

ACADEMIC AFFAIRS

# LECTURER HANDBOOK

ISSUED SPRING 2023



# TABLE OF CONTENTS

<b>WELCOME</b>	<b>5</b>
<b>GENERAL INFORMATION</b>	<b>6</b>
CSU Dominguez Hills History, Mission and Vision .....	6
Equal Opportunity Employer/Affirmative Action .....	6
Academic Affairs Division Administration .....	6
Academic Senate .....	6
California Faculty Association (CFA) - Unit 3.....	6
Policies, Procedures, Forms, and Documents .....	7
<b>GETTING STARTED - NEW TEMPORARY FACULTY UNIT EMPLOYEE (LECTURER)</b>	
<b>APPOINTMENT</b>	<b>8</b>
Appointment .....	8
ID, Accounts, Keys, Parking Permits and Transit Passes .....	8
University ID Card .....	8
Campus Email Account and IT Services .....	8
Campus Parking Permit or Public Transit Pass .....	9
Issuance of Keys .....	9
The Semester System.....	9
Classrooms .....	10
Enrollment Issues.....	10
Email .....	12
Family Educational Rights and Privacy Act (FERPA) .....	13
Lactation and Breastfeeding Accommodations .....	13
Mailbox and Mail Services .....	13
Textbooks.....	14
<b>RESOURCE SERVICES</b>	<b>16</b>
Academic Technology Services .....	16
Online Instructional Support .....	16
Center for Service Learning, Internships, and Civic Engagement (SLICE) .....	16
Department Office Staff and Chair .....	17
Facilities Services .....	17
Library Services .....	17
Office of Faculty Affairs and Development.....	17
Payroll Services .....	17
Risk Management/Environmental Health and Safety (RM/EHS) .....	17
Security and Emergency Procedures .....	17

Escorts .....	17
Fire/Police/Medical (serious or illness-related injuries) .....	18
To Report an Emergency .....	18
Emergency Broadcast Information .....	18
Emergency Preparedness .....	18
Emergency Telephone Boxes .....	18
ToroAlert .....	18

Student Conduct or Concern Resources .....	19
Student Support Services .....	19

## TEACHING AT CSU DOMINGUEZ HILLS \_\_\_\_\_ 21

1 <sup>st</sup> Day of Class .....	21
Absences .....	21
Absence and Class Cancellation Guidelines .....	21
Academic Calendar .....	21
Academic Freedom .....	21
Accessibility .....	21
Accessing Your Courses .....	22
Blackboard (Learning Management System) .....	22
PeopleSoft - Faculty Center .....	24
Classroom Audio-visual Equipment/Computers .....	24
Course Proposal/Modification/Instructional Modality .....	25
Essay and Written Assignment Requirements .....	25
Evaluation of Teaching (PTE's) .....	26
Exams .....	29
Freedom of Speech .....	30
Grade Appeals .....	30
Grading and Grade Distribution .....	31
Grade Submission .....	32
Office Hours .....	33
Photocopying .....	33
Smart Planner .....	33
Student Learning Outcomes .....	35
Student Progress .....	35
Syllabus .....	36
Undergraduate Advising Policy .....	36

## STUDENT EXPECTATIONS OF INSTRUCTORS \_\_\_\_\_ 37

## PROFESSIONAL EXPECTATIONS AND EVALUATION PROCEDURES \_\_\_\_ 38

Academic Integrity .....	38
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Instructional/Faculty Development.....	38
Non-Reappointment/Employment Separation .....	38
Lecturer Evaluation Procedures.....	39
Personnel Action File (PAF).....	40
RTP Criteria for the Evaluation of Lecturer Faculty .....	40
Range Elevations .....	40

