



# SAN DIEGO STATE UNIVERSITY

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*College of Sciences*

## **Policies**

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## **PREAMBLE**

This document presents the College of Sciences (CoS) Policies and Procedures. Many topics that are not addressed in CoS policies are described in the University Senate Policy File, the Faculty Handbook, and the Chairs Handbook. Those policies are available at: <http://fa.sdsu.edu/resources/policies>

University policies supersede the CoS policies where omissions or inconsistencies exist. Likewise, CoS policies supersede department policies where omissions or inconsistencies exist.

## **VISION MISSION AND GOALS (7/17)**

The vision, mission, and goals of the CoS are closely aligned with those of SDSU as described in the course catalog: <http://curriculum.sdsu.edu/catalog/2017-2018/GeneralCatalog/!GeneralCatalog-intro-17-18.pdf>

1. Vision
  - 1.1 CoS faculty and staff will educate students to meet the evolving opportunities in science, and provide students with hands-on experience in science and mathematics. Graduates of the CoS will have the ability to integrate and apply the principles of science and mathematics to answer questions in basic research and solve real world problems.
  - 1.2 CoS faculty and students will make distinctive contributions to scientific research, addressing evolving scientific challenges that expand scientific knowledge, and will benefit our community and the world.
2. Mission
  - 2.1 The CoS will attract and engage a diverse community of students, staff, and faculty that contribute to scientific knowledge in ways that have important local and global impacts. Our undergraduate and graduate programs provide students with a fundamental understanding of their discipline and the expertise needed for future careers in industry, as K-12 educators, and as academics.
  - 2.2 The CoS will offer educational opportunities for non-science majors that provide mathematical understanding and scientific literacy for all SDSU graduates.
  - 2.3 The CoS will continue to evolve to meet the changing needs of students, the local community, and society. To achieve this mission, every faculty member is expected to demonstrate excellence as a teacher and scholar.
  - 2.4 CoS Faculty, staff, and students will embrace diversity and foster an inclusive environment that supports all members of the University community. All members of the CoS shall adhere to the highest standards of ethical behavior as described in the University Policy File.
3. Educational Goals
  - 3.1 Undergraduate and graduate education is a fundamental part of the CoS mission. The CoS will pursue the following educational goals to prepare our students to face and

define the challenges of the future and to sustain and strengthen our teaching excellence.

- a. Provide students with both substantial expertise in a discipline of science and mathematics and broad interdisciplinary training.
  - Foster development of critical thinking and quantitative skills.
  - Cultivate writing, reading, and oral communication skills.
- b. Offer advanced undergraduate and graduate students professional training and preparation for further study in a broad range of disciplines that meet regional, state, national, and international needs.
  - Develop innovative courses and curriculum in response to intellectual and professional needs of undergraduate and graduate students.
  - Regularly update courses and curriculum in response to recent advances in science and mathematics.
- c. Encourage interactions with diverse academic, professional, and community groups to enhance teaching and research.
- d. Encourage faculty to respond to increasing international influences on science and society by integrating international perspectives into educational activities.
- e. Promote a commitment to lifelong learning.
- f. Assist faculty and staff to serve as more effective mentors.

#### 4. Research Goals:

- 4.1 Research is a fundamental part of the CoS mission. The CoS will pursue the following research goals to respond to and define the scientific challenges of the future and to prepare our students for careers in science.
  - a. Contribute to scientific advancements by conducting basic, applied, and translational research, and disseminating the research results in peer-reviewed journals, books, professional conferences, and seminars.
  - b. Provide opportunities for undergraduate and graduate students to become involved in research projects under the supervision of active research faculty.
  - c. Enhance our commitment to research by increasing externally funded projects.
  - d. Serve the needs of the region by encouraging faculty to interact with representatives of industry to consult or collaborate on basic, applied, and translational research endeavors.
  - e. Enhance public understanding of science by promoting the dissemination of research discoveries in public forums and the media.

5. Diversity Goals:

- 5.1 The university is composed of faculty, staff, and students of diverse racial, ethnic, language, culture, social class, national origin, religion, political belief, age, ability, gender, gender identity, and sexual orientation. This diversity enriches the institution and provides an atmosphere in which all human potential is valued, promotes learning through interactions among people of different backgrounds and perspectives, and better enables the university to prepare all members of the community.
- a. Strive to enhance faculty, staff, and student diversity and accessibility to better reflect community demographics.
  - a. Increase the enrollment, retention, and success of qualified students from diverse backgrounds.
  - b. Increase the hiring, retention, and success of faculty, staff and administrators from diverse backgrounds.
  - b. Promote actions, programs, and policies that encourage the exchange of ideas, and enhance respect and consideration for individuals and groups.
  - c. Cultivate an environment that promotes human dignity, civility, and mutual appreciation for the uniqueness of each member of our community. Freedom from discrimination, harassment, and violence against persons or property is a basic right.
  - d. Sustain our commitment to recruitment and retention of **all** students by securing external funding to provide support activities such as tutoring, workshops, and mentorship.
  - e. Provide innovative, learner-centered educational programs that recognize and incorporate the knowledge, skills, and abilities that students bring to academic programs.
  - f. Foster lifelong relationships with alumni by creating mentoring/research programs for undergraduate and graduate students and inviting alumni to give presentations to students throughout the academic year.

## COLLEGE STANDING COMMITTEES

### *Curriculum Committee*

1. COMMITTEE FUNCTIONS:
  - 1.1 Committee members must be knowledgeable with the Curricunet Process.
  - 1.2 Committee decisions must adhere to and follow the University Curriculum Guide.
  - 1.3 Review new curricula proposals and changes to existing programs and courses within and across departmental lines.
  - 1.4 Review proposals to delete courses and programs.
  - 1.5 Initiate deletion of courses and programs when required by University Policy.

- 1.6 Review and make recommendations regarding new programs:
  - a. Bachelor's Degrees
  - b. Degree Emphases
  - c. Minors
  - d. Master's Degrees
  - e. Joint Doctoral Degrees
  - f. Interdisciplinary Programs
  - g. Continuing education Certificate Programs originating from the CoS
- 1.7 A CoS Associate Dean shall chair the committee to review and make recommendations to the CoS Dean concerning curricula and new programs, including general education courses and programs.
2. COMMITTEE MEMBERSHIP:
  - 2.1 A CoS Associate Dean shall chair the committee.
  - 2.2 The committee shall consist of at least 3 tenure/tenure track faculty members representing behavioral, life sciences and physical sciences, and mathematics.
  - 2.3 Departments submitting curricular proposals for the year in question shall have a representative on the committee and the Associate Dean will also request representation from departments that may be impacted by a particular curricular proposal.
  - 2.4 The department representative shall be selected by the department chair or determined by department policy. Committee members should have expertise in departmental curriculum matters.
  - 2.5 Committee members shall serve one-year terms without limit to the number of consecutive terms served.

***Reappointment, Tenure, and Promotion (RTP) Committee (2008)***

1. Committee Function:
  - 1.1 The committee shall evaluate those faculty members considered by the departments for reappointment, tenure, and/or promotion. In this capacity, the committee shall follow those procedures described in pertinent sections of the University Policy File (found at <http://fa.sdsu.edu/>), related University documents, and this document.
  - 1.2 The committee shall advise the CoS Dean on matters concerning RTP procedures and criteria within the College.
  - 1.3 The dean will provide the charge to the RTP Committee at the first committee meeting.

- 1.4 The committee shall annually evaluate all temporary faculty members that are in positions that do not report to a CoS department. In this capacity, the committee shall follow those procedures described in pertinent sub-divisions of the Faculty division of the University Policy File (found at <http://fa.sdsu.edu/>), related University Documents and this document.
  - 1.5 The committee chair will be appointed by the Dean. The CoS RTP Committee chair receives 3 units of release time during the academic year.
2. Committee Membership:
- 2.1 The RTP Committee shall consist of at least 5 tenured full professors of the college.
  - 2.2 The dean shall nominate one immediate past member of the committee to the faculty for election to serve on the University Promotions and Tenure Review Panel.
  - 2.3 The Dean shall nominate a sufficient number of faculty members to fill anticipated vacancies on the following year's college committee.
  - 2.4 Ordinarily, the terms of service of the 5 college faculty members shall be two years, and the terms shall be staggered so that at least three but no more than four members of the committee shall serve during the following year. The proposed committee members will be submitted to the probationary and tenured faculty of the college for ratification. Ratification requires support of 80% of those voting. If all the nominees are not ratified, the dean shall nominate new individuals to complete the membership of the committee. A second vote, with the same ratification criteria, shall be held if necessary. If ratification is not complete following a second vote, the still vacant positions shall be filled by individuals selected by the chairs of the department promotions committees in a meeting chaired by the chair of the College RTP Committee.

***Research and Professional Growth Committee (2007)***

1. Committee Functions:
  - 1.1 The committee shall review and rank Sabbatical and Difference-in-Pay (DIP) leave applications and forward its recommendations and the rationale for the recommendations to the CoS Dean.
  - 1.2 The committee shall review and rank proposals for funding under the University Grants Program (UGP). The committee shall forward its recommendations and the rationale for the recommendations to the CoS Dean.
2. Committee Membership:
  - 2.1 The committee shall consist of 5 tenured Professors. A faculty member that has or plans to apply for a leave or award shall not serve on the committee.
  - 2.2 The Dean will provide the committee's charge at the first committee meeting.



