

SCOP See Science Careers Opportunities Program

SIMS See Student Information Management System

SSI See Service Salary Increase

STAR See Student Telephone Assisted Registration

STRS See State Teacher's Retirement System

SURGE See Services to Undergraduates for Retention, Graduation and Excellence

SABBATICAL LEAVES Full time faculty, including lecturers, are eligible for a sabbatical leave after completing six consecutive years of full time service, including service credit. Sabbaticals are either one semester at full pay or an academic year at half-pay. Upon completion of the leave, a faculty member is required to return to the campus full time for the period equivalent to the leave. After the leave is completed, the faculty member must submit a written report of the leave to the dean and copy to the Provost no later than six weeks from the start of the first semester back. Eligibility for a subsequent sabbatical leave will occur after the next six consecutive years of full time service. Each year, Academic Personnel Services provides each dean a list of eligible faculty. Counselor faculty members are ineligible for sabbatical leaves.

The purpose of granting a paid leave is to release the faculty member from all other responsibilities during the period of the leave in order that the faculty member may concentrate on the proposed professional development activities of the leave. Consequently, while on leave, a faculty member is not eligible to serve on governance or peer review committees.

Faculty members on sabbatical leave may *not* accept employment elsewhere while on leave although they may go on a Fulbright or accept payment of travel expenses connected with a sabbatical program. Any employment must have *the prior approval* of the Provost and Vice President for Academic Affairs.

Reference: [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)

[Policy on Faculty Leaves of Absence
http://www.csufresno.edu/aps/apm/361.pdf](http://www.csufresno.edu/aps/apm/361.pdf)

[Leave Forms
http://www.csufresno.edu/aps/forms/leaves.html](http://www.csufresno.edu/aps/forms/leaves.html)

SAFETY See Health and Safety

SALARY INFORMATION, PUBLIC RECORD Salaries of state employees, including faculty members, are a matter of public record.

SALARY SCHEDULE At the time of appointment, all faculty members are given an appropriate academic rank and placed on the latest California State University Salary Schedule available from Academic Personnel Services (8-3027).

The salary schedule is composed a range for each rank or classification. Each range has the following components:

- 1) a base salary for the range
- 2) a SSI or service salary maximum for the range, and
- 3) a performance maximum for the range.

Except for instructional faculty holding the rank of Professor, no member of Unit 3 may have a salary in excess of the performance maximum in the salary schedule..

While the salary schedule still retains fixed steps, most faculty members are now earning salaries between steps. An individual may be appointed at a salary between steps. The steps remain as reference points only.

References: [CSU Salary Schedule
http://www.csufresno.edu/aps/eeinfo/salary.html](http://www.csufresno.edu/aps/eeinfo/salary.html)

[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)

SAN JOAQUIN VALLEY EXPERIMENTAL RANGE Located north of Fresno off Highway 41, this unit of the University Farm Laboratory comprises 4500 acres of rangeland. The land was acquired in 1983.

SATISFACTORY PROGRESS (SP). The SP symbol is used in connection with courses that extend beyond one academic term. It indicates that work in progress has been evaluated as satisfactory to date but that assignment of a final grade must await completion of additional work. The SP may be used only in courses designated on the approved SP grade course list published by the Office of the Provost and Vice President for Academic Affairs. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective.

While completing work on an SP or an I, graduate students not enrolled in regular session coursework for a letter grade are required to maintain continuous enrollment at California State University, Fresno. This may be accomplished through enrollment in "0" unit GS Continuation. Exception: Graduate students enrolled in Project 298 or Thesis 299 receive an SP at the end of the first semester of enrollment and are advised to complete work on the culminating experience during four additional semesters, subject to the five-year overall time limit for completion of all master's degree requirements. In addition, if an SP in 298/299 is not replaced by a final grade within two years as recommended, the student's major department may require him or her to reregister for the course. (Consult with the Division of Graduate Studies)

SAVE MART CENTER The proposed Save Mart Center is a multi-purpose facility with a 16, 500 seat basketball arena and concert venue, a digital communications center, banquet and meeting rooms, a 300 seat classroom, tow private clubs, a Bulldog shop and dining options, among other facilities. The ground breaking for the Center was held on May 8, 2001. The Center is scheduled to open in Spring 2003.

Reference: [Save Mart Center
http://www.savemartcenter.com/](http://www.savemartcenter.com/)

SCHEDULE OF COURSES The *Schedule of Courses* is published each semester. It contains a listing for each course (and for each section of each course), a schedule number, the number of units, the name of the instructor, and the time and place of class meetings. The information contained in the Schedule serves as the basic data for reports such as the faculty workload and space utilization reports.

Any changes in the Schedule must be reported to the Office of Scheduling Services. Normally, any changes originate with the department chair.

Copies are made available to each faculty member through the department. Additional copies are available for purchase in the Kennel Bookstore, or may be consulted at the Reference Desk in the Madden Library.

SCHEDULING SERVICES, OFFICE (8-2491) Located in the Thomas Administration Building, Scheduling Services is part of the Academic Resources Office. This office produces the *Schedule of Courses* each semester. Additionally, this office provides a number of services for faculty including reserving classrooms for academic and non-academic purposes; acting as the resource office for the course, section (class offering), faculty, and room portions of SIMS (SIMSR); preparing the Faculty Activity by Department reports for the Chancellor's Office; preparing academic planning database and various reports for campus administrators and the Chancellor's Office; and providing a file of all available courses for the People Soft portion of part time faculty contracts.