## LIST OF FIGURES

- Fig. 1. iToros Mobile App image, Page 12
- Fig. 2. CSUDH webmail login image, Page 13
- Fig. 3. Blackboard login image, Page 14
- Fig. 4. Red Folder desktop icon image, Page 19
- Fig. 5. Blackboard login image, Page 22
- Fig. 6. MyCSUDH Blackboard Launchpad image, Page 23
- Fig. 7. Blackboard Content page image, Page 23
- Fig. 8. Faculty Center page image, Page 24
- Fig. 9. PTE login image, Page 27
- Fig. 10. PTE Optional Questions form image, Page 28
- Fig. 11. Selecting PTE Result Report image, Page 28
- Fig. 12. PTE Result Report image, Page 29
- Fig. 13. Faculty Center - Grade Roster navigation page image, Page 33
- Fig. 14. Smart Planner image, Page 35

# WELCOME

Welcome to California State University, Dominguez Hills. Whether you are new to the University or returning as a temporary faculty unit employee, your role as a lecturer faculty member is a vital one.

This handbook for lecturers includes general information and is designed to explain university, college, and department policies and procedures that may affect you, and also to help lecturers make their teaching assignments both effective and enjoyable. Lecturers - faculty with full- or part-time temporary appointments - are more than half of the faculty in the CSU system, which reaffirms that you are a partner in the shared academic responsibility who contributes significantly to our students' education and the department's success.

We are aware that the role of lecturer faculty is not always easy since you often must balance your many commitments to other institutions with your obligations to CSU Dominguez Hills. However, we want you to feel a part of the department, college, and university and take advantage of whatever services and facilities we can offer. You are invited, but not required, to participate in department faculty meetings, and to participate in all academic and social activities.

Please do not hesitate to ask questions of your colleagues, department chair, program director, program coordinator, and staff if you should have further questions.

We hope you find this information helpful and wish you the best in your career with CSU Dominguez Hills!

# GENERAL INFORMATION

The following information sources should be helpful as you begin your orientation:

## CSU Dominguez Hills History, Mission and Vision

General information on CSUDH can be found at <https://www.csudh.edu/> and <https://www.csudh.edu/about/history-mission-vision/>.

## Equal Opportunity Employer/Affirmative Action

CSUDH is an Equal Opportunity Employer/Affirmative Action. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. For more information or definition of these terms, please reference the following posters online at:

- Equal Employment Opportunity is THE LAW:  
<https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>
- EEO is the Law Poster Supplement:  
[https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP\\_EEO\\_Supplement\\_Final\\_JRF\\_QA\\_508c.pdf](https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP_EEO_Supplement_Final_JRF_QA_508c.pdf)

## Academic Affairs Division Administration

The Academic Affairs Division internal structure is composed of all the academic, administrative and instructional units: the Provost and Vice President's Office; the Colleges of Arts and Humanities; Business Administration and Public Policy; Education; Extended and International Education; Health, Human Services and Nursing; and Natural and Behavioral Sciences; and, the University Library. For more information, please go online at <https://www.csudh.edu/academic-affairs/division/>.

## Academic Senate

The Academic Senate plays an active part in academic governance at CSUDH. All faculty are welcome to attend and participate in the monthly Academic Senate meetings and serve on committees. For more information, please go online at <https://www.csudh.edu/academic-senate/>.

## California Faculty Association (CFA) - Unit 3

The California Faculty Association (CFA) represents all faculty in the CSU, including lecturers. The CFA website is <https://www.calfac.org/csudominguez-hills> (local website). The CSUDH CFA Chapter is located in SAC 2119. Faculty relationships with the CSU administration are governed by the Collective Bargaining Agreement (CBA), especially Articles 12 (Appointment), 15 (Evaluation), and 32 (Benefits). The contract is available online at <https://www2.calstate.edu/csusystem/faculty-staff/labor-and-employee-relations/Pages/default.aspx>. For

lecturers, the CFA has a Lecturer Guide with information and resources.

To contact a Dominguez Hills Lecturer Representative, visit <https://www.calfac.org/dominguez-hills>.