- 2.3 The terms of service of the committee members shall be two years. Ordinarily the terms shall be staggered so that at least three and no more than four members of the committee shall serve during the following year.
- 2.4 Committee members shall be nominated by the dean and submitted to the tenured and tenure/track faculty of the college for ratification. Committee members must be tenured professors or associate professors. Ratification requires 80% of those voting. If none of the nominees are ratified, the dean shall nominate new individuals to complete the membership of the committee. A second vote, for ratification of the new nominees shall then be held. If ratification is not complete after this vote any remaining vacant positions shall be filled by individuals appointed during a meeting of the CoS department chairs.
- 2.5 The chair of this committee is elected by committee members at the first meeting of the committee. Nominations can originate from committee members or self-nomination. No release time is associated with this serving on this committee.

## **Tenure/Tenure-Track Faculty**

### ***Reappointment, Tenure, and Promotion***

1. Criteria for Tenure:
  - 1.1 The basic criteria for promotion of faculty members of the University are described in the University Policy File found on the Faculty Advancement website: <http://fa.sdsu.edu/>
  - 1.2 Possession of the doctorate shall be a requirement for tenure. The Department may waive requirement only where there is specific and documented evidence the individual has attained a level of professional competence equivalent to a doctorate.
  - 1.3 The teaching ability of the faculty member is measured by command of the subject, diversity of subjects taught, skill in organizing and presenting material with force and logic, intellectual integrity, and actual teaching performance. Teaching performance shall have been evaluated by various techniques of measurement (including student evaluations, evaluation of syllabi, and evaluations by faculty) applied in appropriate teaching situations (e.g., classroom teaching, laboratory teaching, seminars, public lectures). The results of student evaluation of instruction shall be used as one element in the evaluation of instruction but not as the sole indicator of instructional quality. Effectiveness of teaching is also measured by honors and distinctions received for excellence in teaching. Inclusion of students in research programs may be considered as a criterion for excellence in teaching.
  - 1.4 Within the CoS, every faculty member is also expected to establish and maintain a focused and productive research program that attempts to answer significant questions in the field. The results of this program are to be communicated to the appropriate peer audience. The evaluation of the candidate's research program will be based on creativity, innovation, depth, and significance of the communicated results. Typically, evidence is in the form of peer reviewed publications, grant applications, success in procuring extramural support, and invited presentations of papers. However, the exact form of the evidence and its relative importance in the review process is determined by the candidate's particular professional program. Review must conform to the SDSU Policy

File and the Collective Bargaining Agreement (CFA, Unit 3). Specific criteria established by individual departments shall be based upon those of the University and the College and be clearly described in a department promotion document.

- 1.5 Each faculty member is expected to demonstrate service to the University by active participation on department, college, and/or university committees, or other activities as described in the SDSU Policy File.
- 1.6 The Working Personnel Action File (WPAF), consisting of a Personnel Data Summary (PDS) and a One-of-a-Kind File, is the primary source of information for department, college, and university promotion committees. "Instructions for Organizing the One-of-a-Kind File" and "Instructions for Completion of the PDS" are available on the Faculty Advancement website at <http://fa.sdsu.edu/rtp.html>
- 1.7 The Department RTP Document shall include the requirements stated in the University Policy File.
- 1.8 Letters of reference from external reviewers will be used as a criterion for tenure and promotion. Letters shall be requested from external reviewers who have expertise not available on campus and shall be in conformity with the University Policy File and the Collective Bargaining Agreement (CBA).
  - a. The candidate and department committee shall jointly generate a list of internationally recognized experts in the appropriate discipline. The candidate shall review the entire list with veto power over anyone for reasons of potential bias. The final list should contain a minimum of 4 names. The department committee should then select a minimum of 2 and preferably 3 external evaluators from the approved list without further input from the candidate.
  - b. External reviewers for RTP decisions should have demonstrated expertise in an area of research related to that of the candidate, but must not have potential conflicts of interest with this role. Exclusion of a potential reviewer due to potential Conflict of Interest will be based upon the following criteria:

If the reviewer has mentored or trained the candidate or if in the last five years the reviewer:

    - has collaborated with, co-authored one or more publication(s) with the candidate (exceptions may be considered for publications with more than 5 authors)
    - has been a co-PI or co-investigator on one or more grant proposal(s) with the candidate
    - is currently collaborating, planning a collaboration, or preparing application(s) or publication(s) with the candidate
    - has written a reference letter for the candidate
    - is related to the candidate
    - would benefit personally, either directly or indirectly, from the decision
  - c. Letters from external reviewers are not confidential.

- 1.9 Tenure for faculty hired at the Associate Professor or Professor requires review by the department RTP Committee, with a recommendation based upon criteria that are used for evaluation for tenure in the department. The department RTP Committee must provide a letter of recommendation to the department chair. The department chair must provide a letter documenting the rationale for appointment to the dean, who in turn will provide a recommendation letter together with documents from the department and a copy of the candidate's CV to the Provost for decision on appointment with tenure.
2. Criteria for Promotion to Associate Professor
  - 2.1 The basic criteria for promotion to Associate Professor are described in the University Policy File found on the Faculty Advancement website: <http://fa.sdsu.edu/>
  - 2.2 All of the criteria required for tenure that are described in section 1 above, also apply for promotion to Associate Professor in the CoS. Review must conform to the University Policy File and the Collective Bargaining Agreement (CFA, Unit 3). Specific criteria established by individual departments shall be based upon those of the University and the college and be clearly described in a department promotion document.
  - 2.3 Faculty promoted to Associate Professor in the CoS are expected to have a national reputation for their research, with demonstration of a productive, and sustained research program that addresses significant questions in the field, publications in peer-reviewed publications, external research funding, invited research presentations at universities and conferences outside of the San Diego region, as well as evidence of teaching excellence.
3. Criteria for Reappointment: The criteria for reappointment shall conform to those leading to promotion and tenure. A positive recommendation by a department for the reappointment of an individual must include evidence that the individual is making satisfactory progress in meeting the teaching and research requirements for tenure and promotion.
4. Criteria for Promotion to Professor:
  - 4.1 The basic criteria for promotion of faculty members of the University are described in the University Policy File found on the Faculty Advancement website: <http://fa.sdsu.edu/>
  - 4.2 All of the criteria required for tenure that are described in section 1 above, also apply for promotion to Professor in the CoS. Review must conform to the University Policy File and the Collective Bargaining Agreement (CFA, Unit 3). Specific criteria established by individual departments shall be based upon those of the University and the college and be clearly described in a department promotion document.
  - 4.3 Faculty promoted to Professor in the CoS are expected to have a international reputation for their research, with demonstration of a productive, and sustained research program that addresses significant questions in the field, publications in peer-reviewed publications, external research funding, and invited research presentations at universities and international conferences, as well as evidence of teaching excellence. Faculty promoted to Professor are also expected to demonstrate substantial disciplinary service as demonstrated by participation on editorial boards, external study sections for grants, organization of scientific meetings, or leadership roles in national or international

scientific societies, as well as service to the university demonstrated by membership on major department, college, or university committees.

5. Promotion procedures:

- 5.1 The Office of Faculty Advancement shall annually determine and inform the colleges and departments in writing of the pertinent dates by which those procedures required in the processes of RTP are to be completed. A copy of the notice shall be available on the Faculty Advancement website found at <http://fa.sdsu.edu/rtp.html>
- 5.2 The list of faculty members to be considered for promotion will be prepared by the Associate Vice President of Faculty Advancement and will be distributed to the dean's office and the departments by September 15 of each year.
- 5.3 Immediately following the receipt of the list described in 4.2, each department shall notify those members of the department eligible for reappointment, tenure, and/or promotion of their eligibility.
- 5.4 The Office of Faculty Advancement will set a closing date after which the WPAF is declared complete.
- 5.5 Insertion of material after the closing date may be done only in conformity with guidelines published by the Office of Faculty Advancement Late material is limited to newly available items. See "Late Add – Instructions for Submitting Material to WPAF After the Deadline Date" on the Faculty Advancement website found on the Faculty Advancement website: <http://fa.sdsu.edu/>
- 5.6 The dean or the dean's designee shall convene the first meeting of the committee on or before the third week of October. The agenda will include:
  - a. Appointment of the committee chair
  - b. Scheduling of subsequent meetings
  - c. Discussion and/or adoption of procedures
- 5.7 If the tentative recommendation by the college committee is negative and the college committee's recommendation on promotion differs from the recommendation of the department committee, the process may proceed only after notifying the department committee in writing, including the candidate's name, the tentative recommendation by the college committee, and the area of concern. The college committee shall offer to meet with the department committee before making a final recommendation.

6. Notifications and Appeal:

- 6.1 Notification of the recommendation made by the department committee shall be satisfied by means of a letter to the candidate.
- 6.2 The department chair, the committee chair and the dean shall individually notify, in writing, each candidate for reappointment, tenure and/or promotion of the respective recommendation made concerning the candidate. Notification of a "not recommended"

decision shall include information on the reasons for the negative decision, as well as all routes of rebuttal available to the candidate within the University.

- 6.3 Any candidate may submit a rebuttal. See “Response/Rebuttal Instructions” on the Faculty Advancement website found on the Faculty Advancement website: <http://fa.sdsu.edu/>
7. The college committee shall review the college and department reappointment, tenure, and promotion procedure documents upon request of the Dean.
8. Access to RTP Policy and Procedures: The CoS RTP Policy and Procedures will be posted on the college website, providing access to all prospective faculty, current faculty, and committees as required by SDSU Senate policy. Senate policies are available on the SDSU website at <https://newscenter.sdsu.edu/universitysenate/policyfile.aspx>. Additional department criteria must be provided to job candidates, faculty, committees, and administrators as needed.

