

## FACULTY HANDBOOK

### CHAPTER V

## FACULTY MEMBERSHIP

### 500. FACULTY DEFINED

The [Trustees](#) of the [California State University](#), in California Code of Regulations, Title 5, [Section 42700\(l\)](#), define the faculty as follows:

*(l) "Academic employee" means an employee engaged either (1) primarily in instruction who is employed and compensated on the basis of class and rank or (2) in very closely related professional activities such as those carried on by professional librarians on a campus. The classes of positions whose incumbents may be eligible for inclusion in the closely related area (2 above) will be determined by the Trustees after appropriate job studies, consultation with employees and administrators and subsequent classification plan readjustment. Specific decisions on individual incumbents will be made in light of these guidelines.*

The Trustees of the CSU, in their collective bargaining agreement ([CBA](#)) with the California Faculty Association ([CFA](#)), list the classes of positions whose incumbents are included in the definition of academic employees and who are covered under the terms of the bargaining agreement. These may be found in CBA: Unit 3, [Article 2.13](#) and [Appendix A](#) of the CBA.

The members of the general faculty are those persons indicated in the Constitution of the General Faculty of Humboldt State University, Section 2 (see [Appendix E](#)).

The faculty listing in the University catalog is based upon membership in the General Faculty. The department is responsible for the catalog listing.

### 501. FACULTY TITLES

Academic rank is assigned to members of the instructional faculty as "Instructor," "Assistant Professor," "Associate Professor," and "Professor" on the basis of initial appointment or promotion, using established procedures as defined by the [CBA](#) and campus policy. There is provision in the regulations for appointment as a "Lecturer," a title used to cover a nonpermanent academic assignment. Members of the staffs of attached agencies which are university related and other persons volunteering their professional services to the University may be granted the title of "Adjunct Professor" (see **Section 502**), "Associate" (see **Section 503**), and "Research Associate" (see **Section 504**). Professional members of the library staff are assigned the corresponding titles of "Assistant Librarian," "Senior Assistant Librarian," "Associate Librarian," or "Librarian" on the basis of initial appointment or promotion using procedures established by the [CBA](#) and campus policy.

### 502. ADJUNCT PROFESSOR

Persons to be considered for designation as adjunct professor shall be appropriate professional personnel assigned to agencies attached to the University (such as the Cooperative Fishery Unit) or other persons volunteering their professional services to the University.

The criteria applied to persons being considered for designation as adjunct professor shall be those in **Section 500**. Specifically, the professional qualifications of the candidate for designation shall equal the qualifications expected of a faculty member, were one appointed to provide the same service.

The personnel committee of the department where the service is to be performed shall initiate and substantiate the proposal of a candidate for adjunct professor. The proposal and the supporting documents will be sent to the college personnel committee in the college where the service is performed. After due consideration and investigation, the college personnel committee shall forward the proposal, with its recommendation, to the President, or designee, for action.

The designation of the individuals with the title of adjunct professor is by action of the President, or designee, on the recommendation of the department and then college personnel committee. Such designation carries no rank or emolument, though such persons may be given library privileges and access to such facilities as are appropriate. For protection of both parties, a Volunteer Appointment Form will be filed annually, and will include teaching load information for each semester, if applicable.

Adjunct Professors shall be appointed for a term of five years. The five-year term is renewable upon the recommendation of the department personnel committee and the approval of the college personnel committee where the service is performed, such recommendation being based on the assumption that the candidate remains in the same relationship to the University and provides the same service as when first appointed.

Department and college personnel committees, in making recommendations, and the administration, in making appointments, are to consider any impacts on campus resources.

[Human Resources & Academic Personnel Services](#) will provide an annual list to college deans in the fall listing adjunct faculty whose five-year appointments will expire during the academic year.

### **503. ASSOCIATE**

From time to time persons of distinguished academic preparation or accomplishments may seek, or be sought by the University, to associate temporarily for the purpose of the advancement of learning. Where such association is mutually beneficial and upon the recommendation of the appropriate department(s), acting as a committee-of-the-whole or through its personnel committee, the college dean may designate such persons as "Associate in [the appropriate academic discipline]." Such a designation carries no rank or emolument, though such persons may be given library privileges and access to such facilities as are appropriate.

The recommendation should include specific details relating to the criteria indicated above, including (1) the academic preparation or accomplishments that distinguish the person recommended; (2) the way in which learning and/or scholarship may be advanced by the association; (3) how it will mutually benefit the parties; (4) and the period of association, with the possibility of reappointment. The college dean will inform the Dean of the University Library of the acceptance of such a recommendation. For protection of both parties, a Volunteer Appointment Form will be filed annually, and will include teaching load information for each term, if applicable.

