

FAD See Faculty Activity by Department

FERP See Faculty Early Retirement Program

FMLA See Family and Medical Leave Act

FTEF Acronym for Full Time Equivalent Faculty.

FTES Acronym for Full Time Equivalent Students.

FACILITIES See Use of University Facilities during Nonscheduled Hours

FACILITY SURVEY PROGRAM Crime prevention officers will evaluate your facility and recommend improvements to increase the personal safety of your staff and the security to your property. Call campus police at 278-2132 to arrange a facility survey.

FACULTY ACTIVITY BY DEPARTMENT (FAD) This report, prepared each semester by the Scheduling Office, shows the assigned workload of each instructional faculty member.

FACULTY AFFAIRS COMMITTEE See Personnel Committee of the Academic Senate

FACULTY AUDITING CLASSES Faculty members may audit a colleague's class with the prior permission of the faculty member whose class is attended. This courtesy, however, is not extended when it would result in the displacement of a student from the class.

See Also: Fee Waiver

FACULTY EARLY RETIREMENT PROGRAM (FERP) This program is available to tenured faculty members who are 55 years of age and eligible to retire under the Public Employees Retirement System. The program allows a faculty member to retire, receive a retirement check, and still work one semester each academic year at full pay for the time worked. FERP faculty are considered tenured faculty but may not participate in personnel recommendations.

The maximum duration of an appointment is determined by the Collective Bargaining Agreement in effect at the time the faculty member enters the program. Currently, the maximum period is five (5) years. Please consult the CBA or call Academic Personnel Services (8-3027) to determine the appropriate duration.

Faculty members must give the University written notice six (6) months prior to the beginning of the academic year in which they intend to begin participation in the program. This date is usually on or about March 1. Service retirement must begin concurrently with or prior to the beginning of the academic year, even if the first semester of FERP service will be the following Spring Semester.

Participation in this program has many implications, including layoff, which should be thoroughly investigated and understood prior to making a decision to enter this program. While participating in the program, faculty members are ineligible for personal leaves without pay except for an excused medical absence. For more detail, please refer to Article 29 of the CBA and contact Academic Personnel Services (8-3027).

References: [CBA Article 29 Faculty Early Retirement Program](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article29.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article29.shtml

Frequently Asked Questions: FERP
<http://www.csufresno.edu/aps/faq/ferp.html>

FACULTY EQUITY AND DIVERSITY, COMMITTEE FOR (8-2743) Committee for Faculty Equity and Diversity is a standing committee of the Academic Senate. The committee consults with and advises the administration on matters of equal opportunity, diversity, discrimination and harassment. The committee is the consultative body of the faculty on the campus Equal Employment and Educational Opportunity Plan. The committee consists of one faculty representative from each college/school, the library and Student Affairs appointed by the Academic Senate.

Reference: [Bylaws of the Academic Senate \(APM\)](http://www.csufresno.edu/aps/apm/129.pdf)
<http://www.csufresno.edu/aps/apm/129.pdf>

[Faculty Affirmative Action, Gender and Race Relations Committee](http://www.csufresno.edu/senate/committees/faculty_affirmative.html)
http://www.csufresno.edu/senate/committees/faculty_affirmative.html

FACULTY EXCHANGE The university encourages faculty exchanges as a worthwhile professional development opportunity. The university will attempt to facilitate and support opportunities for faculty to participate in faculty exchanges with other institutions of higher education, domestic and foreign, and with other appropriate organizations. The university is a member of the National Faculty Exchange and, as appropriate, will join and cooperate with other exchange programs. Faculty contemplating a faculty exchange should consult with Academic Personnel Services (8-3027).

Reference: [Policy on Faculty Exchange \(APM\)](http://www.csufresno.edu/aps/apm/363.pdf)
<http://www.csufresno.edu/aps/apm/363.pdf>

FACULTY, FOUNDING

The following are the names of the original faculty when the university opened its doors on September 10, 1911.