### ***Post-Tenure Review***

1. Tenured professors who are not subject to performance review for promotion shall undergo a post-tenure review at least every five years in accordance with the University Policy File and the CBA as found on the Faculty Advancement website <http://fa.sdsu.edu/>
2. Review shall be based on criteria upon which tenure was granted: Teaching effectiveness (including student evaluations), a sustained and productive research program, and service to the University.
3. Review process:
  - 3.1 The departmental committee and the department chair shall evaluate the candidate independently and submit independent letter reports to the CoS Dean including brief but substantive examples of accomplishments within teaching, research, and service.
  - 3.2 The CoS Dean shall review the tenured faculty member based on the report submitted by the department committee.
  - 3.3 Tenured faculty shall be provided with copies of the reports by the department peer review committee, the department chair, and the CoS Dean. Copies of the reports and comments shall be placed in the faculty member’s PAF.
  - 3.4 The peer review committee chair, department chair, or dean shall meet with the tenured faculty member to discuss strengths and weaknesses and to offer suggestions for improvement.
  - 3.5 Post-tenure review reports may be used by the department chair and CoS Dean for decisions regarding allocation of research space and teaching assignments.

### ***Assigned Time for Research (2016)***

1. Rationale: The CoS recognizes that scholarly research is central to the mission of the University. In order to promote, facilitate, and strengthen research activity in the college, Assigned Time for Research (ATR) may be provided to full-time, research-active tenured and tenure-track faculty based upon the following:

- 1.1 Four research activity categories will be evaluated
  - 1.2 Except when otherwise specified, the criteria are based on an average over the last three years
  - 1.3 For the sum of categories I - III, a faculty member cannot receive more than 9 units of ATR per Academic year (AY)
  - 1.4 Maximum total ATR awarded by the College of Sciences cannot exceed 12 units per AY
  - 1.5 ATR will be based upon data provided in the Faculty Annual Report
  - 1.6 ATR will be determined by CoS Dean in collaboration with Department Chair
2. Criteria:
- 2.1 Research Mentoring and Student Supervision (up to 3 units of ATR/AY) for one or a combination of the following:
    - a. Mentoring  $\geq 3$  undergraduate and/or graduate students in research projects per semester, or supervision of  $\geq 3$  undergraduate and/or graduate students in special studies or theses per semester averaged over three years
    - b. SDSU students who are first authors on presentations at off-campus conferences with an average of 1 per year over the last three years
    - c. SDSU student co-author(s) on peer-reviewed publications within the last three years
  - 2.2 Research Publications (up to 6 units of ATR/AY):
    - a. For 3 units of ATR: An average of 1 peer-reviewed manuscripts or book chapter published per year over the last three years
    - b. For 6 units of ATR: An average of  $\geq 2$  peer-reviewed manuscripts or book chapters published per year over the last three years
    - c. For 6 units of ATR: Author or editor of a book, monograph, or conference proceeding with peer-reviewed chapters published in the previous year (*Not including course manuals or self-published books unless there is evidence of a wide national audience*). This author/editor role counts as equivalent to 1 peer-reviewed publication in the subsequent two years.
  - 2.3 Research Service (up to 3 units of ATR/AY) includes but is not limited to one the following or a combination of the following:
    - a. Editorial Service: editorial board appointment or  $\geq 6$  reviews per year as ad hoc reviewer
    - b. Program chair or scientific session organizer for a national or international conference
    - c. Service as a member of a federal study section or review panel ( $\geq 2$  meetings per year)
    - d. Officer or Board of Directors of a national or international scientific society (*e.g., AAS, ACS, ACM, AGU, AMS, APA, APS, ASCB, ASM, IEEE, GSA, SPSP, etc*), *not including local or regional branches or divisions*).

- e. Scientific and public outreach (at least 2 of the following):
  - Speaker at a national or international conference (an average of 2 presentations at different events per year over three years)
  - Invited seminars at other academic or research institutions (an average of 2 per year over three 3 years)
  - Invited lectures in an advanced, intensive, international scientific summer course in the previous year
  - Science education presentations at science festivals, Explore SDSU, etc. (an average of 2 presentations at different events per year over three years)

2.4 Research Extramural Support (up to 3 units of ATR/AY) -- Each of the items in this category refer specifically to research grants administered by the SDSU Research Foundation. Note that full F&A refers to the federally-negotiated on-campus rate for research done at SDSU or SDSU Research Foundation facilities, or the approved off-campus rate for research that is completed at other sites. Co-PI indicates two investigators who share equal oversight for a proposal, including signature authority for budgeting. Any of the following provides 3 units of ATR in the subsequent AY:

- a. PI, Co-PI, or subcontract PI on an ongoing external grant/contract for research with full F&A
- b. PI, Co-PI, or subcontract PI on an ongoing external grant/contract/subcontract support for research with less than the federally-negotiated F&A rate, provided that the award includes support for at least one CoS student at full salary plus benefits equivalent to 0.50 TA each semester per PI or Co-PI, or at least one 3-unit course buyout each semester for faculty member applying for ATR
- c. PI or Co-PI on an SDSU Training Grant that supports CoS student research
- d. Co-investigator on one or more grants in any of the above categories that includes support for at least one CoS graduate student at full salary plus benefits equivalent to 0.50 TA each semester, or at least one 3-unit course buyout each semester for faculty member applying for ATR
- e. PI or Co-PI on submission of  $\geq 1$  full federally-negotiated F&A rate grant proposal per year, provided that the award includes support for at least one CoS graduate student at full salary plus benefits equivalent to 0.50 TA each semester per PI or Co-PI, or at least one 3-unit course buyout each semester for faculty member applying for ATR
- f. PI or Co-PI on submission of  $\geq 2$  external grant proposals per year for research with less than the federally-negotiated F&A rate, provided that each proposal includes support for at least one CoS graduate student per PI at full salary plus benefits equivalent to 0.50 TA each semester, or at least one 3-unit course buyout each semester for faculty member applying for ATR (*Not including SDSU and CSU awards*)

2.5 Extraordinary Research Contributions (up to 3 units of ATR) in recognition of accomplishments that are particularly noteworthy, up to 3 units of ATR may be provided in the subsequent AY for extraordinary research contributions. Such accomplishments include:

- a. Publication of  $\geq 10$  peer-reviewed manuscripts in the previous academic year
  - b. PI, Co-PI, or subcontract PI on  $\geq 2$  ongoing independent external research grants with full F&A (not including supplements to another award)
  - c. Member of the NIH Council
  - d. Chair of a federal study section that meets at least twice per year
3. Approval of Assigned Time for Research: Allocation of ATR will be evaluated annually based upon data in the submitted Faculty Annual Report form. ATR assignments will be made by the Dean in consultation with the Department Chair. Special consideration may be given on a one-time basis to encourage professional growth of a faculty member.
  4. Consideration of Teaching Assignments: It is possible that all faculty members meet expectations for ATR, but that it is necessary to assign additional teaching responsibilities to tenured faculty due to budget constraints, FTES targets, class schedules, etc. Such decisions will be made by the department chair in consultation with the faculty.
  5. Appeals:
    - 5.1 Any appeals about decisions related to assigned time for research should be presented as an email message to the Department Chair detailing the rationale for reconsideration. The Chair will review the request and any changes will be made in consultation with the Dean.
    - 5.2 A response will be provided via email from the chair with a copy to the Dean.
    - 5.3 Appeals concerning the amount of assigned time for research should be made no later than 6 weeks after the information about assigned time was distributed.

### ***Teaching Assignments***

Faculty may indicate preferences to the department chair, but the class size and time the class is offered is determined based upon student demand and availability of an appropriate classroom.

### **Lecturer Appointments**

1. Employees may be appointed at the rank of Lecturer to temporary full-time or part-time positions.
  - 1.1 Part-time lecturer appointments are contingent upon budget and enrollment, regardless of 3-year contract status.
  - 1.2 Full-time lecturer contracts are not contingent upon budget and enrollment. If a full-time lecturer is in the first or second year of a 3-year contract, they must be given a full-time appointment next year unless the university goes into layoff.
  - 1.3 Full-time lecturers are not entitled to a similar assignment under the Collective Bargaining Agreement (CBA). If a lecturer has a 1-year contract, is due an initial 3-year contract after 6 consecutive years of service, or is due a subsequent 3-year contract,



they may be re-appointed on a less than full time basis (contingent on budget and enrollment).