### **504. RESEARCH ASSOCIATE**

A Research Associate (RA) is envisioned as an individual who is a productive researcher and has expressed a willingness to pursue external funding in support of research or creative activity. A close working relationship between the Research Associate and the departmental faculty, students, and staff is a requirement of the status. While the University may elect to provide devoted space on campus for the RA, it would not be obligated to provide a salary or benefits for their work outside of HSU teaching responsibilities. The individual, if paid by grants through HSU, would be paid through HSU SPF's payroll process.

The benefits of approving Research Associates include: enhancement of the research reputation of the

department, college, and university; the likelihood of additional funds for equipment, returned indirect revenue to the affiliated department/college; and potential financial support for undergraduate and graduate students.

There are some nominal costs borne by the college. Suitable office or laboratory space may be provided, as well as telephone and computer access if needed. The Research Associate will require University Library privileges and be permitted to purchase a parking permit.

The RA is expected to have an interest in grant writing and/or a record of productive scholarship or creative activity. After applying for RA status, a favorable vote by a majority of the departmental faculty is required to send a name forward. The designation of individuals as Research Associate is by action of the Provost on the recommendation of the college personnel committee and endorsement of the college dean. The term of appointment should be one to five years and may be renewed.

The duties of the Research Associate are to serve as a colleague and as a resource for the department/college and to conduct research. Any grant or contract proposed by the RA would be submitted through the Humboldt State University Sponsored Programs Foundation (HSU SPF), and would follow the University's institutional routing procedure.

For protection of both parties, a [Volunteer Appointment Form](#) will be filed annually.

#### **505. FACULTY RECRUITMENT**

The University and the faculty subscribe to the AAUP [Statement on Recruitment and Resignation of Faculty Members](#), April 1961. The policy and procedure for recruitment of new faculty members is as follows:

Identification of candidates is the primary responsibility of the colleges and departments. Probationary position vacancy announcements are approved and issued by [Human Resources & Academic Personnel Services](#) using a standard format. Temporary position vacancy announcements are approved and issued by the appropriate college or university library dean. Departments shall maintain candidate files and other documentation associated with the recruitment process for a minimum of three years.

Preliminary screening of applicants and identification of candidates will be the sole responsibility of the colleges and departments. Preliminary discussion of possible offer with the candidate will be undertaken by the college dean or department chair. This is a communication of possible salary, rank, teaching load, and other relevant information, and does not constitute an appointment offer. The desirable response should be to indicate whether such an offer would be accepted if made.

Offers of probationary and full-time temporary appointment will be made by the [Provost and Vice President for Academic Affairs](#) on the basis of recommendations from the college and accompanied by initiating unit faculty recommendations, except in emergency situations when consultation is not possible. Rank and step will be jointly determined by the Provost and Vice President for Academic Affairs in consultation with the dean. Offers of full-time or part-time temporary appointment will be made by the college dean on the basis of recommendations from the initiating unit faculty. Rank and step will be jointly determined by the dean/department chair.

#### **506. FACULTY APPOINTMENT**

The consultative process is used in all stages of recruiting new faculty unit employees, with the department being the initiating unit. New faculty unit employees are typically recruited at the assistant professor/senior assistant librarian rank unless the position or particular circumstances warrant a lower or a higher rank. In the case of higher rank, the candidate usually has held the same rank for which recommendation is being made. However, possession of advanced rank in itself does not necessarily justify

advanced rank appointment. Except in emergency situations where consultation is not possible, an offer at a rank higher than an assistant professor/senior assistant librarian should have the college promotion committee's determination as to whether or not promotion to advanced rank would be considered if the appointee were a current faculty member.

A maximum of two years' service credit toward completion of the probationary period may be awarded for previous experience.

#### **507. SUBSEQUENT APPOINTMENT**

Faculty members with probationary status must be appointed each year. The decision to retain a faculty employee is an administrative decision which is reached through the consultative process utilizing the procedure(s) outlined in Faculty Handbook [Appendix I](#) and in the [CBA](#). Faculty committees, with the responsibility for evaluating and recommending continuing appointment, are at the department, college, library, and university levels. With the exception of faculty being appointed to second year, final recommendations are made by the University Faculty Personnel Committee to the President (currently the [Provost and Vice President for Academic Affairs](#) has been named the President's designee).

The process involved in the tenure decision is that of yearly periodic evaluation and subsequent appointment, with a performance review for the purpose of award of tenure in the final year. For additional information regarding faculty retention and promotion policies and procedure, see [Appendix J](#) of the Faculty Handbook and [Article 12](#) of the CBA.

