

## FACULTY HANDBOOK

### CHAPTER I

#### GENERAL INFORMATION

##### 100. THE CALIFORNIA STATE UNIVERSITY SYSTEM

Public higher education in California is organized and governed in three segments: the University of California, [The California State University](#) (CSU), and the California Community Colleges. Each is governed by a Board of Regents or Trustees or Governors. Each community college has a local district Board of Trustees. The Governor's Council for Post-Secondary Education, without governing powers, serves as an independent consultative resource to the Governor on the economic and social impact of higher education in the state.

The CSU is administered under state law and policies established by the Trustees of the CSU, the Executive Orders and directives of the Chancellor and, in some cases, may observe policies and directives of other relevant state agencies, in particular, the [Department of Finance](#) and the [Department of Education](#).

The legal basis for the CSU system is found in the [California Education Code](#), in Title V of the California Code of Regulations, and in sections of other California codes.

The [Humboldt State University \(HSU\) Catalog](#) contains a list of the 23 campuses of the CSU, including their addresses, the names of their presidents, and a statement furnished by the [Office of the Chancellor](#) describing the system.

##### 101. TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

The [Trustees of The California State University \(CSU\)](#) consist of 25 Trustees (24 voting, one non-voting) that adopt policy that governs the entire CSU system. Five Trustees are ex officio members: the Governor, Lieutenant Governor, Speaker of the Assembly, State Superintendent of Public Instruction, and the Chancellor. The CSU Statewide Alumni Council appoints an Alumni Trustee. The Governor appoints a Faculty Trustee from nominees proposed by the Statewide University Senate. The Alumni and Faculty Trustees serve for two years. The Governor appoints two Student Trustees from nominees proposed by the California State Student Association. These Student Trustees serve staggered two-year terms. One Student Trustee has full voting powers; the second, non-voting Student Trustee succeeds to the voting position upon the expiration of the term of the first. The sixteen remaining Trustees are appointed by the Governor, confirmed by the State Senate, and serve for eight years. Trustees remain on the Board until a replacement is named or 60 days after their term expires.

##### 102. ACCREDITATION

HSU is accredited by the WASC Senior College and University Commission. The University [catalog](#) contains a statement regarding the University's accreditations. The University subscribes to the *Recommended Standards for Institutions of Higher Education* in the [American Association of University Professors](#) (AAUP) statement, "The Role of the Faculty in the Accrediting of Colleges and Universities" (see [Appendix A](#)).

### 103. COLLECTIVE BARGAINING

The [CSU](#), in compliance with the California Higher Education Employment Relations Act ([HEERA](#)) of 1979, has entered into collective bargaining agreements with employee organizations exclusively representing employees covered by the Act. The document that sets forth contractual agreements reached on matters within the scope of representation is the Collective Bargaining Agreement (hereinafter referred to as the [CBA](#)). The CBA is the controlling document for the CSU and the employees in the various units on items covered.

### 104. UNIVERSITY GOVERNANCE

Most of the policies and procedures for the day-to-day administration of the University are determined locally. All appointments, tenure, promotions, leaves of absence, assignments, and travel schedules are decided locally in accord with the [CBA](#) and system and campus policies.

### 105. COLLEGE OF THE REDWOODS

The University maintains a close relationship with the community college serving the local region, the [College of the Redwoods](#), located some 16 miles south of Arcata. Joint meetings of the administrations of the two institutions are held regularly and close liaison is maintained between many subject departments of the University and the College of the Redwoods.

### 106. PURPOSES AND OBJECTIVES

The California Code of Regulations, Title V, states:

*40050. Functions. The primary function of The California State University is the provision of instruction for undergraduate students and graduate students through the master's degree, in the liberal arts and sciences, in applied fields and in the professions, including the teaching profession. Presently established two-year programs shall be authorized only when mutually agreed upon by the Board of Trustees of The California State University and the Board of Governors of the California Community Colleges. The doctoral degree may be awarded jointly with the University of California, or jointly with a private institution of higher education accredited by the Western Association of Schools and Colleges, provided that in the latter case, the doctoral program is approved by the California Postsecondary Education Commission. Faculty research is authorized to the extent that it is consistent with the primary function of The California State University and the facilities provided for that function.*

A statement of the mission and goals of HSU has been prepared by the comprehensive Academic Master Plan Committee. (See Executive Memorandum P-91-10)

### 107. CSU STATEMENT ON COLLEGIALITY

To set the standard for the proper relationship among the various constituencies of the CSU, the Board of Trustees adopted the following statement October 14, 1985, after wide consultation with the University Senate, university presidents, the California State Student Association, and Chancellor's staff.

Academic governance is a complex web of decision-making and responsibility that translates academic goals and values into university policy or action. Authority in the modern public university derives from two quite different sources: (a) from the power vested by law and administrative code in governing boards and administrators and, (b) from the knowledge of the subject matter and from the pedagogic expertise of the faculty.

Collegiality consists of a shared decision-making process and a set of values which regard the members of the various university constituencies as essential for the success of the academic enterprise. It incorporates mutual respect for similarities and for differences--in background, expertise, judgments and assigned responsibilities, and involves mutual trust based on experience.