- 1.4 If a part-time lecturer is owed an initial 3-year contract after 6 consecutive years of service, and there is insufficient work to meet their similar assignment, the appointment can be reduced, but the entitlement continues throughout the duration of the contract.
- 1.5 Part-time lecturers holding three-year appointments shall be reappointed to a subsequent 3-year appointment following an evaluation conducted pursuant to provisions 15.20(d) and 15.29 (see <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml>), where there is a determination by the appropriate administrator that the part-time lecturer has performed the duties of his/her position in a satisfactory manner; and absent documented serious conduct problems. These part-time lecturers will be reappointed after a three-year appointment unless there is insufficient work for which the faculty member is qualified. In the event there is insufficient work to support the reappointment at the previous time base, the time base of his/her successor three-year appointment may be reduced to reflect available work for which the temporary faculty member is qualified.
2. If a lecturer completes a 3-year contract, and there is no work available the next year, they will be placed on a department re-employment list for 3 years. If work is added for which they are qualified, priority will be given to them over all other lecturers except for those with continuing 3-year appointments. Any lecturer placed on the re-employment list should receive a letter from the department or college.
3. Reductions should be taken in the reverse of the order of hire. Lecturers without 3-year contracts first, then part-time lecturers with 3-year contracts. Within each group, there is no required order for reductions. There is no entitlement due to seniority or any other factor. The appropriate administrator (dean or designee) decides the basis for assigning work, within the provisions of the CBA. Lecturers must be qualified for the available work, so a qualified lecturer without a 3-year contract may be appointed rather than an unqualified lecturer with a 3-year contract.
4. The appropriate administrator shall decide whether or not to reduce all lecturers within one category or to meet the similar assignment of fewer lecturers (i.e., to spread the work around or not).
5. Part-time faculty employees shall be appointed for fractions of a 15-unit base (e.g., those who teach a three-unit course shall be hired for 0.2 time base). If, however, a part-time employee is assigned advising or committee work, the percentage of time may be increased to reflect the additional assignment if the assignment is written into the Statement of Terms and Conditions of Appointment under "Special Duties" and the assignment is approved by the CoS Dean.
6. Searches and Pools:
  - 6.1 Each department or program shall maintain a list of temporary faculty employees who have been evaluated by the unit. If such an employee applies for a position in the unit or applies to the unit's applicant pool, the employee's previous periodic evaluations and application shall receive careful consideration.
  - 6.2 If a department or program undertakes a search for a part time position, it must be in full conformity with Nondiscrimination and Equal Opportunity Employment

requirements. The search should create a pool of qualified candidates from which part-time appointments shall be made. For each appointment, the qualifications of all persons in the pool shall be reviewed and the most qualified person available shall be appointed.

6.3 Any nationwide search for a full-time temporary faculty member shall be in compliance with Equal Employment Opportunity guidelines.

7. Compensation:

7.1 The appointment range and salary rate will be consistent with that of current or recent lecturers with similar qualifications (educational level and academic and/or industrial experience). The salary rate of new appointments will also take in consideration current and recent lecturers years of service with the department or program. If an emeritus faculty member is being hired as a retired annuitant, the department may offer a salary that is consistent with his or her previous rate of pay (the same calculation is be used for a summer session class).

7.2 All compensation determinations of temporary faculty shall follow the procedures and guidelines established by the MOU and subsequent interpretations.

7.3 Final decisions on compensation are made by Human Resources (HR) and Academic Affairs (AA).

8. Subsequent Tenure-Track Appointments:

8.1 A part-time or full-time temporary faculty employee may apply for an open tenure-track position. If the employee proves to be the most qualified applicant after a nationwide search in full compliance with Nondiscrimination and Equal Opportunity Employment requirements, that person may be appointed to the tenure-track position.

8.2 If a person who has served in a full-time temporary position is appointed to a tenure-track position, the department or program may recommend that up to two years of service in the full-time temporary position be counted as service toward tenure. However, the CoS Dean or the Provost may reject the recommendation in favor of the six-year probationary period.

9. Work Assignments:

9.1 The dean determines work assignments in consultation with the department chair and/or faculty member. Ultimately the assignment must be consistent with department and student needs.

9.2 Typically a full-time lecturer workload is 15 units of direct instruction. Lecturers may receive assigned time for activities other than direct instruction. The CoS Dean must approve all assigned time. Assigned time is not "release" time or a reduction in workload. It is a re-assignment of an individual faculty member from teaching to an equivalent professional responsibility, such as research or exceptional service.

9.3 Workload cannot be excessive or unreasonable. The CBA provides guidance for what is considered excessive or unreasonable workload. The impact of increased class size can

be mitigated through the use of technological support or different pedagogical approaches.

- 9.4 As specified in current CSU policy, when a course exceeds 120 students the instructor will either receive double WTU for teaching the course or help from a student assistant. The decision of which of these options will be applied for any course will be determined by the department chair in consultation with the Dean, and may depend upon the availability of student help.
  - 9.5 Faculty may indicate preferences to the department chair, but the class size and time the class is offered will be determined based upon student demand and availability of an appropriate classroom.
  - 9.6 The Center for Teaching and Learning or Instructional Technology Services may be able to provide experts who can offer training and assistance to faculty on restructuring courses and assignments.
10. Evaluations ([http://fa.sdsu.edu/temporary/periodic\\_eval](http://fa.sdsu.edu/temporary/periodic_eval))
- 10.1 Temporary faculty are evaluated regularly to support good teaching and to provide information for appointment and work assignment decisions.
  - 10.2 Temporary faculty who have been hired for both semesters of an academic year shall be evaluated in the Spring semester. Each department or program shall develop procedures and criteria for periodic performance appraisals of temporary faculty. Evaluation criteria and procedures shall be made available to the temporary faculty member no later than 14 days after the first day of instruction of the academic term.
  - 10.3 Evaluation shall be completed before temporary hiring decisions for the following Fall semester are made.
  - 10.4 The evaluation of full-time temporary faculty employees with teaching duties shall include student evaluations of teaching performance, peer review by a department or program committee, and evaluations by administrators. The departmental review may include a review of class syllabi, in-class observations, or other materials related to teaching effectiveness.
  - 10.5 The evaluation of part-time temporary faculty employees with teaching duties shall include student evaluations of teaching performance, evaluations by administrators, department chair, or program director, and peer evaluation from the department or program. Evaluations will include analysis of grade distributions to ensure that grading criteria is balanced and equitable.
  - 10.6 When classroom visits are utilized as part of the evaluation process, the faculty member shall be provided a notice of at least 5 days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits the class(es).
  - 10.7 Full-time and part-time temporary faculty employees appointed for one semester or session shall be evaluated at the discretion of the department chair or program director, the appropriate administrator, the department, or program. The employee may request that an evaluation be performed.

- 10.8 Faculty employees, students, academic administrators, and the President may contribute information to the evaluation of a faculty employee. Only tenured faculty employees and academic administrators shall engage in deliberations and make recommendations to the President (or designee) regarding the evaluation of a faculty employee.
- 10.9 The employee shall be provided with a copy of the periodic evaluation by the peer review committee chair and the appropriate administrator using the five-day filing date notice procedure. The appropriate administrator(s) and the peer review committee chair shall sign evaluations. A written record of periodic evaluation shall be placed in the employee's Personnel Action File, and a copy of the evaluation given to the employee.
11. Range Elevation for Lecturers ([http://fa.sdsu.edu/temporary/range\\_elevation](http://fa.sdsu.edu/temporary/range_elevation))
- 11.1 Eligibility: Temporary faculty employees shall be eligible for range elevation if they (a) are not eligible for additional Salary Step Increases (SSI) in their current range and (b) have been employed in their current range for at least five years.
- 11.2 Criteria: To be considered for range elevation an applicant shall hold a terminal degree or suitable professional experience in the field appropriate for teaching assignment(s). The applicant shall present evidence of excellence in teaching or other assigned duties. Other assigned duties may include professional development or significant contributions to service in the department, program, college, university, or community. The evaluation will focus on the individual's teaching assignments and other clearly defined assigned duties rather than a broad grouping across the department, college, or university.
- 11.3 Application: The application shall consist of a memorandum including: (a) the applicant's request, (b) a complete curriculum vitae, and (c) a summary of contributions to the university and community since initial appointment or last range elevation, whichever is more recent.
- 11.4 Procedures:
- a. Each year the Office of Faculty Advancement publishes a schedule of deadlines for application, review, and notification. At least thirty (30) days prior to the commencement of the annual campus range elevation process, the Office of Faculty Advancement shall notify those lecturers who may be eligible for range elevation.
  - b. Applications shall be submitted to the department chair or program director, with a copy submitted to the dean. The chair or director shall obtain a recommendation from the unit, shall add a recommendation, and shall forward the application and both recommendations to the dean.
  - c. The Associate Vice President of Faculty Advancement shall provide the applicant with an official notification of the decision.
  - d. Range elevation applications that are denied may be appealed to the Associate Vice President of Faculty Advancement.

## Student Services Professional, Academic-Related Employees (SSPAR)

1. Although the CoS has not recently hired employees into the SSPAR category, the process for evaluation of SSPAR employees is included below.
  - 1.1 Evaluation of an SSPAR employee for the purpose of recommending reappointment, tenure, or promotion shall require the candidate to complete and forward a PDS and One-of-a-Kind file to the department committee in accordance with the Calendar deadline.
  - 1.2 SSPAR employees shall receive a college-level review by a specially constituted CoS SSPAR Review Committee. This committee will consist of 3 tenured faculty members. Committee membership will be ratified by the same means as the CoS RTP Committee.
  - 1.3 The department Peer Review Committee, the department chair, and the dean shall forward their recommendations to the candidate according to the Calendar deadline.
  - 1.4 The basic criteria for reappointment, tenure, and promotion is based on the employee's record of accomplishment during the review period on activities and expected accomplishments described in the annual Work Plan (See section 7.6). However, since any SSPAR position may by its intended nature involve unpredictable tasks, an SSPAR employee's annual Work Plan represents an initial estimate of the employee's goals for the year, rather than an immutable set of requirements. The employee's accomplishments are to be described in a Working Personnel Action File and supported by documents that are placed in a One-of-a-Kind File.
  - 1.5 SSPAR Review Categories: The primary responsibility of a CoS SSPAR employee is to provide service to students, the department or academic unit to which he/she belongs, possibly but not necessarily including, and not limited to: technical, managerial or administrative services; facilities development; preparation and submission of grant proposals for obtaining or enhancing shared research and teaching facilities; providing student services or student research support or training; developing new departmental programs; mentoring and thesis supervision; and committee service. The following is a general outline of the four categories and possible types of activities.
    - a. Technical, Managerial, or Administrative Services: An essential responsibility of an SSPAR employee is to render a highly sophisticated level of technical and managerial support to CoS facilities (e.g., observatory, core research facilities, specialized training programs, or student services), or to provide excellence in academic programming or services. Individuals in these positions are also expected to supervise personnel, programs, and ensure compliance with federal and state regulation. An SSPAR may also be required to manage budgets, stocks, schedules, etc., to insure the effective operation of the facilities or services.
    - b. Professional Growth: Continuous growth in scholarship is essential to the professional development of every College of Sciences SSPAR employee. Evidence of this growth may include publications of merit; presentation of scholarly papers; awards, grants, and honors received; active participation in professional organizations; participation in seminars and institutes; research and development activity; activities of a creative nature which are appropriate to the candidate's area.