#### **508. TENURE: FACULTY UNIT EMPLOYEES**

Tenure is acquired by the faculty member who has served a total of six (6) years of full time probationary service; who is retained, and who begins service for the seventh year, unless the appointment for that year is explicitly designated a terminal year.

The President may award tenure to any individual at the time of appointment or, under rare circumstances, before the normal six-year probationary period. The process involved in the tenure decision is that of yearly periodic evaluation and subsequent appointment, with a performance review, for the purpose of award of tenure in the final year (see [Appendix J](#)). Criteria and standards for the award of tenure shall be those contained in Appendix J and where appropriate, [approved department standards](#). For additional information, please refer to [Article 13.14 -13.20](#) of the CBA.

#### **509. FACULTY PROMOTIONS**

The development of procedures related to the promotion of faculty members from one rank to the next is a responsibility which rests in the General Faculty and has its origins with the applicable provisions of the [CBA](#). The subject is one of the few which is not handled in the [University Senate](#) but in the processes of the General Faculty as a whole. A copy of the faculty personnel policy and procedures document in effect is available in [Appendix J](#). It provides that recommendations for promotion should originate at the lowest practicable level, usually the department, and that those recommendations are viewed and reviewed by the college personnel committee and the University Faculty Personnel Committee. Procedures and criteria are given, and faculty unit employee rights are outlined. In addition to the formal provisions in the document, it has been the custom for the University Faculty Personnel Committee to invite the [Provost and Vice President for Academic Affairs](#) to enter the dialogue at some point and to meet with the President in the final stages of the process to the end that consensus may, to the extent possible, be attained. For additional information, please refer to [Article 14](#) of the CBA.

#### **510. PERSONNEL POLICY WITH REFERENCE TO RELATED FACULTY UNIT EMPLOYEES**

Personnel decisions regarding appointment, reappointment, tenure, and promotion shall be based on ability and fitness for the position. The Office of the Chancellor has issued the following [statement](#):

*There shall be no blanket prohibition against the employment of close relatives. No one, however, may serve in capacities where he/she is required to make decisions on the personnel status of any close relative. Close relative is herein defined as husband-wife, father-mother, son-daughter, brother-sister, step relative, or in-laws.*

#### **511. TERMINATION OF PROBATIONARY FACULTY UNIT EMPLOYEES**

The termination of a probationary faculty unit employee's service is a process circumscribed by provisions of the [CBA](#) and by the canons of professional supervisory function. In particular, the termination decision at the point when the issue of tenure is involved implies that, except in unusual cases, there has been a clear anticipation of the possibility over a period of time through the performance review procedure. Provision is made in the [CBA](#) for probationary faculty unit employees who have served a minimum of three years probation to be appointed to a terminal year with no further appointment rights.

#### **512. RESIGNATION OF FACULTY MEMBERS**

The University and faculty subscribe to the AAUP *Statement on Recruitment and Resignation of Faculty Members* (April, 1961).

*In order to permit adequate time for faculty to review programs in their departments and decide on priorities, to prepare vacancy announcements, to recruit affirmatively, to evaluate applicants, and to recommend appointments--faculty who intend to retire or resign should notify the University President at least five months prior to the end of the academic term which will conclude their active service; e.g., those faculty whose active service will conclude with spring commencement should give notice no later than mid-January prior.*

#### **513. REMOVAL OF TENURED FACULTY MEMBERS**

Faculty members who have acquired tenure can be removed from their positions only with cause and following properly established procedures. Grounds for dismissal are found in [California Education Code Section 89535](#).

#### **514. SEPARATION FOR LACK OF FUNDS, LACK OF WORK, OR A PROGRAMMATIC CHANGE**

For current information pertaining to faculty layoff, please refer to [Article 38](#) of the CBA.

#### **515. FACULTY MEMBER AND FAMILY RESIDENT STATUS**

A faculty member, spouse, or child is considered to be a resident of the State of California for fee assessing purposes if that person should wish to attend classes at the University, please refer to the [dependant chart](#).

#### **516. ACCOMMODATION TO LIMITATIONS OF FACULTY WITH DISABILITIES**

The University shall make reasonable accommodation to the limitations of faculty with disabilities; e.g., adjustment of class schedules, relocation of committee meetings, special equipment, extra clerical support, change in office location, and special parking. Reasonable accommodation is defined as any arrangement or service that would not impose undue hardship on the University in the operation of its program.

The initiating unit of a faculty member with a disability is responsible for seeking needed arrangements or

services. The Associate Director in Academic Personnel Services & Human Resources is available to answer questions regarding the definition of reasonable accommodation in particular cases and to assist initiating units in obtaining the necessary resources.