Reference: [Office of Scheduling Services](http://www.csufresno.edu/scheduling/)
<http://www.csufresno.edu/scheduling/>

SCHOOL (See College)

SCHOOL CONSTITUTION See College/School Constitution

SCIENCE AND MATHEMATICS, COLLEGE OF The College of Science and Mathematics is composed of the following:

Academic Departments

Biology
Chemistry
Geology
Mathematics
Physics
Psychology

Ancillary Units

Downing Planetarium
Science Careers Opportunity Program (SCOP)

The School of Natural Sciences was formed in the Fall of 1971 upon the breakup of the School of Arts and Sciences into three separate schools. The School was composed of the Departments of Biology, Chemistry, Geology, Mathematics, Physics and Psychology. Subsequently, the Department of Computer Sciences was organized and added to the School in 1985. The Department of Computer Sciences left the School in 1992 to become part of the School of Engineering. The School of Natural Sciences remained as such until the Fall of 1999 when it became the College of Science and Mathematics.

The College of Science and Mathematics has been lead by the following Deans:

School of Natural Sciences

1971 - 1972 Burke Zane (Acting)
1972 - 1983 Brandt Kehoe
1983 - 1999 Kin-Ping Wong

College of Science and Mathematics

1999 - Kin-Ping Wong

Reference: [College of Science and Mathematics
http://www.csufresno.edu/cosm/](http://www.csufresno.edu/cosm/)

SCIENCE CAREERS OPPORTUNITIES PROGRAM (8-4748) Established in 1981, SCOP is an academic support program designed to increase the number of minority and disadvantaged students accepted into health professional schools, science teaching and science graduate programs. It is housed in the College of Science and Mathematics.

Reference: [SCOP
http://www.csufresno.edu/csm/programs/scop/scopintro.html](http://www.csufresno.edu/csm/programs/scop/scopintro.html)

SCIENTIFIC MISCONDUCT Scientific misconduct is defined as fabrication, falsification, plagiarism, or other practices that deviate from those commonly accepted within the scientific community for proposing, conducting, evaluating, or reporting research. It does not include honest error, or honest differences in interpretations or judgments of data.

Examples of scientific misconduct may include but are not limited to practices that:

- (a) misappropriate intellectual property or contributions of others,
- (b) intentionally impede the progress of research,
- (c) risk corrupting the scientific record,

- (d) compromise the integrity of the scientific process.

Scientific misconduct is a serious violation of professional conduct.

Reference: [Policy on Investigations Of Scientific Misconduct
http://www.csufresno.edu/aps/apm/510.pdf](http://www.csufresno.edu/aps/apm/510.pdf)

SEAL Use of the university seal is limited to official university documents and printed materials directly related to academic purposes. Alteration or replacement of the seal is prohibited.

The seal 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 seal 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 seal. 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.eduaps/apm/635.pdf](http://www.csufresno.eduaps/apm/635.pdf)

SEARCH COMMITTEES, ADMINISTRATIVE The composition and duties of administrative search committees, including those for the position of Provost and Vice President for Academic Affairs and college/school deans, are described in the Policy on Administrative Appointments.

Reference: [Policy on Administrative Appointments \(APM\)
http://www.csufresno.edu/aps/apm/320.pdf](http://www.csufresno.edu/aps/apm/320.pdf)

SEARCH COMMITTEES, FACULTY Search committees for faculty positions must be composed of tenured faculty ELECTED by their peers in the department. A department may decide that search committees will include all tenured faculty members acting as a committee of the whole. Minimally, a search committee must contain three tenured faculty members. There is no outer limit on the number of faculty members; however, committees should be kept at a reasonable size to expedite the process.

Title 5 requires that only tenured faculty members may serve on search committees. Article 29 of the Collective Bargaining Agreement prohibits faculty participating in the Faculty Early Retirement Program from serving on search committees since search committees usually perform their work over two semesters.

References: [CBA Article 12 Appointment
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article12.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article12.shtml)

[Policy and Procedures on the Appointment of Tenure Track Faculty including the Award of Service Credit \(APM\)
http://www.csufresno.edu/aps/apm/301.pdf](http://www.csufresno.edu/aps/apm/301.pdf)

[Policy and Procedures for 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)

[Search Forms](http://www.csufresno.edu/aps/forms/search.html)
<http://www.csufresno.edu/aps/forms/search.html>

See Also: Title 5 42701

SEARCH RECORDS The records of search committees for full time positions, including all application and interview materials on unsuccessful candidates, are retained for five years by the school dean. Materials on the successful candidate become part of the Pre-Employment File.

Records relating to applications to the part time pool are retained for five years by the department.

Applicants for faculty positions may not have access to this material.

SEMESTER CALENDAR The university operates on a semester calendar. The fall semester begins in late August and ends shortly before the Christmas holidays. The spring term begins in mid-January usually immediately following the Martin Luther King Jr. holiday and ends in mid-May with commencement.

The fall term begins in August in order to have two semesters of approximately equal length. For the purpose of placing newly appointed faculty on the same pay cycle as continuing faculty, *Title 5* allows the first pay period of the fall term to include up to forty days.

SEMESTER END CLEARANCE The responsibilities of a faculty member are not met until all records and reports are completed in accord with university policy at the end of each semester.

SENATE See Academic Senate

SENIORITY POINTS Faculty members earn seniority points at the end of each month of active employment. They are earned for the time spent in service from the initial academic appointment. Seniority points earned on another CSU campus are not transferable. If a faculty member is voluntarily reassigned to another department, seniority points do not automatically transfer. The maximum seniority points earned in any fiscal year is 12. Administrators, with a tenured appointment continue to earn seniority points as if they were still active in the department.

