**EMPLOYEE SAFETY** See Campus Safety; Threats

**EMPLOYMENT AFTER RETIREMENT** Retired faculty are welcome to apply for and receive appointments as temporary faculty members. The university may employ retired faculty, including faculty who have completed their participation in the Faculty Early Retirement Program, for up to .5 of the individual's time base the year immediately prior to retirement. Before accepting employment with the university, retired faculty are strongly urged to consult with the Benefits Office for any effect employment may have on retirement benefits and Social Security to determine how the proposed employment may affect Social Security. Academic Personnel Services should also be consulted.

**EMPLOYMENT ELIGIBILITY VERIFICATION (8-3960)** In accordance with the Immigration Reform and Control Act of 1986, all new and returning employees must complete the Employment Eligibility Verification Form (I-9). Once employed since Fall Semester 1987, and not separated, the I-9 Form on file will fulfill this requirement. Annual updates are required for all employees who are not citizens of the United States.

**EMPLOYMENT VERIFICATION** All requests for verification of employment for a faculty member should be referred to Academic Personnel Services (8 -3027).

**ENDORSEMENTS** Neither the university nor any person(s) representing the university shall give institutional endorsement to any commercial product or service, either directly or by implication.

**ENDOWED CHAIRS AND PROFESSORSHIPS** An endowed chair or professorship is a faculty position, with or without staff or administrative assistance, supported by income from an endowed fund established as a gift or gifts from private sources. The university may create endowed chairs or professorships to recognize the interests and contributions of benefactors and/or to honor particularly distinguished members of the faculty. Only the President may authorize the establishment of an endowed chair or professorship.

Currently, the university is proud to have the following endowed chairs or professorships:

Haig and Isabel Berberian Chair of Armenian Studies  
J. G. Boswell Chair of Agronomy  
Theodore F. Brix Endowed Chair  
Brooks Professorship of Business Law  
Julio R. Gallo Director's Chair, Viticulture and Enology Research Center  
Henry S. Khanzadian Kazan Visiting Professorship in Modern Armenian and Immigration History  
Edward Reighard Professorship of Management Endowed Chair  
Ricchiutti Chair of Viticulture Research  
Stoller Distinguished Professor of Food Technology  
Roger Tartarian Journalism Endowed Chair

In addition, there is an endowment for Professor Steven Yarborough, Professor of English from an anonymous donor.

**Reference:** [Policy on Endowed Chairs \(APM\)](http://www.csufresno.edu/aps/apm/385.pdf)  
<http://www.csufresno.edu/aps/apm/385.pdf>

## **ENGINEERING AND COMPUTER SCIENCE, COLLEGE OF (8-2500)**

The college consists of the following departments:

Civil and Geomatics Engineering and Construction Management  
Computer Science  
Electrical and Computer Engineering  
Mechanical and Industrial Engineering

### **Ancillary Units**

California Construction Institute  
Center for Industrial & Manufacturing Services  
Engineering & Computer Science Research Institute

Engineering education first began at Fresno State in 1922, when Professor Herbert Wheaton was hired to begin instruction in civil engineering. The program started with 35 students and a smattering of equipment. Wheaton was named the head of the new Department of Engineering in 1946. By 1957, when Wheaton became Dean of Arts and Sciences, the program had grown ten fold.

The engineering programs matured into civil engineering, electrical engineering and mechanical engineering with the last of the programs gaining national accreditation in 1968. In 1979, the

surveying engineering program (now known as the geomatics engineering program) became the first accredited professional program in that field in the United States.

As the 1980's began, industrial engineering received its accreditation (1983). With the close of that decade, the computer science department moved from the then School of Natural Sciences and the construction management program moved from the School of Agricultural Sciences and Technology, thus creating a technologically advanced and diverse faculty and staff.