#### **517. EVALUATION OF COLLEGE AND UNIVERSITY LIBRARY DEANS**

The performances of college and university library deans are reviewed annually by the [Provost and Vice President for Academic Affairs](#), who solicits evaluative information from varied university sources. As a part of the evaluation, **each supervisor** should provide a narrative statement concerning administrative performance to the Provost and Vice President for Academic Affairs no later than May 1 of each year. In addition, individual faculty members who wish to do so may provide evaluative statements.

#### **518. POLICY REGARDING ADMINISTRATORS HOLDING ACADEMIC RANK**

The appointment of administrators eligible for academic rank, and thus to tenure in a teaching position on the faculty, is made only after consultation with the faculty of the department(s) affected and may be made at the time of initial appointment and assignment to the administrative position.

The granting of tenure of such administrators is made only after a recommendation by the appropriate committee of the department whose judgment should be based on the candidate's qualifications as a member of the teaching faculty. Criteria and standards for award and tenure are those contained in [Appendix J](#).

#### **519. TEMPORARY REPLACEMENT OR SUBSTITUTION FOR REGULARLY ASSIGNED FACULTY**

From time to time, faculty unit employees are prevented from meeting regularly assigned teaching responsibilities due to illness or some other circumstance beyond their control, such as appointment to jury duty or attendance at a meeting at which departmental or institutional attendance is required and to which they are assigned by the [Provost and Vice President for Academic Affairs](#). Under such circumstances, the substitute faculty or part-time faculty account provides limited resources for employing temporary substitutes. It should be noted that these funds are very limited since their use for this purpose reduces the capacity of the University to meet other long-term needs. Ordinarily these funds may not be used to substitute for faculty who elect to attend professional meetings, to act as consultants, either for fees or for honor, or to take additional duties on a voluntary basis. Such short- duration substitute assignments shall normally be up to eighteen (18) class hours and shall be compensated at the faculty substitute rate. Temporary substitute assignments of longer than eighteen (18) class hours duration shall be compensated by an appropriate workload reduction as soon as practicable or, if the employee is not employed in the next academic term, the employee shall be appropriately compensated upon separation for the class hours taught. Faculty employees may make informal voluntary substitute arrangements of short duration with a colleague and shall consult with the department chair person about such an arrangement.

#### **520. FACULTY WORKLOAD**

For information pertaining to faculty workload, please refer to [Article 20](#) of the CBA.

#### **521. ACADEMIC PERSONNEL WITH ASSIGNMENTS OTHER THAN ACADEMIC YEAR**

Some positions are filled by persons who continue to be paid on the basis of class and rank but are employed on a twelve-month period rather than for the academic year. Librarian employees who are employed on a twelve-month basis may elect to be employed for one or more fiscal years on a ten-month basis. Variations in personnel regulations are involved in such cases and are provided for in the [CBA](#).

## 522. COMMENCEMENT

Policies for commencement are assigned to [Marketing and Communications](#) with consultation from college representatives.

Attendance at commencement exercises is expected of all members of the faculty. [Commencement](#) day is established in the campus academic calendar as a normal work day. Details regarding the exercise will be announced by the deans and chairs of the appropriate colleges. All degree candidates and faculty members are to wear appropriate academic regalia.

Absence by a faculty member from commencement will be for cause and should be requested through the department chair, the college dean and the [Provost and Vice President for Academic Affairs](#) with appropriate recommendations included.

## 523. SICK LEAVE

Members of the faculty are included under the provision for sick leave that applies to all California State employees. Following completion of one qualifying pay period, a full-time faculty unit employee is credited with 8 hours of sick leave and is thereafter credited with 8 hours of sick leave for each qualifying pay period. Faculty unit employees who are employed less than full-time accrue credit for sick leave with pay on a pro-rata basis. Sick leave may be used according to the provisions set forth in the [CBA](#). Absence for sick leave after 3 days may be verified by either a physician's statement or other appropriate documentation. Terms, conditions, and procedures pertaining to the accumulation and use of sick leave are found in [Article 24](#) of the CBA, which should be consulted in the event clarification is required.

## 524. VACATIONS

For information pertaining to vacation, please refer to [Article 34](#) of the CBA.

## 525. PROFESSIONAL DEVELOPMENT

[Article 25](#) of the CBA describes development opportunities that may be available to eligible faculty members and the procedures under which they may be requested.

## 526. FEE WAIVER

Full-time faculty unit employees and less than full-time tenured faculty unit employees may be eligible for enrollment in the CSU Fee Waiver program, subject to the provisions of [Article 26](#) of the CBA. A description of this program is provided on the Human Resources web site. Application forms are available in the Academic Personnel Services Office. Courses taken on the fee waiver program shall be job-related courses or career development courses and require an application and approval process.