Charles Laurie McLane President
Hanna Bynon, Drawing and Music
John B. Corcoran, Agriculture
Wellington B. Givens, Manual Arts
George H. Huntting Education
Edna Orr James, Training Department
Mildred Luiendall, Domestic Science
John A. Nowell, History and Political Science
Edna E. Rowell, Physical Geography
Maude E. Schaeffer, Reading and Expression
E. R. Snyder, Vice President
Arthur G. Wahlberg, Music
Mary Wasson, Free hand drawing

FACULTY, LIST OF A list of all full time faculty for the previous academic year is published in the *General Catalog*. The list contains information concerning the initial date of employment, academic rank, department, and academic background.

Reference: [General Catalog
http://www-catalog.admin.csufresno.edu/current/listae.html](http://www-catalog.admin.csufresno.edu/current/listae.html)

FACULTY ORIENTATION, NEW All new full time faculty are required to attend a two day orientation, sponsored by the Office of the Provost and Vice President for Academic Affairs, held during the first week of the Fall semester

FACULTY, REASSIGNMENT OF See Reassignment of Faculty

FACULTY, RESPONSIBILITIES OF Acceptance of a full-time faculty position with the university implies the acceptance of all the responsibilities of such a position. The President is responsible for the overall conduct of the university's educational program including the utilization of budgeted instructional faculty positions and the assignment of individual faculty workloads. While department chairs normally prepare teaching schedules and make other work assignments, the chair performs this function on behalf of the dean who has final authority on work assignments.

The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity, and service to the University, profession and to the community. Faculty responsibilities include teaching of assigned classes, maintaining a schedule of office hours, providing advice and consultation to students, pursuing research and/or related professional efforts appropriate to professional development, and service with other faculty to carry out the objectives of the university. Faculty members are expected to remain abreast of developments in their disciplines and to maintain a high level of competency in their respective professional fields by research, study, travel, presentations of papers at professional meetings, and by attendance at professional conferences. The university also encourages participation of its faculty in developing opportunities for leadership and service in the society of which the university is an integral part.

It is expected that full time faculty members will assume general university responsibilities such as academic advising, committee membership, and holding office in faculty organizations, in addition to instructional duties. The instructional load does not constitute a full time faculty member's total commitment to the university. If a full time faculty member does not carry out non-instructional responsibilities such as committee assignments or other activities, the instructional load may be increased proportionally.

References: [CBA Article 20 Workload
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article20.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article20.shtml)

[University Statement on Faculty Rights and Responsibilities \(APM\)
http://www.csufresno.edu/aps/apm/336.pdf](http://www.csufresno.edu/aps/apm/336.pdf)

[Faculty Workloads: Policies and Procedures \(APM\)
http://www.csufresno.edu/aps/apm/337.pdf](http://www.csufresno.edu/aps/apm/337.pdf)

Policy on Office Hours (APM)
<http://www.csufresno.edu/aps/apm/338.pdf>

Policy on Final Exams (APM)
<http://www.csufresno.edu/aps/apm/339.pdf>

Policy on Assigned Time (APM)
<http://www.csufresno.edu/aps/apm/354.pdf>

Interim Policy on Allocation of Instructional Administrative Positions (APM)
<http://www.csufresno.edu/aps/apm/355.pdf>

FACULTY SENATE See Academic Senate

FACULTY STATUS GRIEVANCE See Grievance

FALK, KARL Dr. Karl Falk served as Acting President from October 1969 after the resignation of Dr. Frederick Ness through June 30, 1970 with the appointment of Dr. Norman Baxter.

FAMILY AND MEDICAL LEAVE ACT (FMLA) A family care and medical leave refers to a leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption or foster care of the child by the employee, to care for a child, parent or spouse of the employee who has a serious health condition, or for the employee's own serious health condition.

FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12 month period for specified family and medical reasons. The law contains provisions on employer coverage, employee eligibility for benefits, entitlement to leave, maintenance of health benefits during the leave, and job restoration after the leave, and notice and certification requirements of the need for FMLA leave. Inquiries regarding FMLA leaves should be made to the Benefits Office (8-2155).

To be eligible for Family care and Medical Leave without pay, a faculty member must have been employed for at least twelve (12) months or two (2) semesters. Eligible faculty members may take up to a total of twelve (12) weeks of family care or medical leave in a twelve (12) month period, including any periods of absence with pay for family leave purposes.

The granting of a family care or medical leave assures the faulty member the right to return to his/her former position or a comparable position upon expiration of the family leave. If the former position and any comparable position has ceased to exist due to legitimate business reasons unrelated to the leave, the university has an obligation to make reasonable accommodation by alternative means only if such alternative means would not cause an undue hardship on the campus. Such alternative means include, but are not be limited to, offering the faculty member any other position which is available and for which the faculty member is qualified. The university is not required, however, to create additional employment which would otherwise not be created, discharge or layoff another employee, transfer another employee, or promote another employee who is not qualified to perform the job. The family care or medical leave does not constitute a break in service for the purposes of length of service and/or seniority.

Before granting a family leave for the serious health condition of a child, parent or spouse, the university may require certification of the serious health condition from the health care provider. Upon expiration of the period which the health care provider originally estimated that the faculty member needs to care for the child, parent or spouse, the university may require the employee to obtain re-certification if additional leave is requested.

A faculty member is expected to provide the university with reasonable written notice of the need for family leave as soon as the event necessitating the leave becomes known. In general, as much advance notice as possible will be provided. If the need for family leave is foreseeable due to the planned medical treatment or planned supervision of a child, parent or spouse with a serious health condition, the faculty member is required to provide the university with **not less than fourteen (14) days** notice of the need for the leave. The employee shall consult with the appropriate administrator regarding the scheduling of the treatment or supervision so as to minimize disruption of the operations of the University. In cases of emergency, when no advance notice is possible, written notice of the need for leave shall be provided within five (5) working days of learning of the need for the leave.

Reference: [CBA Article 22 Leaves of Absence without Pay](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article22.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article22.shtml

[Family and Medical Leave Act Advisor / U. S. Department of Labor](http://www.dol.gov/elaws/fmla.htm)
<http://www.dol.gov/elaws/fmla.htm>

FARM LABORATORY, UNIVERSITY (8–2011) Since its establishment, the mission of the University Farm Laboratory has been to provide an agricultural setting for laboratory instruction, applied research, and community (or public) service to complement the mission of the College of Agricultural Sciences and Technology, and California State University, Fresno. The college is firmly rooted in the tremendously fertile San Joaquin Valley. Instruction in vocational agriculture started three years after the 1911 establishment of Fresno State Normal School. From 1947 to 1954 the first farm laboratory was established at Hammer Field. In 1954, the farm laboratory was moved to the current campus. The agricultural laboratory was enhanced by the 1983 addition of the 4500 acre San Joaquin Experimental Range in the Sierra Nevada foothills off Highway 41. The following units exist within the framework of the University Farm Laboratory:

Animal Science Laboratories

Beef Laboratories
Dairy Laboratory
Equine (Horse) Laboratory
Meats Laboratory
Poultry Laboratory
Sheep Laboratory
Student Horse Center
Swine Laboratory

Plant Science Laboratories

Agronomy Laboratories
Flower Laboratory
Grape Laboratories
Nursery Laboratory
Tree Fruit Laboratory
Vegetable Laboratory

Food Science Laboratories

Dairy Processing Laboratory
Raisin Processing Laboratory

Viticulture and Enology Laboratory

Winery

Reference: [University Farm Laboratory
http://cast.csufresno.edu/agops/farmlabs.htm](http://cast.csufresno.edu/agops/farmlabs.htm)

