

MPP See Management Personnel Plan

MACE The Mace signifies the academic authority of the faculty. It is carried in front of the faculty procession at significant academic events such as the New Student Convocation or Commencement. The Mace Bearer is the most senior faculty member in terms of continuous service and is not a participant in the Faculty Early Retirement Program. The current Mace Bearer is Ms. Susanne Haffner, Librarian, who has been a member of the faculty since 1965.

MADDY INSTITUTE (8-2988) The College of Social Sciences and Department of Political Sciences at California State University, Fresno was the recipient of a special state appropriation in 1999 to establish an Institute of Public Affairs in recognition of the contributions of former State Senator Kenneth L. Maddy. The Institute is housed in the Political Science Department under the Public Administration program. The Institute promotes interest in public policy, public service and public administration, sponsors internships for students in public service and develops additional programs in such areas as improving the administrative skills of elected officials and encouraging persons to participate in public life.

Reference: [Kenneth L. Maddy Institute
http://www.csufresno.edu/maddy/](http://www.csufresno.edu/maddy/)

MAIL CENTER (8-2941) All official university mail, express or freight deliveries are handled through the University Mail and Warehouse Building near the corner of Woodrow and Barstow Avenues. The mail service is for State business only. The Mail Center is required to check all outgoing mail. No personal or non-state mail is allowed through the university postage meter without proper payment for postage. Personal or non-state mail received without proper postage affixed will be returned to sender. Cash transmitted by any means through the campus mail service is at the sender's risk.

Mail deliveries are made twice daily. For complete details about mail delivery or pickup in your area, consult with the department office.

MAJOR Set of required courses from one or more departments designed to provide students with the knowledge, skills, and experiences necessary to pursue a specific career and/or advanced study. A student must earn a 2.0 grade point average in all courses required for the major, except "additional requirements," in order to graduate. Minimum *Title 5* requirements: B. A. degree 24 units of which 12 must be upper division exclusive of General Education; B.S. degree 36 units of which 18 must be upper division exclusive of General Education.

MAINTENANCE SERVICES See Plant Operations

MANAGEMENT PERSONNEL PLAN (MPP) The Management Personnel Plan consists of the regulations governing university employees who hold appointments as Administrator I, II, III, or IV. All MPP serve at the pleasure of the President and no employee may not secure permanency in these positions. Anyone may obtain a copy of the Management Personnel Plan by contacting Human Resources (8-2364) or Academic Personnel Services (8-3027) or consulting *Title 5*.

References: *Title 5 42720 et seq.*

[MPP Policies and Programs, Office of the Chancellor
http://www.calstate.edu/HRAdm/CS-mpp.shtml](http://www.calstate.edu/HRAdm/CS-mpp.shtml)

MANAGEMENT PERSONNEL PLAN, FINANCIAL DISCLOSURE The state Political Reform Act of 1974 requires that certain public officials, including designated members of the Management Personnel Plan, to disclose financial interests which could cause a foreseeable conflict of interest. A list of designated positions and disclosure categories has been established by the CSU. Designated university officials are required to complete these financial disclosure statements and to disqualify themselves from making, participating in, or attempting to influence any governmental decision that will affect their financial interest. The list of designated university officials who are required to file annual financial disclosure statements is available by contacting Human Resources.

References: [Government Code
http://www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

[Conflict of Interest Filing Requirements
http://www.calstate.edu/HRAdm/Policies/coi.shtml](http://www.calstate.edu/HRAdm/Policies/coi.shtml)

[Guidelines on Incompatible Activities and Conflicts of Interest \(APM\)
http://www.csufresno.edu/aps/apm/345.pdf](http://www.csufresno.edu/aps/apm/345.pdf)

MARKET SALARY INCREASE The university may grant a salary increase to a faculty member to address market considerations. Applications for a market based increase shall normally be accompanied by documentation supporting the market based lag or a bona fide offer of employment from another college or university.

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 Increases \(APM\)
http://www.csufresno.edu/aps/apm/330.pdf](http://www.csufresno.edu/aps/apm/330.pdf)

MASTER CALENDAR The Master Calendar is available to anyone using the Meeting Maker software. It appears on the all-users proxy list. Call up the Master Calendar to check for conflicts before planning a campus event. To post something to the calendar, simply propose a “meeting” to Master Calendar. The Office of University Relations checks the proposal to ensure all pertinent information is present and then approves the posting.

MATCHING GIFTS See Gifts

MATERNITY/PATERNITY LEAVE Maternity/paternity leave refers to a leave for the purpose of a parent preparing for the arrival of a new infant and the care of a new infant. A maternity/paternity leave does not constitute a break in service.