- For those providing academic services, growth in advising skills, professional research, and scholarship that complements and strengthens the ability to provide competent academic student services is essential.
  - Evidence of professional growth includes activities which substantially improve or expand skills in providing academic services to students and the university community and may include: attendance and/or scholarly presentations at professional training institutes and workshops; developing curriculum for trainees, interns and/or peer educators; presentation of professional projects; publications of merit; awards and honors; grants and contracts associated with student/academic services; participation in workshops and panels; and active participation in professional organizations.
- c. Effectiveness of Teaching: If teaching (including graduate student research direction) is identified in the Work Plan as one of the candidate's responsibilities, the effectiveness of teaching will be evaluated for reappointment, tenure, and promotion. The teaching ability of the SSPAR employee is measured by the same standards as described for faculty within this document.
- d. Service to the University and Community: SSPAR employees in the CoS may be expected to assume responsibilities such as department and university committee work, holding office in university-associated organizations, scientific presentations to the public, contributions to newspaper articles or other public outreach, student advising, and efforts to improve student outreach and retention. When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the University, and this performance is appropriately documented over a significant length of time, then service to the University shall have more than the usual bearing on reappointment, tenure, and promotion decisions. The primary criterion, however, is effectiveness of services/programming, with professional growth given an important consideration.

1.6 Work Plan Requirements (described in the Candidate's Statement Section of the PAS):

- a. Each year the SSPAR, together with the appropriate supervisor, will establish a clear set of activities and outcomes. The Work Plan should specifically reference each of the relevant review categories. For an SSPAR employee, significant differences between accomplishments during a review period and the formal Work Plan for that review period may actually be indicative of superior performance in successfully adapting to an unpredictable tasking environment.
- b. Work Plans will always include responsibilities that entail professional growth and service to the University, and may or may not include teaching responsibilities. Any reimbursement of time to the department or academic unit from extramural funding must be detailed in the Work Plan. Promotion and/or granting of tenure will require demonstrable professional growth. The Work Plan should specify the types of professional growth activities required for this position.

## **BACKGROUND CHECK POLICY FOR ACADEMIC EMPLOYEES (2015)**

1. The Chancellor's Office issued a system wide background check policy HR 2015-08 effective August 3, 2015. Appointment offers are conditional, pending background checks (when required) and final approval by the Dean's Office and Academic Affairs.

- 1.1 The following groups will be subject to a comprehensive background check:
  - a. All new hires, regardless of status.
  - b. All current employees under voluntary consideration for sensitive positions.
  - c. Student workers, volunteers, consultants, outside entities, independent contractors, and employees of auxiliaries performing duties designated as sensitive that would require a background check if performed by university employees.
- 1.2 Rehired employees are excluded if they have a break in service that is less than a year or have had a background check performed within the prior 12 months.
- 1.3 Background checks must consist of verification of employment within the past ten years (if any), education verification, reference checks, criminal records check, and other checks (DMV, credit, professional license) for specific positions when job related.
- 1.4 Background checks must be completed before an appointment is finalized and before an individual begins work within the position.
- 1.5 A contingent offer of employment shall be made via email from the department chair or school director (for temporary faculty), the college dean (for tenured and probationary faculty and associate deans), to the prospective employee, with copies to the CoS Dean's Office at [cosoffer@mail.sdsu.edu](mailto:cosoffer@mail.sdsu.edu), the designated unit Human Resources (HR) staff liaison and [contingentoffer@mail.sdsu.edu](mailto:contingentoffer@mail.sdsu.edu).

## CONFLICT OF INTEREST IN HIRING AND SUPERVISION

1. Appointments to academic positions at San Diego State University or its auxiliaries shall be judged on their merits. Immediate family members of faculty members (professors, administrators, and librarians) may be considered for academic positions (teaching, administrative, and library).
2. Faculty employees shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families.
3. Employees may not serve in a direct supervisory role for a member of their immediate family.

## RESEARCH AND CLINICAL FACULTY

1. As specified in the SDSU Policy File, upon recommendation of the department, the Dean may appoint an individual to a Research or Clinical faculty position. No title shall be bestowed or used in the absence of department approval and a formal letter from the Dean.
2. Research and Clinical faculty positions are entirely funded through grants and contracts.
3. Research and clinical faculty must meet typical appointment level standards at rank as determined by the department RTP committee. These positions must be renewed annually, with approval from the department and college dean.

4. If Research or Clinical faculty teach, they shall do so as temporary faculty members subject to the provisions of the CBA.

## ADDITIONAL EMPLOYMENT

CoS policies related to all forms of additional employment (within the CSU and outside employment) are determined by the CSU, collective bargaining agreements as well as policy set forth by the SDSU. The CSU Conflict of interest policy is available at [https://www.calstate.edu/hrs/policies/policies\\_conflictinterest.shtml](https://www.calstate.edu/hrs/policies/policies_conflictinterest.shtml). This policy is in compliance with State and Federal laws.

1. Potential Conflict of Commitment or Conflict of Interest:
  - 1.1 Additional employment shall not interfere with the employee's primary CSU assignment.
  - 1.2 Additional employment must not create a real or apparent conflict of interest regardless of the amount of compensation or time base.
  - 1.3 Additional employment must comply with limitations established by the CSU system.
2. Prior authorization:
  - 2.1 All additional employment, whether direct pay, overload, overtime, or reimbursed time must be authorized in writing, prior to the performance of the work. After approved by the CoS Dean, the Associate Vice President of Academic Affairs (where appropriate) and the Research Foundation (where appropriate) must authorize the additional employment. The employee must renew approval for additional employment annually.
  - 2.2 All faculty with greater than 160 hours of outside employment per semester or more than 120 hours per three-month period are required to report their employment activities to the Dean's office each semester. An Outside Employment Disclosure Form is available at <http://newscenter.sdsu.edu/facultyadvancement/files/06610-OutsideEmploymentDisclosureForm2.pdf>
3. Definitions:
  - 3.1 **Additional employment** is defined as a compensated work assignment in addition to the regular work assignments for any CSU or CSU auxiliary employee. Further, the additional assignment must be either of a different nature from or compensated from a different source than the employee's regular assignment. Additional employment limitations are based upon time-base, not salary. A maximum of 125% time-base is allowed under certain circumstances (see below for specific rules.) The salary rate for additional employment may be the same rate as for the primary appointment; however, a different salary rate is permitted if appropriate for the work performed and if allowed by the funding source. In the case of a federal grant or contract, the rate of pay must be the same as the base rate for the primary assignment.
  - 3.2 **Overload** is a term exclusive to employees of the CSU who are represented by the CFA. It refers to CSU additional employment in excess of a full-time workload, or when appropriate, in excess of a full-time time base. A faculty member paid 100% from federal grant funds may not work more than 100% time.



- 3.3 **Outside Employment** is a CSU term that refers to any employment not compensated through the CSU payroll. Under this definition, employment directly compensated by a CSU foundation or other CSU auxiliary that is not paid through the CSU payroll is considered outside employment. When determining the maximum additional employment, all CSU employment and all outside CSU foundation/auxiliary employment are considered together.
- 3.4 **Reimbursed time** is a mechanism whereby the SDSURF reimburses the University for a portion of an employee's regular position up to full-time, for work that is outside of the employee's regular work assignment and compensated from a different source. Reimbursed time is not considered "outside employment". It should be noted that the University is not able to reimburse the Foundation for employee effort.
4. Employment limit: Within the CSU system including all auxiliaries, and for specified portions of the year, employees may not be employed more than a total of 125% time. Further, no more than 100% effort may be paid at any time from federal funds or from the university general fund for faculty, management, or other professional level employees.
5. Faculty Unit Employees: Article 36 of the CFA MOU limits CSU employment (i.e., employment compensated through the CSU payroll) to the equivalent of one full-time position in a primary or normal work assignment. However, the MOU provides for additional employment of up to 25% of a full-time position if the additional employment: (a) consists of employment of a substantially different nature from the primary or normal work assignment; (b) is funded from non-general fund sources; or (c) is the result of part-time employment on more than one campus.
6. Other Exempt Employees: Represented or non-represented employees, including those in the Management Personnel Plan (MPP), may be assigned additional employment equivalent to 25% above a 1.00 full-time time-base if the additional assignment is unrelated to his or her primary work assignment.
7. Non-Exempt Represented Employees: Require payment of overtime at time and one-half the regular pay rate for hours worked over 40 hours in a workweek. If an employee holds both a non-exempt and an exempt position, the employee must be considered non-exempt for pay purposes.

## VACATION ACCRUALS AND USAGE

1. Academic year employees: Faculty on academic year appointments do not earn vacation.
2. Employees with 12-month positions:
  - 2.1 Employees with a 1.0 twelve-month position are eligible to earn two vacation days (16 hours) per qualifying month.
  - 2.2 Employees with less than a 1.0 twelve-month appointments accrue vacation time on a pro rata basis for (example: 16 hours x 0.50 appointment = 8 hour vacation accrual per month)

- 2.3 Employees with less than 10 years of service with the CSU can accrue up to a maximum of 320 hours (40 days); employees with more than 10 years, the maximum is 440 hours (55 days).
- 2.4 Faculty with twelve-month appointments must report absences for vacation and sick-leave on PeopleSoft.
- 2.5 The CoS requests that all accrued vacation be used within the 12- month faculty appointment. The college does not receive funds to pay for unused vacation.