FARM MARKET (8-4511) Located on the southeast corner of Chestnut and Barstow Avenue, the Fresno State Farm Market provides a retail outlet for the farm products produced by the various enterprises in the College of Agricultural Sciences and Technology. The Farm Market allows student, faculty, and staff interaction in all facets of food production, from the supplier (enterprise units) to the consumer (patrons of the Farm Market). While the Farm Market offers an educational setting for Fresno State students, it also serves to enhance the public image of the Farm Laboratory, the agricultural instruction program, the university, and increase the economic viability of the enterprise units. The market is operated under the auspices of the Agricultural Business Program.

FAX MACHINES Fax machines are provided by the university for the conduct of state business. The use of fax machines for personal matters is discouraged, even if facsimiles are received from or directed to friends and family. The university shall be reimbursed for any cost associated with the sending of a facsimile for personal business.

Reference: [Policy on the Use of State Phones and Fax Machines \(APM\)
http://www.csufresno.edu/aps/apm/621.pdf](http://www.csufresno.edu/aps/apm/621.pdf)

FEE WAIVER All full time tenured or tenure track faculty employees regardless of length of service, and all lecturers, including coaches, who have been employed by the university for an equivalent of full time service for six (6) years may apply for a fee waiver for up to six units per semester for purposes of professional enhancement. For part-time lecturers, six years of full-time equivalent service is a total of one hundred eighty (180) units of instruction.

This fee waiver may also be transferred to a dependent child or spouse if (1) the spouse or dependent is enrolled in a degree program within the CSU, (2) a determination is made that there is space available in such course offerings, and (3) the waiver is not being applied to out-of-state tuition. Faculty members should be aware that advance approval is required well in advance of the start of the semester. For complete details, contact the Staff Personnel Office (8-2032) that handles these requests.

Reference: [CBA Article 26 Fee Waiver
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article26.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article26.shtml)

FIELD EXPERIENCES WITH CONTRACTING AGENCIES UNDER CONDITIONS OF PERSONAL RISK, PARTICIPATION IN It is the responsibility of the dean to prohibit instructional activities which may subject students or faculty to substantial risk. In a situation in which timely action requires a decision to be made in the field, faculty members must suspend their own and their student's activities if in the faculty member's judgment substantial risk is present. This action must be immediately reported to the dean. If the faculty member does not take action to suspend the activity, and, if in the judgment of the student, continuation in the activity will involve substantial risk; the student must withdraw and immediately inform the dean. In case of such a disruption of the field activities, it shall be incumbent upon the instructor to provide alternative instructional experiences for the student until such time as the normal activities may be resumed.

FIELD TRIPS AND OFF-CAMPUS ACTIVITIES The university recognizes that field trips and other types of off-campus activities may provide an important dimension to the educational experience. It is assumed that such activities have a direct relationship to the subject matter content of the course. Faculty members should consult with their school dean and department chair for information and required forms for authorized field trips and other off-campus instructional activities. All appropriate forms must be completed prior to the activity.

Faculty and department chairs involved in these activities should be knowledgeable about insurance coverage and emergency health treatment for students. For current information, contact the Risk Management Office (8-6910).

FINAL EXAMINATIONS Final examinations are officially part of the academic year and, as such, a component of faculty obligations. Final examinations or final class meetings are required in all courses and shall be held at the time and place identified in the *Schedule of Courses*. No final examinations may be scheduled prior to the time specified in the *Schedule of Courses*. The class is expected to meet at the scheduled time during final examination week regardless of how the instructor decides to culminate the course. Any exceptions must receive written approval of the department chair **and** college/school dean.

The general nature of the examination or final class meeting should be described in the course syllabus. Illness, accident, or other contingencies may prevent a student from taking the final examination at the scheduled time. In such cases the instructor should assign a make-up examination or, if appropriate, a grade of incomplete.