A faculty member may take up to thirty (30) days of paid leave for the period commencing within sixty (60) days of the birth of a child of the employee or the placement of a child with an employee

in connection with the adoption or foster care of the child by the employee. Such paid leave is charged only for days when the faculty member is in active employment status.

Paid maternity leave runs concurrently with other maternity/paternity, pregnancy disability and/or family care and medical leave provisions of the CBA. An additional ten days of sick leave may be available under Article 24 of the CBA. For details, please contact the Benefits Office (8-2155)

A tenured faculty member is entitled to a maternity/paternity leave without pay for up to twelve (12) months. This leave also satisfies the family care leave requirements of tenured faculty unit member for reason of the birth of a child of the employee, the placement of a infant child with an employee in connection with the adoption or foster care of the child by the employee, or to care for an infant child who has a serious health condition. Upon request of the employee, the President may grant an extension of maternity/paternity leave.

References: [CBA Article 22 Leaves of Absence Without Pay](#)

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article22.shtml

[CBA Article 23 Leaves of Absence With Pay](#)

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article23.shtml

[CBA Article 24 Sick Leave](#)

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article22.shtml

[Leave Forms](#)

<http://www.csufresno.edu/aps/forms/forms.html>

See Also: Family Medical Leave Act (FMLA)

MCKEE FISK BUILDING The building is located in the north central portion of campus on San Ramon Avenue facing West Engineering. The building, which currently houses the offices of Information Technology Services as well as classrooms, departmental and faculty offices, was named for McKee Fisk, longtime Chair of the Department of Commerce and head of the Division of Business (1948-1965). In 1965, he was named the first Dean of the School of Business and served in that capacity until 1969. During his tenure, the university became the first state college in California to be accredited by the American Assembly of Collegiate Schools of Business.

MCLANE, CHARLES Dr. Charles McLane was the first university President. He served as President for sixteen years from 1911 to 1927. At the time Fresno Normal School was founded, Dr. McLane was the Superintendent of Education.

MCLANE HALL Originally named the McLane Science building, the facility served as the campus science building until the completion of the Science I Building in 1976. The facility is named for Charles L. McLane, the first president.

MCNAIR PROGRAM (8-2946) The program is a federally funded, 16-month program designed to prepare qualified students for graduate study. Awards and benefits include a \$2400 stipend, research guided by a faculty mentor, graduate application assistance and a graduate education seminar series. To be eligible a student must be a first generation, low-income college student and/or a member of a historically underrepresented group in doctoral education as defined by the United States Department of Education; a full-time Fresno State student; a minimum GPA of 2.75;

have completed 60 academic units at the time of application; and be considering graduate study. The McNair Office is located in Lab School 137.

MEDIA RELATIONS See University Relations

MENTORING FOR FACULTY See Probationary Plans

MERCED COLLEGE This junior college is located in Merced, CA, approximately sixty miles north of Fresno. Many of the students who attend Merced College complete their college education at the university.

Reference: [Merced College
http://www.merced.cc.ca.us/](http://www.merced.cc.ca.us/)

MILITARY LEAVE Emergency military leave, temporary military leave, and indefinite military leave may be granted to eligible faculty pursuant to federal and state law. Faculty members who plan to take such leaves during the period of active employment must present military orders to the department chair or dean immediately upon receipt of verbal or written notice.

Military personnel who will be absent from campus for a prolonged period of time but who wish to participate in the RTP process should contact Academic Personnel Services.

Reference: [CSU Military Leave Regulations
http://www.calstate.edu/HRAAdm/pdf2002/HR2002-10.pdf](http://www.calstate.edu/HRAAdm/pdf2002/HR2002-10.pdf)

MILITARY SCIENCE See Reserved Officers Training Corps

MILITARY SERVICE COURSE/WORK, CREDIT FOR A lower-division elective credit is given for recruit training for initial entry into the service providing the student was on active duty for at least one year and one day. Credit given varies depending on the branch of service and date of entry. An applicant for credit must submit a copy of *Notice of Separation* (DD214) to the Evaluations Office.

DANTES (Defense Activity for Non-Traditional Educational Support) maintains the educational records of the servicemen and women who have completed SSTs (Subject Standardized Tests), CLEP (College Level Examination Program) examinations and GED tests. DANTES has also maintained USAFI (United States Armed Forces Institute) transcripts since that organization ceased to exist in 1974.

College credit is awarded for acceptable SST scores as recommended by DANTES. Equivalency for SST credit is determined by our departments. Other credits recommended by DANTES (CLEP, etc.) must meet university guidelines for the awarding of credit for those examinations. DANTES/USAFI correspondence credit is combined with other extension or correspondence coursework to a maximum of 24 semester units.