## 527. COMPUTER COURSEWARE ASSISTANCE FOR FACULTY

The [Office of Academic Affairs](#) (OAA) has established two facilities, [Information Technology Services \(ITS\)](#) and the [Center for Teaching and Learning \(CTL\)](#). Staff and student assistants are on hand in the FTSC to assist faculty in learning new hardware and software.

## 528. SABBATICAL/DIFFERENCE IN PAY LEAVE

*Sabbatical Leave*

Applications for sabbatical leave are requested using HSU [Form 320](#). CBA [27.2](#) reads, "A full-time faculty

unit employee shall be eligible for a sabbatical leave if s/he has served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave and at least six (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." Eligible faculty members submit applications to the [Provost and Vice President for Academic Affairs](#) (currently designee for the President), who then forwards the applications to the Professional Leave Committee for review and recommendation. All applications for sabbatical leave must be accompanied by a report of the most recent sabbatical leave taken, if applicable. The Provost will consider the statement on departmental impact from the applicant's department chair, and the recommendations of the Professional Leave Committee, and respond to the applicant in writing with his/her decision. The response will include the reason(s) for approval or denial, as well as any conditions attached to the leave, if approved. Final approval of a sabbatical leave shall not be granted until the applicant has filed with the Provost and Vice President for Academic Affairs an accepted statement of assets (not including PERS holdings) or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave. As per University Senate [Resolution #01-00/01-EX](#) approved October 18, 2000, applicants who are denied may request reconsideration, with supporting rationale, from the [Provost and Vice President for Academic Affairs](#) within five days from the first Monday in December. (The Provost's decision regarding the request for reconsideration is due to the applicant within five working days from the date of submission of the request for reconsideration).

Sabbatical leaves are funded for full pay for the period of one semester and at one-half of full salary for two semesters for faculty members who are paid on the basis of class and rank. Librarian faculty unit employees shall be paid while on sabbatical leave at full salary for four months or one-half of full salary for eight months.

While on sabbatical leave, a faculty unit employee is considered to be in work status and therefore generally receives the same fringe benefits provided as if they were not on sabbatical leave. [Article 27](#) of the [CBA](#) outlines the provisions for the sabbatical leave procedure and benefits eligibility. In addition, a faculty member contemplating making application for sabbatical leave should consult the campus [Human Resources](#) Office for current policies and procedures pertaining to benefits.

As stated in CBA 27.18, "a faculty unit employee on sabbatical shall not accept additional and/or outside employment without prior approval of the President."

A sabbatical leave report must be submitted within three months after resumption of active duty following termination of the leave.

#### *Difference in Pay Leave*

Applications for difference in pay leave are requested using HSU [Form 310](#). CBA [28.4](#) reads, "A full-time faculty unit employee shall be eligible for a difference in pay leave if s/he has served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a difference in pay leave. 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, nor shall it fulfill the obligation in 28.16. A faculty unit employee will be eligible for a subsequent difference in pay leave after s/he has served full-time for three years after the last sabbatical leave or difference in pay leave and has satisfied the obligation in 28.16." which states, "A faculty unit employee shall render service to the CSU upon return from a difference in pay leave at the rate of one (1) term of service for each term of leave." Final approval of a difference in pay leave shall not be granted until the applicant has filed with the [Provost and Vice President for Academic Affairs](#) a suitable

bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave.

The reviewing body shall be a departmental committee composed of tenured faculty unit employees elected by probationary and tenured faculty. Faculty applying for a difference in pay leave shall not serve on the committee. The recommendation ensuing from such a review shall be submitted to the appropriate college dean. The salary for a difference in pay leave for faculty shall be the difference between the faculty member's salary and the minimum salary of the instructor rank. The salary for a difference in pay leave for a librarian shall be the difference between the employee's salary and the minimum salary of the lowest comparable time base librarian rank. The salary for a difference in pay leave for a counselor shall be the difference between the minimum salary of the instructor rank at the comparable time base.

While on difference in pay leave, a faculty unit employee is considered to be in work status and therefore generally receives the same fringe benefits provided as if they were not on a difference in pay leave. [Article 28](#) of the CBA outlines the provisions for the difference in pay leave procedure and benefits eligibility. In addition, a faculty member contemplating making application for a difference in pay leave should consult the campus [Human Resources and Academic Personnel Services](#) Office for current policies and procedures pertaining to benefits. As stated in [CBA 28.14](#), "a faculty unit employee granted a difference in pay leave shall not accept additional and/or outside employment without prior approval of the President."