## PROFESSIONAL LEAVES

### *Sabbatical and Difference-in-Pay Leaves*

Professional leaves with pay: Type A Sabbatical is for one semester at full AY salary, and Type B Sabbatical is for two semesters at one-half AY salary. Salary while on a Difference-in-Pay leave is based upon the difference between the faculty member's AY salary minus the minimum salary of the Instructor rank.

- 1. Procedures
  - 1.1 Per contract extended through June 30, 2018. A sabbatical leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining. Review and recommendation regarding Sabbatical and Difference-in-Pay Leaves within the college are based upon the expectation that such opportunities promote professional growth and thus contribute positively toward the mission of the college and the university.
  - 1.2 Fiscal resources may place limits upon the number of such leaves that can be awarded in any one year.
  - 1.3 The college will not recommend a sabbatical in cases where it is not clear that there is direct benefit to the university's mission. It is incumbent upon the applicant to demonstrate that such benefit will accrue as a result of the approval of the leave.
- 2. Eligibility
  - 2.1 All tenured faculty are eligible to apply for sabbatical leave, including department chairs. Per the contract with the extension date of June 30, 2018: A full-time faculty unit employee shall be eligible for a sabbatical leave if s/he has served full time for 6 years at that campus in the preceding 7-year period prior to the leave and at least 6 years after any previous sabbatical leave or difference in pay leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements.
  - 2.2 While on sabbatical leave the salary will be based upon an "academic year" appointment. Twelve-month appointments or other stipends for special services will be suspended during sabbatical leaves.

3. Criteria and approval of Sabbatical Leaves are described in the University Policy File under “Leaves, Sabbatical”, and criteria for Difference-in-Pay Leaves are described in the University Policy File under “Leaves, Difference-in Pay.”
4. Call for and Submission of Sabbatical Leave Proposals:
  - 4.1 The Office of the Associate Vice President for Faculty Advancement will publish, each year, an announcement of the deadlines for submission of applications. Ordinarily the announcement will be made by mid-September and shall be distributed to all faculty members. The schedule will specify deadlines for review and ranking of applications and notification of the outcome to applicants about the results of the review process.
  - 4.2 Each year the Office of the Associate Vice President for Faculty Advancement will publish, a list of faculty who are eligible for such leaves, based on the records in the Faculty Advancement office.
  - 4.3 Faculty eligibility shall be verified by the department and any discrepancies shall be resolved by consultation between the Office of the Associate Vice President for Faculty Advancement and the Department.
  - 4.4 Faculty are not required to take academic leaves.
  - 4.5 Leave application forms are available from the Office of the Associate Vice President for Faculty Advancement website.
  - 4.6 Leave applications will be submitted first to the Department Chair. Ordinarily the applications will be submitted concurrently to the departmental committee. Recommendations and rankings will be forwarded to the College Research and Professional Growth Committee in accord with the schedule published by the Office of the Associate Vice President for Faculty Advancement.
5. Preparation of Sabbatical and Difference-in-Pay Leave Proposals:
  - 5.1 The proposal narrative shall be succinct (not exceeding 1000 words). As described in the Application posted on the Faculty Advancement website, the proposal should include the purpose and goals; significance; project plan and timeline; and a list of CSU resources necessary to carry out the activity/project.
  - 5.2 Proposal language shall incorporate general scientific terms and avoid technical terms unique to the expertise of the applicant, thereby enabling proposal reviewers to understand work outside their fields.
  - 5.3 Leave proposals directed at conducting new and original research will be given highest priority. Ongoing studies for which earlier leaves were granted are also appropriate. A summary of accomplishments from any previous leave (or a copy of the previous leave report) shall be attached to the proposal.
  - 5.4 Proposals directed at the development of new courses or improved teaching strategies for existing courses are only appropriate when sufficient evidence is presented that ongoing activity of this type is prevented by other academic responsibilities. The proposal shall be specific as to how the leave will be used to improve knowledge, skills,

and general scholarship. A letter from the department supporting the need for such educational development is required.

- 5.5 Joint work with collaborators outside the University is considered to be very strong support for the proposal when accompanied by documentation that includes a letter of invitation or appointment to another institution.
  - 5.6 Proposals to engage in off-campus fieldwork needed for ongoing research at this University are appropriate.
  - 5.7 Proposals to work in a laboratory on this campus will have the lowest priority. Ordinarily, leave proposals to write a textbook for commercial profit are not appropriate.
  - 5.8 A brief curriculum vitae shall be included with the application. Evidence of ongoing scholarship will be considered.
6. Evaluation of Proposals:
- 6.1 The department review committee shall make a recommendation to the CoS Dean.
  - 6.2 The department chair shall make an independent recommendation to the CoS Dean.
  - 6.3 The college Research and Professional Growth Committee shall review and rank the proposals, and make recommendations to the CoS Dean.
  - 6.4 Applications ranked “not recommended” shall be sent back to the applicant with an explanation of why the proposal was found unacceptable. The college committee will review revised applications.
  - 6.5 Applicants “not recommended” by the dean will receive a written explanation of the reasons.

### ***Leave of Absence Without Pay***

All faculty members are eligible to apply for personal or professional leaves of absence (LOA) without pay. Personal LOA without pay may be granted to supplement sick leave or parental leave, to take temporary outside employment, or to address issues of a personal nature. Professional LOA without pay are for the purposes of research, study, professional development, or other purposes of benefit to the university.

Faculty do not earn service credit toward probation, sabbatical eligibility, difference-in-pay eligibility, service salary increase eligibility, or seniority for a personal leave without pay, but they do earn up to one year of service credit for a professional leave without pay. Neither leave is considered to be a break in service. Lecturers retain their appointment rights when they are on leave without pay. Leaves of absence without pay are not granted for the purpose of allowing a faculty member to accept an offer of permanent employment elsewhere.

For information about Leave of Absence without Pay or Parental Leave see <http://fa.sdsu.edu/tenure/leaves>

## RESIGNATION

Full-time and Part-time faculty members who intend to resign are required to notify the university in writing. Typically this is done by providing a letter to the college for forwarding to Faculty Advancement. A sample resignation letter is available at <http://fa.sdsu.edu/temporary/resignation>

## RETIREMENT

Full-time and Part-time faculty members who intend to retire are required to notify the university in writing. Typically this is done by providing a letter to the college for forwarding to Faculty Advancement. A sample resignation letter is available at <http://fa.sdsu.edu/temporary/retirement>

## EMERITUS FACULTY

1. Conferral of emeritus status is an honor bestowed by the university in recognition of significant and distinguished service to the university by retired faculty from San Diego State University who may seek to continue their affiliation with and service to the institution.
2. The Office of Faculty Advancement submits names of tenured faculty to the Faculty Honors and Awards Committee upon receipt of their notification to retire/retire and FERP. Emeritus status is granted by a formal action of the Senate, via voce. The Office of the Provost will provide an award letter to those faculty who are granted emeritus status. Please bring this letter to Human Resources to obtain the paperwork necessary to change your status for retention of your SDSU email account and to obtain your emeritus ID card.
3. The University Policy File also permits emeritus status to be granted to non-tenure track faculty upon a majority vote of the Senate “in recognition of significant and distinguished service to the university.”
4. Privileges of emeritus status include:
  - a. **Listing in the General Catalog:** The names of emeritus faculty are listed in the back of the General Catalog and at the appropriate department location in the body of the catalog.
  - b. **Retention of Faculty I.D. Card:** Emeritus faculty are issued a faculty ID card (indicating emeritus status) and are entitled to all faculty privileges requiring possession of an ID card.
  - c. **Library:** Emeritus faculty retain all Library privileges available to active teaching faculty. Although general availability of carrels in the Library is extremely limited, emeritus faculty can apply through their home department for the use of Library carrels for temporary fixed-length assignments.
  - d. **Computer Facilities:** Computer facilities are made available to emeritus faculty, subject to the same limitations that are currently applied to active faculty. Emeritus faculty seeking use of computer facilities should apply through Telecommunication and Network Services.
  - e. **Office Space:** Emeritus faculty may apply to their respective College Deans or Department Chairs for office space, which may be assigned if available.

- f. **Parking:** Emeritus faculty may obtain a free yearly permit at Parking & Transportation Services with their valid emeritus ID. FERP faculty or faculty continuing employment are not eligible for free parking.
- g. **Recreational Facilities:** Emeritus faculty are entitled to use all campus recreational facilities.
- h. **Foundation Services:** Emeritus faculty may continue to submit proposals through the Foundation and serve as principal investigators/project directors on grants and contracts. They retain access to grant development services including proposal development consultation and use of the Foundation Grants Library.
- i. **Faculty-Staff Club:** Emeritus faculty who were current dues paying members for the 24 continuous months preceding their retirement are granted dues-free membership for life.
- j. **Faculty/Staff Discounts:** Emeritus faculty are entitled to all discount privileges made available to active faculty.
- k. **Bookstore Discounts:** Emeritus faculty may receive special discounts at the SDSU Bookstore

## ADJUNCT FACULTY

1. Adjunct faculty shall be appointed without remuneration to provide various professional services to the university, such as teaching classes, giving occasional lectures, mentoring students, supervising student research, and engaging in cooperative research with CoS faculty. Adjunct faculty appointments shall be made when the arrangement is of value to both the university and to the person appointed.
2. The faculty status granted with the adjunct appointment (a) shall officially affiliate the appointee with the university, (b) shall allow access to facilities as approved by the CoS dean, (c) shall provide library privileges, (d) shall give the right to purchase faculty parking each semester or session, (e) shall provide Workers Compensation for injuries or illness related to university duties, and (f) shall provide job-related liability protection.
3. Adjunct appointments shall be made for one semester or one year and may be renewed indefinitely. To meet legal requirements, they shall be renewed formally; informal arrangements shall neither confer faculty status nor provide the protections listed in 2 above. The letter of appointment shall name the person to whom the adjunct faculty member reports and shall generally state the services that the adjunct faculty member will provide. An updated appointment letter must be signed and returned to the department, program, or college to renew the appointment. All Adjunct faculty must also provide an updated CV annually.
4. Upon the recommendation of the department or school, the CoS Dean will assign one of the following titles: (a) Adjunct Assistant Professor, (b) Adjunct Associate Professor, (c) Adjunct Professor.

