

# Temporary Faculty Handbook



College of Social Sciences  
AY 2019–20

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## Introduction

Welcome to the College of Social Sciences (COSS). The purpose of this COSS Handbook is to help you get started as a Temporary Faculty member in the departments within the College of Social Sciences at Fresno State. It can be somewhat daunting at first, but once you learn your way around, you will know that there are many valuable resources to help you set up and maintain your classes.

First and foremost, the [Faculty Handbook](#) (2011–2012) and the [Academic Policy Manual](#) (APM) are available online and will be your main go-to source. With these, you will find information regarding faculty responsibilities, instructional support resources, and many other valuable sources. It is helpful to bookmark these sites and review them as needed.

## Canvas

Fresno State uses Canvas as its Learning Management System. Canvas is an effective way to communicate with your students, and you are strongly encouraged to use it. Today's students take Canvas as a given in all their classes. The use of Canvas also saves paper and printing costs (the syllabus and other course materials can be placed online, and students' work can be turned in online via Canvas). Canvas is user-friendly and easy to learn. Its uses are nearly endless once you learn how to use it. There is help available either by phone, the Web, or walk-ins.

Do not hesitate to talk to your Department Chair if you need help with Canvas. Technical support is available at the Academic Technology Resource Center.

Monday–Friday 8 a.m.–5 p.m.

Henry Madden Library, Room 2131

559-278-7373

[canvas@mail.fresnostate.edu](mailto:canvas@mail.fresnostate.edu)

Contact the Service Desk if you are experiencing problems after regular business hours.

559-278-5000

<http://fresnostate.edu/help/index.html>

Other sources for help:

The Hands-On Canvas Workshop can be found at

<http://fresnostate.edu/academics/cfe/training/workshops.html>.

Lessons from the Lounge—Fall 2019 can be found at

<http://fresnostate.edu/academics/cfe/training/lounge.html>.

The Self-Paced Canvas Training can be found at

<http://fresnostate.edu/academics/cfe/training/self-paced.html>.

## Classroom Technology

All classrooms are equipped with a projector, a control panel, and a DVD player. In most classes, you will need to provide your own computer. If you do not own one, you can check out one from the Library. The classrooms have a VGA cable, but if your computer does not have this port, you will need to provide your own HDMI cord. If you are teaching for the first time, it's a good idea to test it

out in a classroom (during off-class time) before your scheduled class. Again, do not hesitate to request assistance if needed.

If you are experiencing technology problems in the classroom, services are available 8 a.m. – 5 p.m. through Monday to Friday. You can use the phone in the classroom, and in most cases the help desk technicians can talk you through a solution. In some cases, a technician will be sent to the classroom.

Information on the Smart Classrooms can be found at

<http://fresnostate.edu/technology/faculty-staff/classroom/smart-classroom.html>.

Classroom and Video Services at 559-278-2674 can help with video-/media-related issues.

## My Fresno State

You can access [My Fresno State](#) for a variety of functions. If the link does not work, you can also access My Fresno State at [www.fresnostate.edu](http://www.fresnostate.edu) (located under the Quick Links tab in the upper righthand corner of the home page). Sign in using your Fresno State e-mail username and password. You have several options after you sign in: Employee Self Service or Faculty Self Service.

### Employee Service

#### Absence Management

To submit absences and verify all absences for the month have been submitted, you can review them within Report and View Absences.

- a. Log on to the My Fresno State Portal.
- b. Click on Employee Self Service from the menu on the left side of your screen.
- c. Click on Report and View Absences. This can be found in the middle of your Self Service panel under Time Reporting. Check with your department timekeeper to determine if there are any departmental deadlines for entering the time.

All times must be entered and approved by managers and department chairs by the 10th of each month. Do not wait until the last minute to enter your time; enter any absences as they occur. If you need assistance entering absences, please call Payroll at 8-2032 or Office of Faculty Affairs at 8-3027. You must complete this *even if you do not have any absences*.

### Faculty Self Service

#### Class Schedule and Rosters

Using the My Fresno State link, go to Faculty Center. Here, you can access your class schedule and rosters. It is also here that you will submit your grades at the end of the semester. To do this, click on Faculty Self Service, then click on Faculty Center. Select the term you would like to see and your class schedule should show up. Here you will see links to class information, rosters, grade reporting (if available), and textbook ordering information. There is an icon legend that will help you navigate this site. Instructions regarding grade recording and grade change requests also are found here.