Additional credit is granted for military courses as recommended in *A Guide to the Evaluation of Educational Experiences* in the Armed Services. A maximum of 30 units is allowed for military credit.

MINOR The minor consists of a set of required courses from one or more departments or programs. It is less comprehensive than the major. Courses fulfilling requirements for a minor usually may be counted toward General Education. Refer to the description of the specific minor in the *General Catalog* for exceptions. Courses counted toward the minor may not be counted toward a major, except for those major courses designated as Additional Requirements. In the case of double minors, students are allowed to double count some coursework to fulfill both minors. However, each minor, must include 12 units, 6 of which are upper-division, that are not part of the other minor. A minor may be earned only at the time a student earns a baccalaureate degree.

MISSION STATEMENT Approved by the President in May 1993, the complete text of the Mission Statement for the university can be found in the *Academic Policy Manual*.

Reference: [Mission Statement \(APM\)](http://www.csufresno.edu/aps/apm/101.pdf)
<http://www.csufresno.edu/aps/apm/101.pdf>

[Vision for the 21st Century](http://www.csufresno.edu/President/vision.html)
<http://www.csufresno.edu/President/vision.html>

MODESTO JUNIOR COLLEGE Located in Modesto, CA approximately a hundred miles north of Fresno this community college is the northernmost in the San Joaquin Valley. Many of the students of MJC attend the university to complete their post secondary education.

Reference: [Modesto Junior College](http://mjc.yosemite.cc.ca.us/)
<http://mjc.yosemite.cc.ca.us/>

NAME, CHANGE OF PERSONAL If there is a change of personal name; employees must file the appropriate forms with both the Payroll Office and Academic Personnel Services.

NAME, UNIVERSITY, USE OF The name of the university may not be used by any commercial enterprise in a way that suggests involvement with that business or endorsement of its products. All requests for use of the name or its likeness must be in writing and must have the written approval of the university prior to any such use. Recognized auxiliary organizations and the Department of Athletics are authorized to use the name. Questions and requests should be addressed to the Office of the Vice President for Administration.

Reference: [Policy on the Use of the University Name/Seal/Logo \(APM\)](http://www.csufresno.edu/aps/apm/635.pdf)
<http://www.csufresno.edu/aps/apm/635.pdf>

NAMING OF BUILDINGS AND PROPERTIES The Board of Trustees retains authority for naming all CSU facilities and properties.

Reference: [CSU Executive Order 713](http://www.calstate.edu/eo/EO-713.pdf)
<http://www.calstate.edu/eo/EO-713.pdf>

[Policy and Procedures for Naming of Facilities and Properties on Campus \(APM\)](http://www.csufresno.edu/aps/apm/643.pdf)
<http://www.csufresno.edu/aps/apm/643.pdf>

NEPOTISM There is no prohibition against the employment of a close relative at the university. However, the integrity of the personnel processes must be protected as well as avoidance of real and perceived conflicts of interests. No close relative shall serve in any capacity in which they could influence or make personnel recommendations or decisions affecting a close relative or seek to influence others who might serve in a similar capacity. No one shall serve in a capacity in which one is required to make decisions on financial interest or budgetary concern affecting a close relative.

For purposes of the campus policy, "close relative" is defined as child, sibling, parent, spouse or domestic partner, step relative or in-law. Individuals serving in any capacity in which they could influence or make personnel recommendations or decisions affecting a former spouse or domestic partners should also excuse themselves nor shall individuals seek to influence recommendations regarding former spouses or domestic partners.

Reference: [Policy on Nepotism \(APM\)](http://www.csufresno.edu/aps/apm/303.pdf)
<http://www.csufresno.edu/aps/apm/303.pdf>

NESS, FREDERICK W. Dr. Frederick Ness was the fourth university President from 1964 until his resignation in 1969. His term was the shortest for any university President.

NETWORKING AND COMMUNICATION SERVICES The university utilizes a data communications network which supports high-speed access to the primary campus computing resources, as well as a variety of off-campus resources through the internet, from every office and laboratory on campus. For complete information, contact ITS (8-6500).

NOMINATING/ELECTIONS COMMITTEE (8-2743) The Nominating/Elections Committee is a standing committee of the Academic Senate. The committee nominates candidates for appointive committees and for recommending election procedures; and supervising elections. The committee consists of nine members, no more than one from each college/school.

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

NONCREDIT PROGRAMS Offerings in this area include programs designed to satisfy the needs of the specific participants or organizations involved. An academic department and a professional organization, community agency or commercial enterprise usually sponsors professional conferences, seminars, workshops, and institutes jointly.