A difference in pay leave report must be submitted within three months after resumption of active duty following termination of the leave.

#### **529. SALARY SCHEDULES**

Salaries of faculty members are based upon a negotiated schedule that involves class, rank, and step characteristics. A salary schedule is published annually by [Human Resources and Academic Personnel Services](#) and appears as [Appendix C](#) of the CBA.

#### **530. PAY CHECKS**

Pay checks are ordinarily distributed on the last working day of the pay period. They may be picked up at the Cashier's window in the Student & Business Services Building or arrangements may be made with the Payroll Office to have the paycheck sent to the bank of your choice for automatic deposit. The Payroll Office annually publishes the [Green and Gold Calendar](#) which contains pay dates and holiday schedules. Deductions are made from paychecks for federal/state withholding income tax, retirement contributions, and social security. Additional deductions are made upon authorization of the employee.

#### **531. MATERNITY/PATERNITY LEAVE POLICY**

Please refer to the [Unit 3 Faculty CBA](#), Articles 23.4 through 23.6, for provisions covering Parental Leave.

#### **532. HEALTH AND OTHER INSURANCE**

Group insurance plans provide basic and major medical health insurance, dental insurance, and vision care and are available through payroll deduction. The cost of the various plans varies depending upon the plan selected and the overage of family members. There is state participation in the cost of these plans. Automobile, life, income protection, and accidental death and dismemberment insurance plans, and long-term care plans also are available through payroll deduction. Some employee organizations offer various types of voluntary insurance plans, and these organizations should be contacted to obtain additional information. Details regarding the state-sponsored health and other insurance plans may be obtained from the [Human Resources Office](#).

### **533. EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Employee Assistance Program ([EAP](#)) assists employees with psychological, chemical, marital, family, or workplace related problems. Two, one-hour sessions of counseling are offered at no cost to the employee. If further help is needed, employees are referred to an appropriate agency or therapist. No information is reported to the University administration or to the Human Resources Office. Employees seeking assistance should contact the [Human Resources Office](#) for the EAP's phone number.

### **534. TAX-DEFERRED ANNUITY PROGRAM**

All faculty unit employees are eligible to participate in the tax deferred annuity program (403b) approved by the Trustees of the CSU. Details regarding this program and the authorized list of 403b companies may be obtained from the [Human Resources Office](#). There are also other deferred compensation plans available.

### **535. CREDIT UNIONS**

The [California State and Federal Employees No. 20 Credit Union](#), located in Eureka, offers credit union services to all employees of the University. Some employee organizations also maintain a credit union for the use of their members. Information on these credit unions should be obtained from the organizations. Information on the state employee's credit union may be obtained from the [Human Resources Office](#) or by contacting the credit union office directly.

### **536. WORKERS' COMPENSATION**

The purpose of [Workers' Compensation](#) is to assist an employee who has had a job-related injury by paying all medical expenses and providing the employee with partial compensation for income lost while the employee is unable to work. If injury results in death, death benefits are provided for the surviving spouse and dependents. The University provides Workers' Compensation to all employees injured on the job.

### **537. NONINDUSTRIAL DISABILITY INSURANCE/LEAVE**

Nonindustrial Disability Insurance (NDI) is a wage continuation program. It is a fringe benefit completely paid by the State. There are no employee contributions, enrollment fees, or medical examinations required in order to be covered. The program provides benefits of one-half gross pay up to \$125 a week. Benefits are payable once a month for a maximum of 26 weeks during any one continuous period of disability. Additional information may be obtained from the [Human Resources Office](#).

### **538. UNEMPLOYMENT INSURANCE**

Faculty are covered by provisions of the state's Unemployment Insurance Program, effective July 1, 1972. Further information on this program is available through the [Employment Development Department \(EDD\)](#).

### **539. RETIREMENT**

Faculty members become members of the California Public Employees' Retirement System (CalPERS) if their initial appointment is for a minimum of one academic year. Employees are required to contribute a percentage of their gross monthly salary per month. There is a cap on annual salary that can be used to calculate retirement benefits. The contribution is not subject to federal and state taxes. Retirement benefits are based on the number of years of service, rates of pay received, and attained age at retirement. Various options for retirement benefits are available upon retirement. Further information about the Public Employees' Retirement System is available from the [Human Resources Office](#) or [www.callpers.ca.gov](http://www.callpers.ca.gov).

Part-Time, Seasonal, and Temporary (PST) Retirement Plan – Employees who are not eligible for CalPERS retirement are required to participate in the PST Retirement Plan administered by CalHR in lieu of Social Security. Employees enrolled in this plan contribute 7.5% of their gross wages, on a pre-tax basis, to a retirement account that is available upon separation of employment.