[Policy on Final Exams \(APM\)](http://www.csufresno.edu/aps/apm/339.pdf)
<http://www.csufresno.edu/aps/apm/339.pdf>

FIRE

UPON DISCOVERY of a fire, you should:

1. Call **9-1-1**. **OR** use an Emergency Phone
2. Evacuate if fire is an immediate threat to safety. Activate building fire alarms.
3. If fire is easily extinguishable, attempt to do so.
4. Seek out physically challenged persons in the area and provide assistance.
5. Do not use elevators to evacuate the building.
6. Make sure all main hallway and fire doors from all offices are closed to prevent spread of fire.
7. If evacuated, proceed to your assembly point.

If you **SUSPECT A FIRE**, you should:

1. **Call 9-1-1**. Give specific information why you suspect a fire.
2. Check the area for fire unless told otherwise.
3. Follow dispatcher's directions.
4. Do not open closed doors without first feeling for heat. Do not open if hot to the touch.
5. Do not leave the building area without talking with emergency personnel.

Reference: [Emergency Procedures Online Manual
http://www.csufresno.edu/police/emergency.htm](http://www.csufresno.edu/police/emergency.htm)

FIRE ALARMS Fire alarms are located throughout the campus. If possible, the person turning in a fire alarm should remain at the fire alarm station to direct fire fighters to the location of the building / location in the building, and the nature of the fire. A fire should be reported in one of the following ways:

1. Pull the alarm at one of the auxiliary fire alarm stations in the building
2. Pull the fire alarm at the pedestal located near the building,
3. Using a campus phone, contact the Campus Police Station at Extension **911**.

FIRE DRILL The *California Code of Regulations, Title 19* requires universities to hold at least one drill within a semester's beginning. The following procedures are to be followed to evacuate buildings,

- a. Klaxon-type horn will be activated simultaneously through the campus,
- b. students, faculty, staff, and all others should walk to the nearest exit and proceed at least 300 feet away from the building,
- c. personnel should remain outside until the "all-clear" is sounded (two blasts)
- d. faculty and supervisors should direct evacuation of classrooms and laboratories; occupants of other rooms shall leave the buildings individually by the nearest exit,
- e. Individuals in charge of laboratory or shop classes and kitchen areas shall eliminate all conditions that might create fire hazards prior to leaving the building.

Reference: [Emergency Procedures Online Manual
http://www.csufresno.edu/police/emergency.htm](http://www.csufresno.edu/police/emergency.htm)

FISCAL YEAR The State of California and the university operate on a fiscal year beginning on July 1 and ending on the following June 30.

FIVE YEAR REVIEW, POST-TENURE See Periodic Evaluation of Tenured Faculty.

FLAGS AT HALF STAFF The university lowers the flag for the following conditions or reasons:

1. The flag shall be lowered to a half-staff on the last day of classes in the spring semester for the purpose of honoring and memorializing the deaths of faculty, staff, students and alumni of this institution.
2. The flag shall be lowered to half-staff at the request of and for the times specified by the President of the United States, the Governor or the Legislature of the State of California, or the Chancellor of The California State University.

Reference: [Policy for Display of the Flag at Half-Staff \(APM\)
http://www.csufresno.edu/aps/apm/644.pdf](http://www.csufresno.edu/aps/apm/644.pdf)

FLEX CASH Flex Cash is an optional benefit plan that allows employees to waive CSU medical and/or dental insurance plans in exchange for cash **if there is proof of other non-CSU coverage**. The Flex Cash payment is treated as taxable income and is subject to payroll taxes. Inquiries should be directed to the Benefits Office (8-2155).

Reference: [CBA Article 32 Benefits
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article32.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article32.shtml)

FLORAL LAB (8-7627) The Floral Lab is an integral part of the Ornamental Horticulture Unit of the University Farm Laboratory. Affiliated with the Plant Science Department, the Floral Lab is a hands-on training center for students interested in learning about ornamental horticulture and floral design. Students who train in the lab learn all aspects of the floral business.