## VOLUNTEERS

1. Unpaid students and visitors may collaborate with faculty on research or special projects.
2. To ensure that volunteers are protected in case of accidents, all volunteers in the must submit a "Volunteer Identification Form" for approval by the Department Chair ([cal.sdsu.edu/discover/docs/SDSUVolunteerForm.doc](http://cal.sdsu.edu/discover/docs/SDSUVolunteerForm.doc))

3. Like all personnel, prior to beginning work volunteers must receive appropriate training and approvals for research compliance (biosafety, environmental safety, etc).

## REVIEW OF DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

1. Review process: The appointment of department chairs and program directors is described under “Chairs of Departments or Programs, and Directors of Schools” in section 3.0 of the SDSU Senate Policy file. The review of department chairs and program directors within the College of Sciences shall be conducted as follows:
  - 1.1 As stipulated by University policy, periodic review of each department chair and program director shall be completed by March of the third year after the initial appointment, and every two years thereafter.
  - 1.2 A committee from within the department or program will be appointed by the Dean.
  - 1.3 The committee will solicit input from the tenured and tenure-track faculty within the department. The review process should insure anonymity of the participants.
  - 1.4 The committee will assemble the comments and present the complete dataset and conclusions to the Dean. The committee may recommend to the Dean that the appointment of the Chair or Director be continued or terminated.
  - 1.5 The CoS Dean may include additional input from other sources.
  - 1.6 The CoS Dean will present the conclusions of the review to the department chair, with a summary of the conclusions provided to faculty and staff in the department.
  - 1.7 The CoS Dean will forward a recommendation to the Provost.
2. Chair appointment dates: Chair appointments typically begin on the first day of the academic year, and extend through summer until the day prior to the first day of classes.

## REVIEW OF ACADEMIC PROGRAMS

1. Academic departments and graduate programs will be reviewed every 5 years. The reviews are coordinated by Graduate and Research Affairs.
2. Details of the timing, preparation, and procedure for reviews of departments and graduate programs is described in the following document: [https://newscenter.sdsu.edu/gra/files/04447-academic\\_program\\_review\\_guidelines\\_2015\\_-\\_2016.pdf](https://newscenter.sdsu.edu/gra/files/04447-academic_program_review_guidelines_2015_-_2016.pdf)

## CLASS SCHEDULE COORDINATION

1. An Associate Dean shall be responsible for coordination and oversight of academic class schedules.

- 1.1 Department chairs as an advisory council and as individuals shall provide assistance to the Associate Dean as requested.
- 1.2 Responsibilities and Procedures
  - a. Review all college and department class schedules in light of university enrollments.
  - b. Determine anticipated seat demands for science classes at undergraduate and graduate levels based on the latest university enrollment data.
  - c. Balance class offerings within and across departmental lines using any or all of the following methods:
    - Work with Enrollment Services to adjust classroom assignments to match anticipated class sizes
    - Add or delete class sections in response to enrollment demands
    - Provide additional instructor positions (TA and Lecturer) on a semester-to-semester basis as required to staff new class sections
    - Negotiate with the department chair an adjustment of the ratio of teaching to released time as needed.

## HONORS, SCHOLARSHIPS, AND AWARDS

### *Faculty, Staff, and Alumni Awards*

Several annual awards that recognize outstanding achievements are listed below. For nominations that come through the college, candidates will be recommended by an Associate Dean with the assistance of the department chairs and the dean.

1. SDSU Monty Awards for Outstanding Faculty Contribution and for Alumni of Distinction
2. SDSU Diversity Awards
2. CSU Wang Family Excellence Award. Nominees are recommended under specific categories for the natural sciences to the University Wang Committee.
3. SDSU Albert W. Johnson University Research Lectureship for distinction and recognized achievement in research and scholarship (<https://newscenter.sdsu.edu/researchaffairs/researchlectures.aspx>)
4. CSUPERB awards (<https://www2.calstate.edu/impact-of-the-csu/research/csuperb/Pages/grants-and-awards-programs.aspx>)
5. CoS Excellence in Teaching Award
6. Other internal and external award nominations

### *Student Scholarships and Awards*

1. Evaluation of students for CoS scholarships or awards will be coordinated by the Dean's Office.



2. In consultation with CoS department chairs and Directors an Associate or Assistant Dean shall provide data and other assistance when requested by University Advancement's Scholarship Office with regard to finding students who may be eligible for unused financial aid.
3. In consultation with CoS department chairs and Directors the Assistant Dean of the college shall assist deserving students obtain financial aid through the Campanile Foundation and the Associate Director of Scholarships under University Advancement.
4. ARCS (Achievement Rewards for College Scientists, <https://san-diego.arcsfoundation.org/>)
  - 4.1 ARCS award procedures shall be the responsibility of a committee of three, chaired by an Associate Dean of the College (or an Assistant Dean who reports to the Associate Dean).
  - 4.2 The Associate Dean with consent of the Dean shall appoint two committee members. Committee members serve one-year terms without limit to number of consecutive terms served.
  - 4.3 University Advancement and the University Scholarship Office will interact with the San Diego County ARCS Committee to determine the amount of funding earmarked for SDSU and the type of student they wish to fund.
  - 4.4 University Scholarship Office forwards ARCS applications to the CoS committee for review and prioritization.
  - 4.5 The CoS committee selects applicants who will be scheduled for an interview by the committee. Ordinarily twice the number of applicants will be interviewed than the number of scholarships available.
  - 4.6 The CoS committee shall select scholarship recipients and notify the University Scholarship Office. The Scholarship Office completes the paper work. The Dean will be copied when students are notified.

## UNIVERSITY GRANT PROGRAM (UGP)

1. Application form: The UGP form may be downloaded from the Graduate and Research Affairs website (<https://newscenter.sdsu.edu/researchaffairs/ugp.aspx>).
2. Purpose: To support scholarly research, creative activities, and curriculum development; assist faculty at lower ranks to initiate research projects; permit faculty to bring advanced projects to completion; and help faculty develop their research program to compete for extramural funding.
3. Eligibility: All Unit 3 faculty are eligible to apply. Centers, institutes, programs, multi-investigator research groups, or projects that are primarily instructional or pedagogical in nature are not eligible for awards. Prior award recipients that have not submitted a final report will not be considered.
4. Application Components: These criteria are established by Graduate and Research Affairs (GRA). Please confirm instructions on the GRA website prior to completing the application. Only one application per faculty member is allowed. The committee will not consider any proposals with more than 3 pages of text.
  - 4.1 Single faculty identified as P.I. (no Co-P.I. allowed).

- 4.2 Abstract is limited to 150 words, describing in lay terms the relationship of the proposed project to an ongoing research program.
- 4.3 Investigator experience and qualifications (1 page maximum).
- 4.4 Description of the project (narrative) (3 pages maximum).
5. The proposal narrative should include the following:
  - 5.1 Project objectives, background and research plan
  - 5.2 Potential significance of project
  - 5.3 Summary of work already completed, include prior funding
  - 5.4 Where results will be disseminated
  - 5.5 Potential for intellectual property (if appropriate)
  - 5.6 Plans for future funding (if appropriate)
  - 5.7 Project budget (one page with detailed breakdown)
6. Evaluation Criteria:
  - 6.1 Abstract - Failure to describe a project that is understandable to a non-scientist and jargon-free is one of the major reasons that UGP proposals receive a poor score.
  - 6.2 Degree to which the proposal meets the primary purposes for award
  - 6.3 Significance of work – novelty and relevance to emerging areas of research
  - 6.4 Clarity of written proposal and merit of research design and agenda
  - 6.5 Suitability and availability of resources
  - 6.6 Justification of budget
  - 6.7 Preference will be given to those who have not received previous awards
  - 6.8 Applications of equal merit shall be ranked in favor of junior vs. senior faculty
7. The College Research and Professional Growth Committee shall review, rank, and forward its recommendations with a summary of rationale to the Dean.
  - 7.1 The committee will receive applications, and forward recommendations according to the schedule provide each year by the University Grants Program (administered by the Division of Research Advancement).
  - 7.2 The committee shall carry out its work in accordance with documents produced by the UGP and this document.
  - 7.3 The Dean will rank and forward the applications to GRA.
8. Each recipient must submit a final report to GRA by the date specified.