Seniority points are not credited to an individual until the granting of tenure. A list of seniority points for tenured faculty in each department is available for examination in Academic Personnel Services. Upon request, a tenured faculty member may see the seniority list for her/his department. Such data shall be treated as privileged information. A faculty member may request a review of the calculations upon which her/his seniority credit was determined.

Reference: [CBA Article 38 Layoff](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article38.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article38.shtml

[Policy on the Reassignment of Faculty \(APM\)](http://www.csufresno.edu/aps/apm/305.pdf)
<http://www.csufresno.edu/aps/apm/305.pdf>

SERVICE CREDIT TOWARD TENURE At the time of appointment to a probationary faculty position, an individual may be granted up to a maximum of two (2) years of probationary service. Each department is responsible for including a recommendation regarding service credit at the time an individual is nominated for appointment. If service credit is granted, it is included in the offer of appointment.

Reference: CBA Article 13 Probation and Tenure

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article13.shtml

[Policy and Procedures for the Appointment of Tenure Track Faculty including the Award of Service Credit \(APM\)](http://www.csufresno.edu/aps/apm/301.pdf)

<http://www.csufresno.edu/aps/apm/301.pdf>

SERVICE SALARY INCREASE This adjustment, popularly referred to as a "step increase", is the upward movement on the salary schedule within a salary range. These adjustments are limited to no more than eight (8) within an academic rank following appointment or promotion. For faculty who received Merit Salary Adjustments (MSA's) within an academic rank prior to July 1, 1995, the number of available increases cannot exceed a combination of four (4) MSA's or eight (8) Service Salary Increases. Part time lecturers are eligible for a SSI after completing 24 units of instruction.

Part-time faculty members are eligible for a Service Salary Increase after the completion of 24 semester units. The frequency and number of Service Salary Increases is determined by collective bargaining negotiations. No faculty member may be granted a Service Salary Increase beyond the maximum for the particular salary range. When funded, these increases are granted only if the faculty member submits a Faculty Activity Report and is approved by the dean

Reference: CBA Article 31 Salary

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article31.shtml

[Policy on Service Salary Increases \(APM\)](http://www.csufresno.edu/aps/apm/331.pdf)

<http://www.csufresno.edu/aps/apm/331.pdf>

SERVICES FOR STUDENTS WITH DISABILITIES (8-2811) Services for Students with Disabilities is located on the first floor of the Madden Library. This service seeks to provide equal access to educational opportunities provided by the university to all students. Some disabilities may not be readily identifiable. Consequently, awareness and sensitivity to these issues is imperative.

If a student who has registered with a disability registers in a class, the instructor will be notified. The notification will include information to assist you in accommodating the student. This information is confidential. By law, SSD maintains certain confidentiality regarding the student's disability. Therefore, the information that you receive will only cover information the instructor needs to know about the student. SSD will make every effort to work to accommodate the needs of the instructor and the student.

If a student claims a disability and you have not received a letter from SSD, please refer the student to SSD. Do not attempt to determine the validity of the claim.

Faculty members are encouraged to include a statement for students with disabilities in the course syllabus. Faculty members should contact the SSD office for appropriate language.

See Also: Americans with Disabilities Act

SETTLEMENT PAY Temporary faculty enrolled in any miscellaneous, optional benefit such as health, dental, vision, dependent care plan or TSA may be maintained on the payroll and may not receive a salary settlement earlier than the designated payroll schedule. All other temporary faculty may receive a complete salary settlement earlier than the designated payroll schedule at the discretion of the Budget Office.

SEXUAL HARASSMENT It is the policy of California State University to maintain a working and learning environment free from sexual harassment of its students, employees, or those who apply for student or employee status. Sexual harassment is a violation of the professionalism and standard of excellence of this university, in which merit achievement is the basis for employment/academic decisions.

Sexual harassment includes such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to or rejection of such conduct is used as a basis for employment/academic decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive working/learning environment.

Faculty members are also expected to be familiar with the Policy on Faculty-Student Consensual Relations.

Reference: [CSU Executive Order 675](http://www.calstate.edu/eo/EO-675.pdf)
<http://www.calstate.edu/eo/EO-675.pdf>

[Policy and Procedures for the Investigation of Sexual Harassment \(APM\)](http://www.csufresno.edu/aps/apm/368.pdf)
<http://www.csufresno.edu/aps/apm/368.pdf>

[Policy on Faculty Student Consensual Relations](http://www.csufresno.edu/aps/apm/346.pdf)
<http://www.csufresno.edu/aps/apm/346.pdf>

SICK LEAVE All full time university employees, including ten month and academic year employees, are credited with one day of paid sick leave per pay period as though they worked a forty hour a week schedule. There is no limit to the amount of sick leave that may be accrued.

Faculty members are required to report immediately an absence due to illness and are responsible for completing and signing the campus absence form and returning the form to the department chair. Sick leave for academic year employees is charged for every academic workday of absence due to illness, whether or not the faculty member was required to meet a class obligation, had office hours, or was otherwise required to perform assigned duties. Arrangements to have assigned responsibilities covered by another faculty member do not waive this requirement. All employees are charged sick leave from the first day they are unavailable due to illness until they resume work, or report they are available for assignment.