## Policies, Procedures, Forms, and Documents

Information, policies, procedures, forms, and other documents specific to CSUDH faculty are available through the website of the Office of Faculty Affairs and Development, <https://www.csudh.edu/faculty-affairs/>. The CSUDH Faculty Handbook can be found at <https://www.csudh.edu/faculty-affairs/faculty-handbook/>; however, the site is currently under construction. The content will be updated soon to bring you the latest updates. In the meantime, should you have any questions or concerns, you may contact the Office of Faculty Affairs and Development at (310) 243-3766.

The Human Resources and Payroll Services/Benefits information can be found at <https://www.csudh.edu/hr/>.

**TIP:** Read Academic Senate minutes and attend its meetings to discover what is happening in faculty shared governance.



# GETTING STARTED – NEW TEMPORARY FACULTY UNIT EMPLOYEE (LECTURER) APPOINTMENT

## Appointment

All temporary faculty unit employee appointments can be for a period of one semester, a quarter, parts of a year, or one (1) or more years. As a faculty member in the “Lecturer” classification, you will not earn credit toward tenure or permanent status. You may reference the CFA/CSU Collective Bargaining Agreement, Article 12 (Appointment) at <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations>.

## ID, Accounts, Keys, Parking Permits and Transit Passes

Once you have accepted the appointment offer from the College Dean, you will need to complete the following additional steps as a new faculty member:

### University ID Card

Faculty may obtain an official CSUDH identification card from the Department of Human Resources Management located in Welch Hall (WH), suite 340, (310) 243-3771 (this ID card also serves as your campus Library card).

### Campus Email Account and IT Services

The Division of Information Technology serves as the University’s technological hub and is responsible for providing enterprise-wide leadership and support in information technology. New employees may address the following inquiries with IT via the IT Help Desk at [helpdesk@csudh.edu](mailto:helpdesk@csudh.edu), Library C-108, or telephone at (310) 243-2500.

1. Can I get the latest version of Microsoft Office installed on my office PC? My home PC?
2. How do I use the CSUDH telephone system?
3. How can I get trained on the Blackboard system?
4. Does CSUDH or the CSU provide any good deals for buying hardware and software?
5. Does the campus have “smart classrooms”?
6. Can I reserve a computer lab for a single meeting for my class?
7. How can I get trained on the MyCSUDH student record system?
8. How can I get support for online teaching/learning and course/instructional design?
9. Can I access my e-mail account from home?
10. Can I get technical support with the iTOROS app?



### **Campus Parking Permit or Public Transit Pass**

A valid parking permit is required to park on-campus. For assistance in acquiring an employee parking permit, please visit the department of Human Resources Management located in Welch Hall (WH), suite 340, (310) 243-3771. You may be eligible for a payroll deduction by completing the payroll deduction authorization parking permit form with H.R..

You may also acquire a public transit pass from Transportation Services (Rideshare) at <https://www.csudh.edu/rideshare/employee-info/modes/>.

### **Issuance of Keys**

Facilities Services (Physical Plant) lock shop is responsible for the issuance of all campus keys and maintenance of electronic locks, standard key locks, office file cabinets, automatic doors, etc. Authorization is required to obtain a key for classrooms, offices, desks, cabinets, etc., by the College Dean or his/her designee. You may acquire an office key and/or associated keys, which is ordered by the department by completing the Key Request Form. The faculty member is responsible for picking up the key(s) at the University Police (Public Safety Office), <https://www.csudh.edu/dhpd/about-us/>, located at the northwest corner of Welch Hall, on the first floor. When you pick up your key(s), you will need to provide a photo identification card.

Lost or stolen key(s) must be immediately reported to University Police, which will require a signed statement from the responsible party describing the details of how the key was lost or misplaced. A replacement fee for each key, lost or stolen, must be paid by the responsible party at the Cashier's Office prior to issuance of the replacement(s), or separation from the University.

If you need any help with these steps, please check with the department office staff for assistance.

For more information regarding the CSUDH Key Control Policy and Procedures, please refer to [Presidential Memorandum \(PM\) 09-03 \[PDF\]](#).