Each class has an enrollment capacity. This number is listed on your class roster. Students who want to get into the class after it is full must add themselves to a wait list and are added automatically when someone drops within the first 10 days of instruction. Students wanting to add the class (on the wait list or not) will need to attend so they do not miss important information. After the add period is

over, students will need a permission number, which is only given if room capacity is not exceeded or in extreme cases; see part IV of the University Faculty Handbook at <http://www.fresnostate.edu/academics/facultyaffairs/procedures/faculty-handbook.html>

## Syllabus

You are required to have a syllabus for your students. You *do not need to print it*; instead, you are encouraged to post it to Canvas. Consider the syllabus as a contract, and make sure it is as complete as possible. As per University policy, during the first week of the semester, you will need to provide your Department Administrative Assistant with a copy of all course syllabi for their records.

Your Syllabus needs to follow a University standard syllabus template that includes the following:

- Class/meeting times and place
- Your office hours (also send to the Department Administrative Assistant)
- Your contact information (please use your Fresno State e-mail)
- Prerequisites of the course, if any
- Required and optional textbook(s), reading materials
- Student Learning Outcomes: <http://www.fresnostate.edu/academics/oie/assessment/soap.html>
- Calendar (to include important dates such as last day to withdraw, holidays, final exam days, etc.)
- Requirements of the course and grading policies (e.g., exams, quizzes, papers, and how many points they are worth to make up 100%)
- Attendance policy
- Disruptive classroom behavior statement (see Appendix I below)
- Computer policy (see Appendix I below)
- Disability statement (see Appendix I below)
- Copyright statement (see Appendix I below)
- Plagiarism/Cheating statement (see Appendix I below)
- CSUF honor code (see Appendix I below)

You can find a syllabus template and a date calculator here at <http://fresnostate.edu/academics/curriculum/instruction/syllabus.html>. Suggestions for hybrid or fully online course syllabi can be found here in the red text.

## Student Learning Outcomes (SLOs)

All faculty—tenure track, full-time lecturers, and part-time—must have Student Learning Outcomes (SLOs) that are appropriate for their specific course clearly stated on all their syllabi. Furthermore, the SLOs and the assignments for the course should be aligned. In other words, what you state that students should know and be able to do upon completion of the course must be able to be measured by the assignments you use for the course. If it is a GE course, you must include the appropriate GE learning outcome on the syllabus and have at least one assignment that addresses this learning outcome. For non-GE courses, one of the SLOs should relate to one of the Department/program learning outcomes. It can be identical to a Department/program outcome or it can be stated differently but should be focused on at least one aspect of a student skill that is the focus of a Department/program outcomes. Department/program SLOs can be found on the Department/program Student Outcomes Assessment Plan or the SOAP, which is posted on the OIE Web site at Office of

Institutional Effectiveness. You will find it here at <http://fresnostate.edu/academics/oie/assessment/soap/index.html>.

However, because Departments/programs frequently update their SOAPs, it is better to obtain a current copy of the SOAP from the Department Chair or the Department Assessment Coordinator as the Department might have additional requirements in regard to the syllabi, outcomes, and/or assignments for specific GE or non-GE courses. Therefore, if you have any questions about student learning outcomes, you should meet initially with your Department/program Assessment Coordinator; the Director of Assessment and former College Assessment Coordinator Dr. Melissa Jordine also is available to provide assistance should your Department indicate that it is up to you to develop course SLOs.

### GE Course Syllabi Requirements

As of Fall 2018: GE Course Syllabi Requirements Faculty and the New GE ePortfolio Requirement for students. All faculty teaching a section (this applies to all sections being taught every semester) of a GE course will need to explicitly state which of their assignments align to which GE learning outcome(s) for the appropriate area beginning in Fall 2018. For example, in the syllabus for a Communications 7 course, the professor might indicate that a specific speech aligns with Area A1 student learning outcomes 1 and 2, and in a History 20 course the professor might indicate that a paper aligns with Area D3 outcome 2. Faculty already are required to have one assignment that measures one GE learning outcome so the only change is indicating which assignment aligns to which outcome so students know which assignment to submit to their GE Program ePortfolio. Students will be enrolled automatically in the GE Program ePortfolio, and it is separate from specific GE courses so instructors *will not* have to use Pathbrite.

It would be beneficial and greatly appreciated if professors would encourage students to submit a copy of their ungraded assignment to the GE Program ePortfolio at the same time the assignment is submitted to the professor. Be sure to clearly state that only freshmen and transfer students admitted Fall 2018 or later will be required to complete the GE Program ePortfolio. Furthermore, transfer students are only required to submit assignments from their three upper-division GE courses (IB, IC, and ID) and write one reflection paper, unlike freshmen, who submit assignments from lower- and upper-division GE courses and write three reflection papers.