The 1990's saw the completion of a new 52,217 square foot building representing a major milestone of accomplishment for the College of Engineering and Computer Science. Presently, the College maintains approximately 78 laboratories/non-lecture classrooms in each of the above disciplines offering students excellent opportunity for growth and learning. The designation as a college was made in 1999.

The following individuals have served as deans for the Engineering Program.

#### Department of Engineering

1948 – 1957 Herbert Wheaton  
1957 – 1963 Charles H. Cehrs

#### School of Engineering

1963 – 1970 Thomas H. Evans  
1970 – 1973 James H. Smith  
1973 – 1985 James D. Matheny  
1985 – 1996 Elden K. Shaw

#### School of Engineering and Computer Science

1996 – 1999 Karl E. Longley

#### College of Engineering and Computer Science

1999 - Karl E. Longley

**Reference:** [College of Engineering and Computer Science  
http://www.engr.csufresno.edu](http://www.engr.csufresno.edu)

**ENGINEERING AND COMPUTER SCIENCE RESEARCH INSTITUTE (ECSRI) (8-4208)** This institute is the grants, research and training arm of the College of Engineering and Computer Science. Many changes have occurred over the years but the commitment to the College remains strong and constant. Operational objectives include (a) the support of university and college mission and goals; (b) to encourage applied research and development activity and training activities (c) to support local, regional, state, and international development activities requiring engineering and computer science support; (d) to support faculty, graduate students and undergraduate students educational and professional development through ECSRI sponsored programs and initiatives; and (e) to promote interdisciplinary research in broad areas of applied research and technology requiring diverse expertise.

**Reference:** [ESCCRI](#)

<http://www.engr.csufresno.edu/ECSRI/index.html>

**ENROLLMENT VERIFICATION** System wide regulation requires that once each semester, class enrollment rosters be verified by the instructor. During the third week of the semester, faculty receive a roster for each class which should reflect all adds and drops through the end of add/drop period. The roster must be signed by the instructor and returned to the Admissions/Records/Evaluations Office.

The purpose of this verification procedure is to improve the overall accuracy of the student enrollment record and registration process, and to identify gross or systematic errors in the rosters. If errors are discovered, they should be reported at the time the signed roster is returned. If students are attending whose names are not on the roster, they should be instructed to add the class immediately. Ultimately, students are responsible for the accuracy of their programs of record and must initiate the class add or drop process. The faculty member, however, should call the attention of students to any apparent errors and remind them of their responsibility to correct the record.

**EQUAL OPPORTUNITY PROGRAM (8-1787)** This program is charged with providing access to the university and support services to students with historically low income backgrounds who demonstrate the potential and motivation to succeed in higher education. Students receive assistance with orientation to the university, academic advising, counseling, financial aid advising, peer mentoring, and career planning.

**EQUIPMENT PURCHASES** All purchases [including contracts and lease agreements] of goods, equipment, and services may only be made by the Purchasing Office (8-2111). Purchasing establishes uniform policies with respect to vendor relationships to promote economy by consolidating purchases and guiding user departments in the selection of goods and services. The department maintains files on vendor information, purchase records, market conditions, etc. And may suggest alternate methods or sources for procurement. Most importantly, the department serves as the university agent in procuring services and materials under guidelines established by the State, the CSU, and the university. Hence, all correspondence, negotiations, and agreements with suppliers must be made through this office.

**EQUITY SALARY INCREASE** The university may grant a salary increase to a faculty member to address equity considerations.

**References:** [CBA Article 31 Salary](#)

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article31.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article31.shtml)

[Policy on Market/Equity Salary Step Increase \(APM\)](#)

<http://www.csufresno.edu/aps/apm/330.pdf>

**ESCORT SERVICE (Ext. 8 - 2132)** Radio-equipped, uniformed, trained escort officers will accompany persons to their destinations on campus during hours of Darkness. Call 278-2132, or pick up an emergency phone to request an escort officer.

**EVACUATION** In an emergency, it may be necessary to evacuate either a building or the campus. Faculty should familiarize themselves with the campus evacuation plan found in the Emergency Procedures Online Manual.