The lab is located on the NE corner of Chestnut and Barstow Avenues across from the Farm Market. Departments or individuals may order floral arrangements through the lab.

FOOD SERVICES (8-3904) All university employees are welcome to dine at all of the campus food service facilities. Of particular interest to faculty members with visitors on campus is the University Restaurant located in the University Center. Additionally, faculty members may purchase a meal plan or enjoy full individual meals in the Residence Dining Hall located southwest of the Madden Library.

FORD PLAZA Located at the center of the campus Peace Garden, Ford Plaza is dedicated to the memory of Dr. Richard D. Ford. Dr. Ford, a respected community activist, had served the university as Dean of the School of Social Work, and later, as Dean of the School of Health and Social Work.

Campus architect, Robert Boro, designed the plaza. The plaza was dedicated on May 4, 1999.

FORGIVABLE LOAN PROGRAM This program provides financial assistance to doctoral students and is designed to increase the diversity of persons qualified to fill instructional faculty positions in the California State University. It is a competitive program directed by the CSU but open to doctoral students at accredited universities across the country.

The program provides the following:

- (a) Loan: a loan up to ten thousand dollars per year to a total of thirty thousand dollars to be distributed over three to five years,
- (b) Loan forgiveness: 20% of the loan is forgiven for each year of full time postdoctoral teaching at any CSU campus,
- (c) Sponsorship: May be from an **individual faculty member or department**.

Calls for nominations for the CSU Forgivable Loan Program are made annually.

FOSTER CARE, LEAVE FOR See Maternity/Paternity Leave

FOUNDATION See California State University, Fresno Foundation.

FREE SPEECH AREA The area located in the concrete patio area at the west end of University Plaza is known as the Free Speech Area. The designation of the area is not meant to constrain free speech on the remainder of campus, but merely to establish a forum for the convenient use of students in an area where students normally congregate. The use of units designated by the Director of Student Life and Development for voice amplification is permitted. The amplification of music in the area is prohibited due to the proximity of classrooms and the Madden Library.

A campus organization may use the area for an activity involving a speaker from off campus in accordance with the policy on the Sponsorship of Visiting Speakers; however, priority must be given to students and/or organizations requesting the area for student speaking. The Director of Student Life and Development is given responsibility and authority for scheduling activities in the Free Speech Area. Students may use the area freely in absence of a scheduled activity. Forms are available for reserving the Free Speech Area in Room 306 of the University Student Union.

FREEDOM OF INFORMATION ACT The federal Freedom of Information Act only applies to access to federal agency records. In order to gain access to state agency records, including those of the California State University, consult the California Public Records Act.

Reference: [Freedom of Information Act, U. S. Dept. of Justice](http://www.usdoj.gov/04foia/index.html)
<http://www.usdoj.gov/04foia/index.html>

FRESNO AREA STUDY See Social Research Laboratory

FRESNO CITY COLLEGE Located on the original site for the university, Fresno City College is one of the oldest junior colleges in California having been founded in 1910. Fresno City College provides lower division education for many students who later transfer to the university.

Reference: [Fresno City College](http://www.fresnocitycollege.com/)
<http://www.fresnocitycollege.com/>

FRESNO PACIFIC UNIVERSITY Founded in 1944 as Pacific Bible Institute, Fresno Pacific University is a large non-denominational Christian university located in southeast Fresno. Fresno Pacific University is a fully accredited liberal arts senior university.

Reference: [Fresno Pacific University](http://www.fresno.edu)
<http://www.fresno.edu>

FRESNO STATE COLLEGE The university bore this name from 1935 to 1972 when the college became California State University, Fresno.

FRESNO STATE NORMAL SCHOOL The original name of the university when it was founded in 1911 until 1921 when the campus became Fresno State Teachers College.

FRESNO STATE TEACHERS COLLEGE The university bore this name from 1921 to 1935 when the university became Fresno State College.