Any students who have technology issues or questions should be referred to the DISCOVERe Hub. If the Hub Guides cannot assist them, they should be referred to the Director of Assessment, Dr. Melissa Jordine ([mjordine@csufresno.edu](mailto:mjordine@csufresno.edu)).

### Class Format

#### Face-to-Face Course

Course activity is organized around scheduled class meetings; up to 20% of activity can be online without reducing the number of required face-to-face class meetings.

#### Blended or Hybrid Course

Online activity is mixed with classroom meetings, replacing a significant percentage (21%–66%) of classroom meetings.

## Online Course

All course activity is done online; there are no required face-to-face sessions within the course and no requirements for on-campus activity.

## Online Training

Faculty who will be teaching online or blended courses (beyond 20% of the entire course) must successfully complete the required online training ([APM 206](#)).

## Book Orders

Book orders should be turned in as soon as possible. You submit this to the bookstore using a form found at the Fresno State bookstore Web site.

Find out more information about book orders at

[https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2128&langId=en\\_US](https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2128&langId=en_US).

## High-Quality Open Educational Resources (OER)

Part of the Affordable Learning Solutions (AL\$) Program. "Be A Hero" enables faculty to choose and provide quality educational content that is more affordable for our students. The mission of the campaign is to make higher education more accessible to students by promoting the use of high-quality, free (OER) and low-costing learning materials.

Every dollar counts for many students. If students cannot afford the assigned class materials, they may try to learn without them. This means that students are not only choosing not to purchase the materials they are assigned by their professor, but they are knowingly accepting the risk of a lower grade to avoid paying for the textbook.

## Disruptive Students

It is important that you handle disruptive students as soon as an infraction occurs and do not let it get out of hand. If talking to the student does not work, contact your Department Chair. If you feel you are in any danger, contact the Campus Police Department (and your Department Chair). For more information regarding disruptive students:

<http://fresnostate.edu/studentaffairs/studentconduct/concerning-disruptive-students/>

## Students with Disabilities

Occasionally, you will have a student who identifies as having a disability. As faculty, we do not make judgments of what accommodations need to be made but rather follow the guidelines provided by the Services for Students with Disabilities (SSD) office. In some cases, a note taker will be needed and/or test taking outside of the class. It is the student's responsibility to provide the SSD paperwork in order to receive accommodations at the beginning of the semester or as soon as possible after the course has begun. If test taking outside of the class is required, you will be contacted by the SSD office (Henry Madden Library, Room 1202; 559-278-2811) to provide exams.



## Copying

Each Department within the College of Social Sciences does its own copying. Please give the Department at least 24 hours to assist with copying. You will be given a code for use of the copy machine. To save copies, handouts can be put on Canvas for students to print for themselves.

## Copyrights

Be sure to follow the copyright laws. Learn more at

[http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/622\\_000.pdf](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/622_000.pdf)

Often, it is possible to avoid copyright infringement by adding a Web link to Canvas that takes students to the assigned reading.

## Office Hours

Faculty need to observe office hours, but that can be done in many modes, such as in person, by e-mail, or by phone. Review the University policy on office hours in APM 338 at

<http://www.fresnostate.edu/academics/facultyaffairs/documents/338.pdf>

Your office hours should be roughly proportional to the total units you teach. Refer to the above policy for details.

## Consultation Days

The last two days of the semester are considered Consultation Days (also known as “dark days”). Faculty are expected to use these days to hold office hours and meet with students.

## Final Exams

Final examination periods are officially part of the academic year and, as such, a component of required faculty obligations. Final examinations or final class meetings are required in all courses and shall be held at the time and place identified in the Schedule of Courses. No final examination may be scheduled prior to the time specified in the Schedule of Courses. Any exceptions must receive written approval of the Department Chair and Dean. The general nature of the examination or final class meeting should be described in the course syllabus. Illness, accident, or other contingencies might prevent a student from taking the final examination at the scheduled time. In such cases, the instructor should assign a makeup examination or, if appropriate, a grade of incomplete.

The final exam schedule can be found at <http://fresnostate.edu/academics/scheduling/final-exam-schedule/>.

## Student Grade Disputes

If you have a student who disagrees with the grade you give, follow APM 415 to resolve that. This policy lays out the procedures for how a student might seek a solution related to grading complaints. There are two steps: one informal and one formal. The informal step involves you, the student, the Department Chair, and the Associate Dean of the College (if needed). If the disagreement is not resolved at this step, the student can file a formal petition and the university will form a committee to hear the case. Consult APM 415 (and 242 and 243) for details.