Sick leave may be used for necessary absences due to an employee's illness or injury, or exposure to contagious diseases. Employees may use up to five days of sick leave in any calendar year for required attendance upon an ill or injured parent, spouse, child, sister, brother,

or any person residing in the employee's immediate household (except servants, roomers or roommates). Five days of sick leave may be used in the event of the death a significantly close relative by blood, adoption, or marriage, or of any relative residing in the employee's immediate household (See Bereavement Leave).

Routine medical, dental or eye appointments are not charged to sick leave. Faculty members are expected to make every effort to schedule these appointments at times, which do not conflict with the performance of assigned responsibilities.

At retirement, any unused sick leave credit will be converted to additional service credit. Individuals will receive credit for each day of unused sick leave credit certified by the university. It takes approximately 250 days of sick leave to receive one year's service credit. This adjustment is calculated after retirement and is paid retroactively to the effective date of retirement.

The total amount of available sick leave is noted on the bottom of the pay warrants each month.

Reference: [CBA Article 24 Sick Leave](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article24.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article24.shtml

SICK LEAVE DONATION, CATASTROPHIC See Catastrophic (Sick) Leave Donation

SIX COUNTY AGRICULTURAL COMMITTEE When the original site of the university became inadequate for ongoing growth, plans were made to move the campus to a site at the NE corner of Shields and Blackstone. Many leaders in the valley agricultural community banded together to form this committee to raise the funds to purchase land on what they hoped would be a permanent rural site for the campus. The committee raised the money to purchase the current site of the campus or accept donations of land. The chair of the committee was Mr. J. E. O'Neill. Professor Martin Braun was an important liaison with the committee. Professor Braun was a member of the faculty of the Department, later the division, of Agriculture. The committee completed its work in 1946 with the purchase of the current campus site at the corner of Cedar and Shaw Avenues. On October 2, 1950, Governor Earl Warren presided over the groundbreaking ceremonies at the new campus site.

SMITTCAMP ALUMNI HOUSE Dedicated in 2000, the Smittcamp Alumni House contains the offices of the Alumni Association and has meeting and conference rooms as well as reception and social areas. The house is the arena for a number of university functions including the bestowal of the Provost Excellence Awards. The house was made possible by a gift from the Smittcamp Family.

SMITTCAMP FAMILY HONORS COLLEGE (8-8160) The Smittcamp Family Honors College is dedicated to creating, identifying, cultivating, and enhancing learning opportunities for academically accomplished and highly motivated students. Its mission is to raise the level of educational opportunity available to the whole community of California State University, Fresno and to develop the leadership in its graduates on which our future depends. The inaugural class started in Fall 1999.

The Honors Council for the College requests all interested faculty to submit proposals for courses to be taught in the Honors College. The Council will accept concept statements for course proposals and will work with faculty to complete the development of courses.

SMOKE FREE ENVIRONMENT State law prohibits smoking or the use of tobacco products in all state buildings or leased spaces. This prohibition includes all campus buildings and leased spaces within buildings shared by others.

Reference: [Government Code 19994.30 et seq](http://www.leginfo.ca.gov/calaw.html)
<http://www.leginfo.ca.gov/calaw.html>

[CSU Executive Order 599](http://www.calstate.edu/eo/EO-599.pdf)
<http://www.calstate.edu/eo/EO-599.pdf>

SOCIAL SCIENCES, COLLEGE OF (8-3013)

The College of Social Sciences is composed of the following:

Academic departments:

Anthropology
Chicano and Latin American Studies
Criminology
Economics
Ethnic Studies Program
Geography
History
Political Science
Sociology
Women's Studies Program

Ancillary Programs and Certificates

American Humanics Certificate Program
City and Regional Planning Program
Peace and Conflict Interdisciplinary Program
Victim Services Certificate Program

Ancillary Units

African American Studies Research Center
Center for Economics Education
Kenneth L. Maddy Institute
Social Research Laboratory

The college was formed in the early 1970's after the breakup of the College of Arts and Sciences. The school became the College of Social Sciences beginning with Fall Semester 1999.

The following individuals have served as dean of the college:

School of Social Sciences

1970 - 1971 Chester Cole (Acting)
1971 - 1975 Charles Denton
1975 - 1978 Richard C. Spangler (Acting)
1978 - 1997 Peter J. Klassen
1997 - 1999 Ellen Gruenbaum

College of Social Sciences

1999 - 2003 Ellen Gruenbaum
2003 - Luz Gonzalez (Interim)

Reference: [College of Social Sciences
http://socsci.csufresno.edu/](http://socsci.csufresno.edu/)

SOCIAL SECURITY (OASDI) All university employees contribute to the Social Security system each month. Anticipated income from Social Security and PERS should be coordinated at the time of retirement. Inquiries should be directed to the Benefits Office or to the Social Security Administration. The Social Security Office is located on the NE corner of West and Shaw Avenues in Fresno.

Reference: [Social Security Administration
http://www.ssa.gov/](http://www.ssa.gov/)

SOLUTIONS CENTER (8-5687) The Solutions Center (formerly School of Agricultural Sciences and Technology Clinic Program) is a campus-based, team centered, open-ended, problem-solving experience appropriate for upper-class students. Solutions Center projects involve teams of three to five students under the direction of a faculty member, working on a problem identified and funded by a client/sponsor from industry, government, and the community. Students are expected to put into practice the theories they have learned in the classroom and deal with the dynamics of teamwork, budget, and schedule restraints. The program is intended to be a culminating experience for students. In some departments, the Solutions Center project has fulfilled the senior project requirement.