NONINDUSTRIAL DISABILITY INSURANCE Non-industrial disability insurance provides up to 26 weeks or 182 calendar days of benefits to state university employees who are unable to work due to non-related illness or injury. For current benefit rates, regulations, and submission deadlines, contact the Benefits Office (8-2155).

NONRESIDENT TUITION FOR FACULTY MEMBERS A student who is a full time employee of the CSU or who is a child or spouse of a full time employee is entitled to classification as a state resident for tuition purposes until he/she has resided in California for the minimum time necessary to become a state resident for purposes of tuition. This does not apply to student assistants, to part time employees, or to those who work on a less than annual basis.

Reference: *Title 5 Section 41910*

NONSCHEDULED USE OF FACILITIES See Use of University Facilities During Nonscheduled Hours

NOTARY SERVICE The campus does not provide notary service.

OFFICE HOURS All faculty members are expected to schedule and keep specific office hours in their office each week to meet with and assist students. Office hours should be clearly posted. All full time faculty members are expected to have at least five office hours per week. Part time faculty members are expected to keep an appropriate number of office hours pursuant to the campus policy. Office hours are considered an integral part of the instructional load.

Reference: [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

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

O'NEILL PARK Located on the campus at the corner of Barstow and Woodrow Avenues, the park provides picnic and recreation areas for university use. The picnic area may be reserved by colleges/schools, departments, campus organizations, and recognized student organizations. Persons interested in scheduling the park should contact the Scheduling Office (8-2491).

The J. E. O'Neill Park is named for a prominent local farmer and entrepreneur who served as Chair of the Six County Agricultural Committee that raised the monies to help purchase the land for the current campus. He was an early proponent of an expanded program in agriculture. After Mr. O'Neill's death in 1961, the CSU Board of Trustees agreed to name the area after him. The park was formally dedicated on June 9, 1964.

OPEN MEETING LAW, CSU See Bagley-Keene Act

OPEN PERSONNEL FILE The Open Personnel File is the one official file for employment information and for information that may be relevant to personnel recommendations or decisions regarding a faculty employee. Campus policy designates the Provost and Vice President for Academic Affairs as the custodian of all faculty personnel files and the office of the college/school dean as the repository for the Open Personnel File of all faculty employees. A faculty member has a number of rights with regard to the Open Personnel File. Open Personnel Files are normally retained for eight years after the retirement or separation of an employee.

In addition to the Open Personnel File, the university does maintain separate files of employment records on faculty employees. For complete details, an individual should consult the Policy on Faculty Personnel Files.

Reference: [CBA Article 11 Personnel Files](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article11.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article11.shtml

[CBA Article 15 Evaluation](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml

[Policy on Faculty Personnel Files \(APM\)](#)

<http://www.csufresno.edu/aps/apm/323.pdf>

OPEN UNIVERSITY (8-0333) Open University provides an opportunity for students who are not admitted to the university to enroll in regular classes through Extended Education.

OPTION Set of required courses within a major in addition to the major core courses that emphasizes one important aspect of that school, department or program.

ORIENTATION, NEW FACULTY Each year, the Office of the Provost sponsors a two-day mandatory orientation for all new full-time faculty members, lecturers and tenure track. New faculty members are excused from all other duties to be available for this orientation. For details, contact Academic Personnel Services at 8-3027.

OUTSIDE EMPLOYMENT Full time faculty may engage in outside employment provided that such employment does not conflict with normal assignments or interfere with the satisfactory performance of all responsibilities. There is no income limit for outside employment. When a faculty member is either on a sabbatical leave or a difference in pay, the faculty member must receive the *prior* permission of the Provost and Vice President for Academic Affairs before accepting or receiving outside employment or income. When requested to do so by the appropriate administrator, a faculty member must submit a written statement of the amount and approximate distribution of the time devoted to outside employment.

References: [CBA Article 27 Sabbatical Leaves](#)

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

[CBA Article 35 Outside Employment](#)

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

[Policy on Faculty Leaves of Absence](#)

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

[Guidelines on Incompatible Activities and Conflicts of Interest](#)

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

OUTSIDE SPEAKERS ON CAMPUS See Speakers on Campus

OVERNIGHT USE OF CAMPUS The use of the campus for an activity that includes overnight stays is not encouraged. In rare instances, and subject to close regulation, exceptions may be granted.

Reference: [Overnight Use of the Campus by University and](#)

[Non-University Related Events \(APM\)](#)

<http://www.csufresno.edu/aps/apm/650.pdf>