**Reference:** [Emergency Procedures Online Manual](#)

<http://www.csufresno.edu/police/emergency.htm>

**EXAMINATIONS, FINAL** See Final Examinations

**EXCEL PROJECT (8-5303)** A federally funded designed to assist undergraduate who are low-income or first generation college students or are students with disabilities. EXCEL offers eligible students in-depth support throughout their undergraduate career.

**EXCELLENCE IN TEACHING AWARDS** See Provost's Excellence in Teaching Awards

**EXECUTIVE COMMITTEE, ACADEMIC SENATE (8-2743)** The Executive Committee of the Academic Senate is the agenda setting committee of the Senate. Its membership includes the Chair and Vice Chair of the Academic Senate, the President, a statewide Academic Senator elected by the Senate, a University wide Senator elected by the Senate, and two members of the Academic Senate elected at large by the Senate. The Committee meets regularly on Monday afternoons at 3 p.m. in University Center Room 203. For an agenda of its meetings, contact the Academic Senate Office.

**References:** [By-Laws of the Academic Senate \(APM\)](http://www.csufresno.edu/aps/apm/129.pdf)  
<http://www.csufresno.edu/aps/apm/129.pdf>

[By-Laws of the Executive Committee of the Academic Senate \(APM\)](http://www.csufresno.edu/aps/apm/130.pdf)  
<http://www.csufresno.edu/aps/apm/130.pdf>

[Executive Committee of the Academic Senate](http://www.csufresno.edu/senate/committees/executive_committe.html)  
[http://www.csufresno.edu/senate/committees/executive\\_committe.html](http://www.csufresno.edu/senate/committees/executive_committe.html)

**EXECUTIVE ORDERS** From time to time, the Chancellor of The California State University will issue an Executive Order to implement, interpret, or give administrative effect to a provision of federal or state law, or a policy of the Board of Trustees. These orders are deemed Trustee and university policy. A complete set of Executive Orders is retained in the Office of the President.

[CSU Executive Orders](http://www.calstate.edu/eo/)  
<http://www.calstate.edu/eo/>

**EXEMPT EMPLOYEES** All faculty members are considered exempt employees under the federal Fair Labor Standards Act of 1938.

**EXEMPTION CHANGES (8-3960)** Exemption changes for tax purposes must be completed with the Payroll Office.

**EXHIBITS** Instructional materials and equipment may be exhibited by instructors in connection with classes, with the approval of the school dean. Such exhibits are not to be set up where they interfere with traffic or create hazards, nor are they to be affixed to walls. Direct sale of materials or equipment is prohibited; consult the school dean and department chair for alternative arrangements.

**EXPERT WITNESS** See Witness

**EXPULSION, STUDENT** See Student Conduct

**EXTENDED EDUCATION, DIVISION OF (8-0333)** The Division of Extended Education offers a variety of classes and programs designed to meet the needs of the adult learner for career advancement, professional growth, or life enrichment. Programs serve both matriculated and non-matriculated students through either credit or non-credit instruction. Programs sponsored by Extended Education are self supporting and include Open University, Winter Session, Summer Session, Distance Learning, Certificate Programs, and Travel Study.

**References:** [Division of Extended Education  
http://www.csufresno.edu/ExtendedEd](http://www.csufresno.edu/ExtendedEd)

[CBA Article 21 Summer Session  
http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article21.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article21.shtml)

**EXTENSION PROGRAM** The Extension Program includes a variety of institutes, workshops, seminars, and courses (both credit and non-credit) in a variety of disciplines to meet the growing demand for continuing education. The offerings are often non-traditional in content and format and are scheduled for the convenience of the adult learner at various times and locations throughout the university's service area. Inquiries should be directed to the Division of Extended Education.

**Reference:** [Division of Extended Education  
http://www.csufresno.edu/ExtendedEd](http://www.csufresno.edu/ExtendedEd)