Always check with your Department Chair if there is an issue with student grades that is not resolved between you and the student.

## Canceling Classes

If for any reason you need to cancel a class, notify your Department Chair and Department office in advance (with the justification), and make alternative arrangements for your students (e.g., reading assignments, exercises, online discussions). It is important to notify your students, too. Each Department can have its own class cancellation policies, so check with your Department Chair. Also, note that you *cannot* have any off-campus person teach your class, proctor an exam, pick up papers, or serve in any capacity for your course(s) in your absence.

## Working Personnel Action File (WPAF)

You have the right to know what is in your Working Personnel Action File (WPAF), which is kept in the College of Social Sciences office (SS 108). You will be notified when something is added to your file, and you may request to see the file. It is important that you timely update your CV, such as with training related to your teaching, a publication, an honor, or a service you performed. You can request to update your CV anytime, and it is a good idea to update it at least annually. For more information on the policy on the Working Personnel Action File, see Article 11 of the Collective Bargaining Agreement:

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/CFAtoc.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAtoc.shtml) 7

## Campus Resources

Center for Faculty Excellence (formerly TILT)

<http://fresnostate.edu/academics/cfe/>

The Center for Faculty Excellence provides faculty with professional development, technology training, support, and development of academic uses of technology.

SupportNet

<https://www.fresnostate.edu/studentaffairs/lrc/supportnet/>

SupportNet is an early support program where faculty and staff can refer students who need academic and/or personal assistance. SupportNet provides appropriate academic assistance and university resources as the following:

- Time management strategies
- Realistic study expectations
- Learning style assessments
- Study skills, test-taking skills
- Academic success workshops

Title IX

<http://www.fresnostate.edu/adminserv/title-ix/index.html>

Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

## Advising

Social Science Advising Center

<http://www.fresnostate.edu/socialsciences/advising/index.html>

The College of Social Sciences has an Advising Center for academic advising.

## Credential Advising

<http://www.fresnostate.edu/socialsciences/departments/credential-program.html>

Those majoring in history, political science, and geography can also elect to teach high school social studies after graduation. As part of that preparation, the college offers a set of courses approved as the subject matter preparation program in social sciences, which can be taken in conjunction with the undergraduate major. The History Department provides advising to students interested in this option, who also can take credential coursework in the Kremen School of Education and Human Development. After completion of this program, the student can go on to enter student teaching programs throughout California.

Robin Sischo, Credential Advisor

E-mail: [rsischo@csufresno.edu](mailto:rsischo@csufresno.edu)

Dr. Neil Conner, Program Coordinator

E-mail: [nconner@csufresno.edu](mailto:nconner@csufresno.edu)

Office: Science Building Room 152

Phone: 559-278-5270

## Appendix I

The following should be included in your syllabus.

**Students with Disabilities:** Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in the Henry Madden Library, Room 1202 (278-2811).

**Honor Code:** “Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities.”

You should:

- a) understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration)
- b) neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading.
- c) take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

Instructors may require students to sign a statement at the end of all exams and assignments that “I have done my own work and have neither given nor received unauthorized assistance on this work.” If you are going to use this statement, include it here.

**Cheating and Plagiarism:** “Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one’s grade or obtaining course credit; such acts also

include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work.”

Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University’s policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).

**Computers:** “At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University’s information resources.”

**Disruptive Classroom Behavior:** “The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained...Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live...Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.”

**Copyright Policy:** Copyright laws and fair use policies protect the rights of those who have produced the material. The copy in this course has been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code). To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit its copyright Web page:

<http://www.csufresno.edu/library/about/policies/docs/copyrtpolicyfull.pdf>

Technology Innovations for Learning & Teaching (TILT) course Web sites contain material protected by copyrights held by the instructor, other individuals, or institutions. Such material is used for educational purposes in accord with copyright law and/or with permission given by the owners of the original material. You may download one copy of the materials on any single computer for non-commercial, personal, or educational purposes only, provided that you (1) do

not modify it, (2) use it only for the duration of this course, and (3) include both this notice and any copyright notice originally included with the material. Beyond this use, no material from the course Web site may be copied, reproduced, re-published, uploaded, posted, transmitted, or distributed in any way without the permission of the original copyright holder. The instructor assumes no responsibility for individuals who improperly use copyrighted material placed on the Web site.