[Faculty Early Retirement Program](#) - This program allows tenured faculty members who are eligible for service retirement under CalPERS to elect service retirement and return to work each succeeding academic year (for up to a maximum of five years) at fifty percent (50%) of the employee's regular time base in the year immediately preceding retirement. Additional information may be obtained from [Academic Personnel Services](#) and from Article 29 of the [Unit 3 Faculty CBA](#).

[Pre-retirement Reduction in Time Base Program](#) - This program allows eligible tenured faculty unit employees to phase into actual retirement through reduction in time base to an average of two-thirds, one-half, or one-third of full time while maintaining full retirement and other benefits for a maximum of five years. Additional information may be obtained from [Academic Personnel Services](#) and from Article 30 of the [Unit 3 Faculty CBA](#).

#### **540. EMERITUS FACULTY AND STAFF**

Emeriti faculty and staff are considered an important and integral part of the university community. The University recognizes the benefits and privileges of continued participation of retired faculty and staff in the academic life of the institution. Emeritus status may be granted to any academic, administrative, staff or faculty member upon the written recommendation by a personnel committee or Dean in their academic unit and the approval of a majority of the University Senate.

Recommendations for conferring emeritus status shall be based upon: retirement from the California State University; having provided ten or more years of full-time service or its aggregated equivalent at this campus; and meritorious contributions to teaching, scholarship, and/or service to CSU. In special circumstances, the University Senate may award emeritus status to faculty or staff with less than 10 years of cumulative service. Faculty participating in the Early Retirement Program are considered to be regular members of the faculty and therefore are not yet eligible for emeritus standing.

##### **Emeritus Status – Benefits**

The University should, so far as space, resources, and priorities permit, offer amenities to emeritus faculty and staff to recognize their continuing membership in the university community, including but not limited to: an invitation to join the HSU Emeritus and Retired Faculty and Staff Association (ERFSA), whereby other benefits may be sustained; listing in the program of the commencement ceremony closest to their retirement; an invitation to participate in department, school/college and university functions, such as convocation, commencement, and other celebrations; services normally extended to active faculty and staff, including an email account, use of the library, and the same discounts available to active staff and faculty for use of campus recreational facilities, activities and cultural events, and resources.

Faculty emeriti may place the Latin designation emeritus or emerita following the title of their highest academic position on official correspondence, ( i.e. Professor Emerita, Professor Emeritus, or Lecturer Emeritus, Lecturer Emerita, Librarian Emerita, Librarian Emeritus, Counselor Faculty Emeritus, Counselor Faculty Emerita, etc.); faculty emeriti will be listed in a position of honor on a prominent University website and in appropriate University publications.

The University should, so far as space, resources, and priorities permit, offer amenities to assist faculty emeriti in their scholarly or professional pursuits, including but not limited to: the assignment of an appropriate office space if available and access to equipment or services; the right to compete for research grants through the HSU Sponsored Programs Foundation; attendance at department faculty meetings as ex-officio, nonvoting members with floor privileges; the same discounts for use of academic resources such as books and software as active faculty; eligibility for the appointment and/or election to faculty committees; and free parking.

Decisions about the provision of resources should be broadly consultative and should include officials from affected units (i.e., Chairs when Department resources are involved, Deans when college resources are involved, etc.).

Emeritus status may be revoked by a majority vote of Senate when the title holder has been found guilty of a significant criminal offence or with fraud, or has been found to be engaged in activities which have brought disrepute to the University. Prior to such a vote, the involved individual or their representative(s) are entitled to present a written defense to the University Senate. A person whose emeritus status has been revoked may appeal to the University Senate for re-instatement, which may be conferred by a majority vote.

#### **541. BLOOD BANK**

Information regarding scheduling for blood donations and instructions for the use of the services of the blood bank is distributed by the [Northern California Community Blood Bank](#).

#### **542. ROOM AND OFFICE ASSIGNMENTS**

Room and faculty office assignments are the responsibility of the [Office for Academic Affairs](#) in consultation with the deans of the various colleges.

#### **543. TRAVEL**

Travel from the campus to various parts of the state for university-related purposes is a normal aspect of faculty function. Prior to travel, provision for coverage of assigned duties and authorization to be absent from the campus must be obtained. The faculty Request for Authorization to Travel form ([Request for Authorization to Travel](#)) is available on the University's Forms web site. Use of this form is imperative to protect the status of the faculty member while traveling.

Additional information pertaining to policies and procedures for processing travel requests and travel expense claims may be found in the [HSU Travel Manual](#).