The Solutions Center establishes linkages with private sector sponsors, giving them an opportunity to participate directly with students and in university programs. Sponsors experience the successful application of university resources to specific areas of interest.

To be eligible for a Solutions Center course, a student must be currently registered at California State University, Fresno, have a 2.0 or greater grade point average, and be a senior or graduate student. Specific projects vary from semester to semester and enrollment is dependent on approval of the project adviser/instructor.

Reference: [Solutions Center
http://www.csufresno.edu/solutions_center](http://www.csufresno.edu/solutions_center)

SOUTH PACIFIC SEMESTER See Travel Study

SOUTHEAST ASIAN STUDENT SERVICES (8-3021) This office provides activities and services to help students make a successful transition to the university. Students of Southeast Asian descent are often the first generation of their families that are receiving a post secondary education. Services include mentoring, personal counseling, and leadership development. Through community services and special projects, students maintain a close connection with Southeast Asian communities.

SPEAKERS BUREAU Interested faculty members are encouraged to assist in the public relations activities of the university by speaking on topics in their areas of expertise to service clubs and other community groups. Interested faculty should contact the Office of University Relations (8-2795) to be included in this program.

SPEAKERS ON CAMPUS The university is committed to providing its students with a diversity of ideas and experiences in the pursuit of truth. Faculty members are encouraged to bring in guest speakers appropriate to the subject matter of the class to stimulate the learning environment. Consistent with a 1962 resolution of the Board of Trustees, speakers should “contribute to educational values, and not be brought in for propagandizing purposes.” When appropriate, the policies governing political activities in the classroom should be reviewed. Faculty who are bringing in a guest speaker should work with the department office to obtain a one day parking pass for the speaker.

Groups may also wish to obtain space on campus for the purpose of bringing a speaker to the campus community. A detailed policy on outside speakers is available in the *Academic Personnel Manual*.

Reference: [Outside Speakers on Campus \(APM\)](http://www.csufresno.edu/aps/apm/425.pdf)
<http://www.csufresno.edu/aps/apm/425.pdf>

[Guidelines on Incompatible Activities and Conflicts of Interest \(APM\)](http://www.csufresno.edu/aps/apm/425.pdf)
<http://www.csufresno.edu/aps/apm/425.pdf>

SPEECH LANGUAGE AND HEARING CLINIC (8-2422) The Speech and Hearing Clinic is dedicated to serving the communicatively handicapped. Evaluation and remedial services are available for persons of all ages with speech, language and hearing impairments. The basic services include diagnosis and treatment for individuals who may experience a variety of different communication problems or disorders, such as cleft palate, voice disorders, hearing loss or deafness, auditory processing difficulties, cerebral palsy, articulation and phonological disorders, post stroke aphasia, or delayed language. All professional supervisors are licensed by the State of California Board of Medical Examiners and certified by the American Speech-Language-Hearing Association in Speech Pathology or Audio logy.

Reference: [University Speech-Language and Hearing Clinic](http://www.csufresno.edu/csd/CDDNewSite050202/clinic.htm)
<http://www.csufresno.edu/csd/CDDNewSite050202/clinic.htm>

SPEECH ARTS BUILDING AND LAB SCHOOL THEATRES Information concerning the special requirements and regulations for use of the Speech Arts Building and Lab School Theatres may be obtained from the Theatre Arts Department. The Chair of the Theatre Arts Department must approve requisitions for their use.

STAFF PERSONNEL See Human Resources

STATE ADMINISTRATIVE MANUAL SAM is a reference source for statewide policies, regulations, and information developed and issued by authoring agencies such as the Department of Finance.

Reference: [State Administrative Manual
http://sam.dgs.ca.gov/default.htm](http://sam.dgs.ca.gov/default.htm)

STATE PERSONNEL BOARD As the result of a notice of disciplinary action, an individual may elect to challenge the discipline either through arbitration with the representation of the CFA or may elect to have a hearing before the State Personnel Board.

Reference: [State Personnel Board
http://www.spb.ca.gov/](http://www.spb.ca.gov/)

STATE TEACHER'S RETIREMENT SYSTEM (STRS) STRS is a retirement system designed for teachers K-12. A number of faculty are vested in STRS due work with the public schools prior to their employment with the university. Care should be taken to consult with the Benefits Office (8-2155) so that retirement benefits can be coordinated when retiring from both STRS and CalPERS.

Reference: [State Teacher's Retirement System
http://www.strs.ca.gov/](http://www.strs.ca.gov/)

STATE VEHICLES State vehicles are administered by the Security Office. All vehicles (including keys and credit cards) are dispatched through the University Police Station. State cars must be filled with gas before they are returned. Needed repairs should be reported to the University Police Station. Strict time schedules arranged by the Security Office must be observed. State cars must be locked at all times when not occupied. Vehicles should be booked as far in advance as possible; they are assigned on a "first-come, first-served" basis. A state car may not be used primarily to transport students. State cars can be used for out-of-state travel only under unusual and completely justified circumstances. In the event of an accident, the driver should ensure first aid and competent medical care for the injured, notify appropriate law officials, and complete State Form 269. A Defensive Driver Training course must be taken in order to drive a state car or to be eligible to claim mileage reimbursement for use of a personal vehicle. Seat belt use is mandatory while driving or riding in a vehicle on state business. This regulation applies whether the vehicle is state owned, private, or rented.

State employees also are required to possess a valid California driver's license and to have a good driving record, as verified by a report from the Department of Motor Vehicles, before the Defensive Driver Training certificate is issued.