Collegial governance allows the academic community to work together to find the best answers to issues facing the University. Collegial governance assigns primary responsibility to the faculty for the education functions of the institution in accordance with basic policy as determined by the Board of Trustees. This includes admission and degree requirements, the curriculum and methods of teaching, academic and professional standards, and the conduct of creative and scholarly activities. Collegiality rests on a network of interlinked procedures jointly devised, whose aim is to assure the opportunity for timely advice pertinent to decisions about curricular and academic personnel matters.

The governing board, through its administrative officers, makes sure that there is continual consultation with appropriate faculty representatives on these matters. Faculty recommendations are normally accepted, except in rare instances and for compelling reasons. The collegial process also recognizes the value of participation by the faculty in budgetary matters, particularly those directly affecting the areas for which the faculty has primary responsibility.

Central to collegiality and shared decision-making is respect for differing opinions and points of view, which welcomes diversity and actively sponsors its opinions. The collegiums must be the last public bastion of respect for individuals, whether they are members of the faculty, students, staff, alumni, administration, or Board of Trustees.

The Board of Trustees wishes to maintain the statewide University Senate and campus senates/councils separate and apart from collective bargaining. It is the intention of the Board to maintain its efforts to promote collegiality and to support the continuing efforts of the University Senate to preserve collegiality in the [CSU](#).

*NOTE: This statement is intended to apply to campus academic personnel matters in general and not to apply to individual personnel decisions. Specific cases involving appointment, promotion and tenure decisions must be decided on their own merits and are not subject to normative statements such as that contained in paragraph four. The statement should in no way be used in the grievance process as a limitation on the good judgment of a president in any specific case.*

#### **108. SUMMER SESSION**

Summer course offerings can be viewed in the Summer [Class Schedule](#), and are currently coordinated by the College of Extended Education and Global Engagement.

#### **109. EXTENSION PROGRAM**

A program of instruction in extension is administered under the supervision of the Director of Extended Education. Courses and other instructional formats may be given in extension with or without credit. Those carrying credit require the approval of the [College of Extended Education and Global Engagement](#), which consults with the college dean as to instructor and use of facilities and equipment.

Extension instruction must be self-supporting, and planned courses may be canceled because of insufficient enrollment. Remuneration for teaching extension courses is paid on a unit basis, in addition to regular salary, according to salary schedules established by the trustees of the [CSU](#).

## 110. EARLY START AND SUPPLEMENTAL INSTRUCTION

[The Early Start Program](#) is provided to assist entering students whose test scores in Mathematics and English are below the level which has been determined to be necessary for success in college level studies.

"Supplementary instruction" is provided for students who require assistance such as subject-specific tutoring, test-taking strategies, or other guidance in order to overcome barriers to academic success. These supports are integrated into the student's degree program following the mandates in [Executive Order 1110](#).

## 111. ACADEMIC CALENDAR

The official University [academic calendar](#) is found in the [HSU Catalog](#) and is based on a semester system. It is developed by the administrative staff, submitted by the President to the University Senate for its recommendation and, in final form, is approved by the President and issued as an Administrative Memorandum from the Office of the Provost and Vice President for Academic Affairs.

In addition to establishing instructional terms and examination periods, the calendar specifies periods of other academic workdays, including attendance at functions such as the opening faculty meeting and commencement ceremonies, as well as academic holidays and recesses. Any changes in the academic calendar from the published version require consultation with the [University Senate](#) and approval by the President. In accordance with the provisions of Section 42800 of Title V, California Code of Regulations, certification of academic pay periods and academic workdays, fixed annually for pay plan purposes, is submitted to the [Office of the State Controller](#) and the [Office of the Chancellor](#) by the President.

## 112. FACULTY AND STAFF DIRECTORY

A [Faculty and Staff Directory](#) is prepared and maintained by Information Technology Services. The directory includes, the names, positions, office locations and extensions of university employees.

## 113. INSTITUTIONAL MEMBERSHIPS IN ASSOCIATIONS

The University maintains institutional memberships in various local, state, and national associations. These include memberships related to accreditation, some related to research, and others related to various university responsibilities and functions.

## 114. ALUMNI

HSU has more than 80,000 former students, the majority of whom hold a degree. The [Office of University Advancement](#) and the [HSU Alumni Association](#) sponsor activities to promote common interests and engender support among alumni and the University.

## 115. ARCHIVES

The need for systematic preservation and supplementation of records of historical significance has led to the establishment of the [Archives](#) as part of the Library. The continual reevaluation of the contents of the many files in the various offices should be accompanied by recognition that appropriate materials should be sent to the Archives when no longer needed as active materials. The advice of the Special Collections Librarian should be sought before destroying materials that might have historical value.

## 116. INFORMATION TECHNOLOGY SERVICES

[IT Services](#) support campus in establishing and maintaining personal accounts, wifi access, applications, file

storage, computers, printers, phones, and security, in offices, classrooms, and personal computing.