#### **544. PROFESSIONAL ETHICS**

The University and the faculty subscribe to the *Statement on Professional Ethics* issued by the American Association of University Professors (adopted April 1966 and revised June 1987). (See [Appendix U](#))

#### **545. PROFESSIONAL ORGANIZATIONS**

A number of professional organizations have chapters on the campus of the University. These include those which embrace in their membership eligibility all teaching members of the faculty as well as those which are restricted in membership to those with a specific academic or other interest. National, state, and local area organizations are represented. The major state organizations with appeal to the faculty at large are represented.

Membership in such organizations is considered a matter of personal decision by the individual faculty member and participation in their programs and activities is considered normal expression for those with professional commitment.

#### **546. FACULTY CONSULTANT SERVICES**

It is considered a normal aspect of academic life that faculty members may be asked to furnish professional, competent services as privately employed consultants. Such outside employment shall not conflict with

normal work assignments or satisfactory performance of all duties of the faculty unit employees. (See [Article 35](#) of the CBA)

#### **547. ADDITIONAL EMPLOYMENT**

Any employment compensated by the CSU, funded by the general fund or non-general fund (including CSU auxiliaries) that is in addition to the primary or normal employment of a faculty unit employee is referred to as additional employment. [Article 36](#) of the CBA and Executive Memorandum P99-1 provide further description and limitations pertaining to additional employment.

#### **548. ACADEMIC FREEDOM**

The University and the faculty subscribe to the statement on academic freedom contained in the [AAUP Statement on Academic Freedom and Tenure](#), 1940 Statement of Principles (see [Appendix P](#)).

#### **549. POLITICAL ACTIVITIES OF EMPLOYEES**

The University and its faculty are committed to the [AAUP](#) statement on academic freedom, including statements regarding the rights and responsibilities of the faculty member as a citizen. The political rights of staff members are protected. The political activities of the individual faculty member, including advocating passage or defeat of a ballot proposition, are considered to be matters of private decision. State resources may not be used to support these activities; however, State resources can be used to inform voters about a ballot proposition as long as the information is not promotional in nature.

#### **550. FREEDOM AND RESPONSIBILITY**

The University and the faculty subscribe to the statement on freedom and responsibility by the [AAUP](#) (October 1970). A copy of this statement, which was approved by the 1970-71 [University Senate](#), is located in [Appendix U](#).

#### **551. LEGAL RESPONSIBILITY**

A faculty member, though a public employee, may be liable for injury caused by an act or omission in the same way as is a private person. However, a faculty member may request the CSU, via the [Provost and Vice President for Academic Affairs](#), to defend him or her against a claim occurring within the scope of his or her employment. A potential for personal liability exists in some patterns of teaching, particularly the laboratory, the field trip, and situations involving physical activity. See [Appendix L](#) for information regarding liability for employees of the CSU, based on legal opinion from the Office of the Vice Chancellor and General Counsel.

The use of land or a facility owned by a private individual by students or employees on university business should be accompanied by a "hold harmless" clause in order to furnish liability protection to the private individual. A written statement to this effect may be obtained from the University Risk Manager.

Legal questions involving the use of the services or opinions of the General Counsel relating to liability should be directed to the [Provost and Vice President for Academic Affairs](#).

#### **552. DEATH OF A UNIVERSITY EMPLOYEE**

It has long been the custom on the death of a university employee (both current and former) to fly the flag on the University flagpole at half mast for one day, usually the day of the memorial service. With the approval of the President, lowering of the flag shall be coordinated with University Police (see [Executive](#)

[Memorandum P03-03](#)).

Contact the [Human Resources Office](#) for detailed information on death benefits.

### 553. UNIVERSITY CEREMONY TO HONOR DECEASED FACULTY

In 1975 the General Faculty Executive Committee accepted the following statements as guidelines to be followed on the death of any member of the General Faculty:

- A. *University Ceremony:* The General Faculty President may initiate a university ceremony to recognize the contribution of a member of the General Faculty who has died. University facilities can be utilized for the ceremony, and the tenor and spirit of the ceremony will honor a colleague who has served as a member of the faculty.
- B. *University Memorials:* The President of the General Faculty, upon approval of the Executive Committee, or upon receipt of a petition signed by ten members of the General Faculty, may initiate a memorial for a faculty member who is deceased or a single memorial for deceased faculty. Visible memorials shall be an integral part of campus planning and have a suitable plaque. Other memorials, such as funds for student loans, scholarships, endowed chairs, or lectures, shall carry such recognition of the memorial as deemed appropriate by the University President.
- C. Lowering of the Flag - With the approval of the President, the lowering of the flags for one day--usually the date of the memorial service--will be coordinated with the University Policy. (See [Executive Memorandum P03-03](#))