Faculty may obtain state-owned vehicles for use in conducting official business of the university. To use these vehicles, individuals must have completed a Defense Driver Training session, have a valid California driver's license and be insured. While using a state vehicle, you are covered by the state's liability insurance. You must report any accident **immediately** if driving a state car at the time of the accident.

If you drive your own vehicle while on university business, you must have sufficient liability insurance and your car must be equipped with functioning seatbelts, which are used by all

passengers in the vehicle. The university is required to obtain certification from you each year if you wish to be authorized to use your private car for university business and to be reimbursed mileage costs.

STATIONERY, USE OF University stationery is provided for the sole purpose of conducting university business. Use of university stationery for any other purpose is prohibited.

Reference: [Policy on Official Campus Stationery and Business Cards \(APM\)](http://www.csufresno.edu/aps/apm/640.pdf)
<http://www.csufresno.edu/aps/apm/640.pdf>

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

STATELINE Office of the Chancellor issues this publication each month during the academic year. It is distributed to all CSU employees. Stateline contains articles about activities on the various campuses of the CSU, items of system wide interest, and other features.

STEP INCREASE See Service Salary Increase.

STEPS (SALARY) The salary schedule shows fixed steps within pay ranges. Since most faculty members are now paid a salary that is “off step”, these steps exist for reference purposes only.

STREETS, USE OF CAMPUS It is the policy of California State University, Fresno to allow its streets to be used for normal university traffic and events sponsored by the university and/or its affiliates subject to the meeting of *Health and Safety Code* requirements, bonds availability, Section 42353 of *Title 5* and other conditions may be determined by the university. All other uses of university streets for purposes of runs, races, walks, parades, exhibits, etc. by non-university-related organizations are denied.

Reference: [Policy on the Use of Campus Streets \(APM\)](http://www.csufresno.edu/aps/apm/345.pdf)
<http://www.csufresno.edu/aps/apm/345.pdf>

STUDENT ACADEMIC PETITIONS COMMITTEE The Student Academic Petitions Committee is an administrative committee, which makes recommendations to the Provost and Vice President for Academic Affairs. It has the authority to recommend the modification or waiver of university academic requirements and regulations for a student when special circumstances or hardship indicate that is appropriate to take such action. The committee also hears and makes recommendations on grade appeals. A parallel structure exists for graduate grade appeals.

Reference: [Policy and Procedures on Assignment of Grades and Reviewing and Appealing Assigned Grades \(APM\)](http://www.csufresno.edu/aps/apm/242a.pdf)
<http://www.csufresno.edu/aps/apm/242a.pdf>

[Policy and Procedures for the Student Academic Petitions Committee \(APM\)](http://www.csufresno.edu/aps/apm/243.pdf)
<http://www.csufresno.edu/aps/apm/243.pdf>

[Guidelines and Policies for Graduate and Postbaccalaureate Student Petitions/Appeals](#)

<http://www.csufresno.edu/aps/apm/247.pdf>

Graduate Student Petitions Committee Policy and Procedures
<http://www.csufresno.edu/aps/apm/248.pdf>

STUDENT ASSISTANTS Only students enrolled full time may be employed as Student Assistants. Funds for student assistants are allotted annually to schools and departments for use by faculty to employ readers and laboratory assistants.

When the university is in session, student assistants may work up to 20 hours per week. During semester breaks, students may work up to 40 hours per week but shall not receive overtime. Student assistants do not earn credit for holiday pay.

Reference: [Use of Student Assistants \(APM\)](http://www.csufresno.edu/aps/apm/314.pdf)
<http://www.csufresno.edu/aps/apm/314.pdf>

STUDENT CONDUCT (8-2541) The Office of the Vice President and Dean of Student Affairs is responsible for investigating incidents of student misconduct on campus, as well as in university- related activities off campus, and for invoking disciplinary sanctions for any of the offenses described in Section 41301 of Title 5 of the California Code of Regulations. Section 41301 is detailed below. It should be noted that disciplinary sanctions are distinguished from academic sanctions that are the prerogative of the faculty. Disciplinary sanctions usually take the form of disciplinary probation, suspension or expulsion. Disciplinary probation puts the student on notice that any further misconduct will likely result in suspension or expulsion from the university. Suspension removes the student from attendance at the University for a period of time up to two academic years. Expulsion results in the permanent denial of further attendance at the university. All forms of student misconduct, as described in Section 41301 of Title 5 below, should be brought to the attention of the Office of the Vice President and Dean of Student Affairs for investigation and possible disciplinary action.

41301. Expulsion, Suspension, and Probation of Students

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus related:

- (a) Cheating or plagiarism in connection with an academic program at a campus.
- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or of an organization to be an agent of a campus.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.

- (f) Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus President.
- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.
- (l) Violation of any order of a campus President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the provisions of this Section.
- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
- (n) For purposes of this Article, the following terms are defined:
 - (1) The term "member of the campus community" is defined as meaning California State University Trustees, academic, non-academic and administrative personnel, students, and other persons while such other persons are on campus property or at a campus function.
 - (2) The term "campus property" includes:
 - (A) Real or personal property in the possession of, or under the control of, the Board of Trustees of the California State University, and Trustees of the California State University, and
 - (B) All campus feeding, retail, or residence facilities whether operated by the campus or by a campus auxiliary organization.
 - (3) The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switch-blade, knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.

- (4) The term "behavior" includes conduct and expression.
- (5) The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term 'hazing', does not include customary athletic events or other similar contests or competitions.
- (o) This section is not adopted pursuant to Education Code Section 89031.
- (p) Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this Article as in effect immediately prior to such effective date.