## CENTERS AND INSTITUTES

1. SDSU Policy: Centers and Institutes can support and enhance the teaching, research, and service missions of university. These units bring together students, faculty, and community members with common interests.
  - 1.1 Definitions:
    - a. Centers shall have the ability to sponsor academic programs, continuing education programs and/or conferences and workshops and to prepare academic curriculum to be reviewed through the normal academic internal procedures of the College and University.
    - b. Institutes are organizational units that primarily conduct research and are involved in public service activities.
  - 1.2 Approval:
    - a. Centers and Institutes shall be college-based.
    - b. Proposals for new Institutes or Centers must be submitted to the Dean, who will provide the proposal to the Provost. Requests to establish a Center or Institute must be approved by the sponsoring college Dean and by the Provost.
    - c. The proposal will then be submitted to the Academic Deans Council (ADC) for review, and the Dean will present the proposal for discussion at an ADC meeting. Successful proposals demonstrate participation of multiple professors, consideration of other related activities across campus, and clearly elucidate the unique functions and benefits of the Institute or Center.
    - d. All SDSU Institutes and Centers must be approved by the ADC.
    - e. Changes to the title of a center or institute also requires presentation by the dean, and review and approval of ADC.
    - f. Once approved by the ADC, the proposals are forwarded to the CSU.
  - 1.3 Centers and Institutes in the CoS are expected to be self-supporting.
  - 1.4 Faculty members associated with Centers and Institutes may include these activities in support of their candidacy for RTP. However, because faculty appointments reside in departments, RTP decisions and recommendations that are forwarded to the college RTP Committee are the sole responsibility of the department in which the faculty member is appointed.
  - 1.5 A letter of recommendation from the Center Director/Chair is appropriate for inclusion in the candidate's One-of-a-Kind File.

## EQUIPMENT INVENTORY AND TRACKING

A record of the location of all equipment assigned to a faculty member or teaching laboratory must be maintained for an annual property inventory. Any equipment that is no longer functional or useful must

be reported. SDSU property-equipment procedures are available at: <http://bfa.sdsu.edu/campus/busserv/uploadedfiles/PropertyEquipmentProcedures> and [http://bfa.sdsu.edu/campus/busserv/uploadedfiles/SDSU\\_EquipmentPolicy2009.pdf](http://bfa.sdsu.edu/campus/busserv/uploadedfiles/SDSU_EquipmentPolicy2009.pdf)

## 1. Definitions of Equipment

- 1.1 Capital equipment is defined as tangible, non-consumable property with an acquisition cost of at least \$5,000, which includes computers.
- 1.2 Tracking equipment includes all computers with acquisition costs between \$1 and \$4,999 acquired on or after July 1, 2009 and all computers acquired prior to July 1, 2009 with an acquisition cost between \$1,500 and \$4,999 still in service. Computers are defined as desktop/workstation CPUs, laptops, tablets, and notebooks. For the purposes of this policy, embedded controllers, network devices, copiers, printers, or hand-held devices such as smart phones will not be considered computers.
- 1.3 Both capital and tracking equipment have useful lives of at least one year and typically are not permanently attached to buildings or grounds.

## 2. University Assets and Investments

- 2.1 The goal of Financial Reporting is to maintain accurate asset accounting records for the university and to provide reports on the university's assets as required by the State of California and the CSU system.
- 2.2 The Financial Reporting department complies with the university's stated Equipment Policy, established by the Vice President of Business and Financial Affairs and abides by the accounting and reporting requirements established in the California State University Capital Asset Guide. Financial Reporting manages the university's investments in accordance with campus investment policy and that of the CSU. It is the goal of Financial Reporting to administer the university's investment pool program responsibly.
- 2.3 All retired computer equipment, either purchased with State or SDSU Research Foundation funds should be turned into the CoS Sciences Technology Services (STS) in the basement of GMCS.
- 2.4 Transferring equipment off-campus: Department chairs or administrators can authorize the use of equipment off campus for the benefit of the University. Filing an Off-Campus Use of Equipment Agreement form with Material Management is required for final approval and attachment to campus asset records. This form is available at: <https://sdsuedu.sharepoint.com/sites/BFA/busserv/material/webdocs/OffCampusUseOfEquipmentAgreement2015.pdf>

## **SDSU RESEARCH FOUNDATION**

Several topics that are particularly relevant for CoS faculty and staff are described below. Additional SDSU Research Foundation (SDSURF) policies and resources can be found at <https://www.foundation.sdsu.edu/>

### ***Submission of Low F&A Rate Proposals***

1. SDSURF F&A rates are calculated in accordance with federal guidelines. Final rates authorized are based on a negotiated agreement with the U.S. Department of Health and Human Services, so the current rates should be confirmed with the SDSU Research Foundation. Rates vary depending on whether the activity is classified as research, instruction or other institutional activities, and whether the activity is taking place on or off-campus. The rates are renegotiated on a periodic basis. The current on-campus research rate in place as of July 1, 2017 is 50.5%, and the rate for research done entirely off-campus is 26%. A complete description of all the approved rates and a description of the direct cost basis may be found at the RF website.
2. Some private foundations and education grants do not provide sufficient F&A to cover these costs, demanding that other resources cover the real expenditures. To ensure that unfair burden is not placed on other research resources, the college will inspect all proposals with F&A rates less than full indirect rate.
3. Prior to approval from the CoS, any proposal with less than full F&A must provide a justification that includes at least two of the following:
  - 3.1 The goals of the award are important to the college or to its units, i.e., there is intrinsic value to the project that warrants support even at a financial loss.
  - 3.2 The proposed project is part of, and integral to, a larger research effort that would be harmed by its exclusion.
  - 3.3 The proposed project represents seed funding or in some other way promises future proposals at higher F&A rates.
  - 3.4 The proposed project PI or Co-PI is a probationary tenure-track faculty developing an initial research program.
  - 3.5 The proposed project is for student support.
  - 3.6 The proposed project is for support of international experiences for faculty and students.
  - 3.7 The proposed project goal includes the establishment of new and promising educational programs.

### ***Property Inventory and Transfer***

For research personnel who have terminated employment with SDSU or SDSU Research Foundation, but will be employed by another University or college to continue the research, the following conditions are required to transfer research property.

1. Property must have been purchased with sponsored project grant and contract funds or obtained as government furnished property.
2. Property is used in the conduct of an active research project.
3. Property will be titled to an eligible institution. Under no circumstance will property be transferred to an individual or for-profit organization.

4. The transferring researcher is the principle investigator on the sponsored grant or contract.
5. A joint letter of justification is sent to the Director of Sponsored Research Administration (SRA) from the Dean of the College and the department chair. Upon approval, the SRA will notify Finance & Accounting so that the items can be removed from the inventory. Include the following information:
  - 5.1 Reason for the transfer.
  - 5.2 To whom custody will be transferred.
  - 5.3 How the property will be crated, shipped, and payment details.
  - 5.4 At what point San Diego State University Research Foundation is relieved of liability for damages to the property.
  - 5.5 Signatures required for the approvals include: Department Chair, CoS Dean, Director of Sponsored Research, SRA, and Finance & Accounting.
6. The principle investigator is charged with monitoring the cannibalization of SDSURF property. It is against SDSURF policy to disassemble usable property when cost effective options are available. The department chair shall oversee any equipment transfer.

### ***Completion of Grant or Contract***

The SRA is responsible for notifying Finance & Accounting regarding disposition of property at the completion of a grant or contract. The University only accepts transfer of select items (see above), so most property will remain on the inventory until it is broken, obsolete, or surplus. Records of fully depreciated assets must be kept as long as the property is in continuous use.

## **REVIEW AND MODIFICATION OF CoS POLICIES AND PROCEDURES**

1. College policies will be modified as needed to comply with CSU or SDSU policies.
2. CoS specific policies may be modified by a majority vote of the college faculty. Proposals for modification of this document must originate from one of the following sources: a CoS committee, a proposal signed by at least 10% of the full-time CoS faculty, or a CoS Dean.
  - 2.1 There will typically only be one opportunity per academic year to make modifications to this document.
  - 2.2 Proposals for modification must be communicated in writing to the Dean's office prior to April 15, so they will be compiled and distributed to the faculty. The Dean shall call for an election, which will allow at least ten workdays to elapse subsequent to the date on which the proposals were distributed to the faculty.
3. Each department will keep a current copy of all its personnel documents on file in the department or on a department website, and in the CoS office.

## LIST OF ABBREVIATIONS

AA	Academic Affairs
ADC	Academic Deans Council
ARCS	Achievement Rewards for College Students
ATR	Assigned Time for Research
AY	Academic Year
CBA	Collective Bargaining Agreement
CFA	California Faculty Association
COAST	CSU Council on Ocean Affairs Science & Technology
COI	Conflict of Interest
Co-PI	Co-Principal Investigator (when two investigators have equal responsibility for a grant)
CoS	College of Sciences
CPU	Central Processing Unit
CSU	California State Universities
CSUPERB	CSU Program for Education & Research in Biotechnology
DIP	Difference-in-Pay leave
F&A	Facilities and Administrative costs (associated with grants and awards)
FERP	Faculty Early Retirement Program
FTEF	Full-time Equivalent Faculty
FTES	Full-time Equivalent Student
GA	Graduate Assistant
GMCS	Geology, Mathematics, and Computer Science Building
HR	Human Resources
ISA	Instructional Student Assistant
ITS	Instructional Technology Services
LOA	Leave of Absence
MOU	Memorandum of Agreement
MPP	Management Personnel Plan
PDS	Personnel Data Summary
PI	Principal Investigator
RTP	Reappointment, Tenure, and Promotion
SDSURF	San Diego State University Research Foundation
SRA	Sponsored Research Administration

SSI	Salary Step Increase
SSPAR	Student Services Professional Academic-Related
STS	Sciences Technology Services
TA	Teaching Assistant
UGP	University Grants Program
URAD	University Relations and Development
WPAF	Working Personnel Action File