Reference: Title 5

STUDENT DATA BOOK (8-3906) Prepared by Institutional Research, the Student Data Book provides extensive current and historical data on the composition of the student body.

Reference: [Student Data Book
http://www.csufresno.edu/ir/](http://www.csufresno.edu/ir/)

STUDENT EVALUATIONS OF INSTRUCTION Student evaluations of instruction provide important feedback to insure quality instruction. The university does not have a standard evaluation form. Student evaluation questionnaires are approved either for colleges/schools or departments. The student evaluation process incorporates both quantitative and qualitative responses from students. The frequency of evaluation is pursuant to the minimums described in the university policy. Departments and colleges/schools may increase the frequency of evaluations. Anonymous student comments may be summarized and placed in the Open Personnel File with the quantitative results.

Reference: [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 the Assessment of Teaching Effectiveness \(APM\)
http://www.csufresno.edu/aps/apm/322.pdf](http://www.csufresno.edu/aps/apm/322.pdf)

STUDENT LIFE AND DEVELOPMENT (8-2741) This office is responsible for a wide range of extracurricular student activities including Vintage Days, campus fraternities and sororities, student leadership, and student clubs and organizations.

Reference: [Student Life and Development
http://www.csufresno.edu/CSUF/futurestudents/studentlife.html](http://www.csufresno.edu/CSUF/futurestudents/studentlife.html)

STUDENT PRIVACY RIGHTS In an effort to ensure students in institutions of higher education (and the parents of students in elementary and secondary schools) the right to inspect their

personal records and to challenge any information they feel is inaccurate, Congress passed the Family Educational Rights and Privacy Act of 1974, the Buckley Amendment and Senate Joint Resolution 40 (December 19, 1974). The Chancellor's Executive Order 382 requires that each campus develop policies and procedures that ensure compliance with these regulations. A copy of the "Student Records Administration Policy" is available in each department office. The basic premise of the law is that students have the right to inspect "education records" and to challenge the accuracy of such records. "Educational records" are described as those records, files, documents, and other materials directly related to a student that are maintained by the University. (Congressional Record Senate, December 13, 1974, p. S 21488, Col. 1, paragraph 4). This right to review extends only to those records that pertain to that student as an individual. It does not extend to private notes or "memory aids" maintained by an instructor for his own personal reference and which do not become a part of a permanent or continuing file and which will not be viewed by any other person. This right of review extends to all students currently enrolled and those who have attended the University in the past.

For the faculty member there are several areas of concern. The faculty member's grade book is a private record, as are other notes that the instructor may keep for use in arriving at a final evaluation. The only official record of grades is the grade roster submitted to the Record's Office. Since this document lists all students enrolled in the course and grades that they have received, it is not subject to review by any student.

University regulation requires an instructor leaving the University to file the class record book with the department chair. At this point, the grade book may become an official academic record. Nevertheless, it is not subject to student review since it could not be inspected without violating the privacy of other students. However, a student is entitled to receive information concerning that part of the record that specifically relates to him or her without actual access to the physical record.

Faculty members must not post lists of grades upon which student names appear. Public display of such information may be interpreted as an invasion of privacy. The posting of statistical information that may permit the student to interpret his/her own grade is permissible.

Advisee folders kept in an instructor's office or in the departmental office constitute academic records subject to review. Any notes added by the adviser to that folder become a part of the record. Access to the advisee folders must be limited to those with a legitimate need to have access such as the adviser, the department chair and those who may provide the record maintenance such as a departmental administrative assistant.

Letters of recommendation, written after January 1, 1975, referring as they do to an individual are subject to review upon request by that individual. The law specifically provides that a student may waive the right to inspect letters of recommendation written for purposes of admission, job placement and receipt of awards. Such letters must only be used for the purpose specifically intended.

If a student waives the right, the student may still request to be notified of persons making confidential recommendations. Letters written prior to January 1, 1975, are excluded from review.

Faculty members have viewed the writing of letters of recommendation as a professional responsibility and as a service to students, but clearly there is no legal requirement that they provide such recommendations. The University cannot condition the provision of services to the

receipt of a waiver. Whether an individual faculty member requests a waiver in connection with any recommendation the faculty member may give is a personal decision. The faculty should understand that such letters will be available to the students involved, in the absence of a waiver.

The CSUF Office of Career Development and Employment has a policy that all individual placement dossiers are available for inspection by the students for whom they have been prepared. Letters of recommendation written by faculty for inclusion in these files are no longer considered confidential. Prudence suggests that letters be written only at the written request of the student or with his knowledge. It would be appropriate to so indicate in any letter and, if the student has waived the right to review, the waiver should accompany the recommendation. Copies should be retained of all form recommendations sent. Written statements of waiver should be obtained and retained if the instructor desires a waiver. Care should be observed to limit information to facts about which the instructor has personal knowledge and judgments should be made only over matters that fall within the instructor's area of competence.

Faculty should be exceedingly careful not to give out information about a student over the phone. Even such seemingly innocuous items as address, phone number, grades, major, class level may be protected as confidential within the provisions of the law. If in doubt, such requests for information should be referred to the Office of the Registrar.

Increasing use is being made, throughout the campus; of computer printouts, that contain informational items such as those, alluded to above. Such printouts must be carefully secured while in the possession of faculty or department personnel. After their use is completed, they should not be discarded but should be returned to the Office of Admissions/Records/Evaluations for disposal.

Some faculty members and departments are involved in deliberations regarding the admission of individual students to special programs such as nursing, physical therapy and teacher education. Information about students used to determine admission may be kept confidential unless it becomes a part of a student's ongoing file. When information about a student that was originally used to determine admission to a program is used for any other purpose, it then must be made available to that student upon request. (Applicants who are not admitted, however, are not covered under the Act). Great care must be exercised to prevent confidential information used in an admissions process from being placed in a file or record used for other purposes.

When a student requests permission to inspect the contents of a file or record mentioned in the foregoing, an appointment should be made which is convenient to the faculty member or other individual serving as custodian of that file or record. Inspection of the contents should take place under appropriate supervision.

STUDENT RECRUITMENT All employers or graduate schools visiting the campus for the purpose of recruiting students **must** contact the Career Development and Employment Services Center (8-2381) to reserve interview dates, facilities, and accommodations. Recruiters must use only such space/facilities designated by the Center. The Center will attempt to accommodate requests for specific types of locations and facilities.

STUDENT UNION See University Student Union

STUDENTS, CLASSIFICATION OF Student class levels are determined as follows:

Freshmen: Students who have earned a total of fewer than 30 semester units.

Sophomores: Students who have earned a total of 30 to 59 semester units inclusive.

Juniors: Students who have earned a total of 60 to 89 semester units inclusive.

Seniors: Students who have earned 90 semester units or more.

Postbaccalaureate/Graduate: Students who have at least one bachelor's degree from an accredited institution.

STUDENTS FOR COMMUNITY SERVICE (8-7079) The program promotes the value of community service to students, faculty, and staff. SCS represents the university in activities that establish service-oriented partnerships with other educational institutions and the community. SCS seeks to provide students with quality volunteer experiences that cultivate a lifelong service-ethic which will stimulate and enhance the educational experience at all levels. Cooperative service programs include Fresno READS, CSUF Blood Drive, and University HOPE. University HOPE includes cooperative projects with Habitat for Humanity.

Reference: [Students for Community Service
http://www.csufresno.edu/scs/](http://www.csufresno.edu/scs/)

SUBPOENAED WITNESS See Witness

SUBPOENA RELATED TO UNIVERSITY EMPLOYMENT See Liability of University Employees

SUBSTITUTE FACULTY If a substitute is necessary due to the absence of a faculty member, the department chair has the responsibility to make arrangements through the school dean with the Academic Personnel Services (8-3027).

The university may employ a temporary faculty member for substitute duty of a short duration, normally up to twenty (20) days. The individual will be compensated at the faculty substitute rate. Temporary substitute assignments of a longer duration are compensated by an appropriate workload reduction as soon as practicable. Faculty members may make informal voluntary substitute arrangements of short duration with a colleague subject to the approval of the department chair.

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)

SUDDEN ILLNESS See Accidents and Sudden Illness

SUMMER ARTS (8-0333) CSU Summer Arts is a multidisciplinary festival of performing and visual arts, recognized as the largest and most dynamic summer arts program in the western United States. The program is housed on this campus. The goal of the program is to create a center for learning where students, faculty, professionals, and audiences from all over the world come together to explore connections, experiment with new modes of communication, and engage in the process of making art.

The program offers master classes in theatre, music, dance, visual arts, creative writing, arts education, and new technologies including film, video and computer arts. The festival's offerings are enhanced through the participation of many internationally known guest artists and feature a large number of public events and performances. These summer workshops provide a transforming experience in the arts through intense artistic immersion and the chance to study with world-renowned guest artists and master teachers. Faculty interested in teaching in the Summer Arts program should contact Extended Education.

SUMMER BRIDGE Summer Bridge is a five week resident program offered to disadvantaged students who are entering as part of the freshman class. The program is designed to acculturate the students to university life, including academic instruction, library and other learning skills, and a number of cultural/recreational activities. Many of these students come from rural areas and are first generation college students.

SUMMER SESSION Summer Session is a twelve week program offering students an opportunity to select from several hundred courses, representative of most departments and programs at the university. There are seven different starting times during the summer beginning with the Tuesday after Memorial Day. Classes are offered from early morning until 10 pm.

Appointment of a faculty member to Summer Session shall be made by the Division of Extended Education. No faculty member has a right to teach during Summer Session. A summer session appointment is a temporary appointment for a specific period of time and no further employment rights are attached. Acceptance of an appointment and course assignment includes an agreement by the employee to meet the class on the first day regardless of enrollment. The appointment may provide for participation in the student evaluation process.

The responsibilities of a faculty unit employee assigned to Summer Session may include teaching, office hours, and other responsibilities accepted.

A faculty member receives no compensation for an under-enrolled class from which he/she withdraws. The class may be canceled. If the class is canceled prior to the second meeting, the faculty member will not be compensated.

Faculty interested in teaching Summer Session should contact their department chair regarding availability of classes and other employment information.

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)

SUMMONS See Liability of University Employees

SURVEYS See Questionnaires

SURVIVOR BENEFITS See Death Benefits

SUSPENSION (FACULTY) WITH PAY The President may suspend a faculty member with pay for reasons related to the safety of persons or property, the disruption of programs and/or operations, or investigation for formal notice of disciplinary action.

Reference: [CBA Article 17 Suspension with Pay
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article17.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article17.shtml)

SUSPENSION (FACULTY) WITHOUT PAY As the result of a disciplinary action pursuant to Article 19 of the CBA, a faculty member may be suspended without pay. Such a suspension could last for as much as a year or longer.

SYLLABUS See Course Syllabus