### **The Semester System**

There are fifteen (15) weeks of classes, a 16<sup>th</sup> week for final examinations, and then grades are due in the Faculty Center via the my.csudh.edu portal using your campus username and password credentials. Instructions for faculty grading can be found at <https://www.csudh.edu/Assets/csudh-sites/admissions-records/docs/grade-submission-in-faculty-center.pdf>. Check the academic calendar to confirm the grading deadline at <https://www.csudh.edu/academic-affairs/academic-calendar/>.

Your semester appointment requires that you meet the scheduled 15-week class meetings plus a 16<sup>th</sup>-week final examination. Final exams or final class meetings are required in all courses and shall be held at the times listed in the final exam schedule. Any exception requires written approval of the instructor, department chair, and college dean. Individual student exceptions in Final examination times are posted in the Class Schedule at

<https://www.csudh.edu/class-schedule/>, and final exam dates and times are scheduled according to the Class Meeting Time Module.

Check with the department office for more information.

## Classrooms

Your Department Chair/Director and/or Program Coordinator will assign you with your office and/or research space.

Your classrooms are assigned centrally, and we do not have a lot of choices. But if you have strong feelings about a classroom one way or the other or you have special needs because of small groups, a simulation, etc., contact the department office staff for assistance.

Please note that Facilities Services (Physical Plant) employees do not open locks to buildings upon request of administrators, faculty, staff, or students. Opening doors, lockers, storage cabinets, or any other university locking device will only be done at the request of, and in the presence of, the University Police. The opening of the University locking device will be done only after University Police have verified both the identification of the person requesting the service and that the person has been given proper authority to enter.

If you should need assistance, contact the department office staff or the Dean's Office. After department business office hours, contact University Police at (310) 243-3639.

## Enrollment Issues

Normally we are looking for more students rather than fewer, but in some lower division sections and some upper-division courses, you can face significant demand the first day. The best way to handle these kinds of problems is to triage demand by prioritizing students by their proximity to degree completion with undergraduate seniors (Super Seniors) and graduate students who have had graduation checks that indicate they need the course to graduate first, and then let students enroll in order of class standing. If you are willing to add several students over your class limit, that is permitted; **do not, however, enroll students above room capacity**. You must have seats for all enrolled students. Please speak with your department chair and college scheduler.

View the Academic Affairs Policy AA 2017-04, Definition of Super Seniors, at <https://www.csudh.edu/Assets/csudh-sites/-test/aapm/docs/aa-2017-04.pdf?G-0N51SMCH80>.

To **add students** during and after the registration period, the student will need to request from the instructor a Permission Number (PN) or a Late Registration Permission Number. Students may be unable to register for a class if the prerequisites have not been met and/or if departmental consent is required. Only if a student has met all the prerequisites and still cannot register for a course during the registration period, the student should then request a Permission Number. Permission Numbers expire on the last day of registration. You (or the department staff; when appropriate) must notify the student they have been issued a permission number. To

view and track Permission Numbers go to [My.CSUDH.edu](http://My.CSUDH.edu) - Faculty Center. For additional guidance, please contact the department support staff or the College Student Support and Services. **Please note: students must enroll in the course through [My.CSUDH.edu](http://My.CSUDH.edu); a permission number does not register them - they have to do this themselves.** The student will likely not be allowed to add classes after the add deadline; we suggest that before the add deadline, you carefully check your roster to make sure all students with permission numbers have added the class. Permission Numbers do not override the enrollment limit for classes. Permission numbers can only be used once. Each department closely monitors the distribution of PN's.

The registration period can be viewed for the current semester on the [Academic Calendar](#).

## Email

CSU Dominguez Hills provides email services to our faculty and staff. Lecturers must use the @csudh.edu email account for all official business communications and check it daily for information, updates, deadlines, and requests. If you are not at your primary computer, or if you are off-campus, you may view your e-mail via the CSUDH iToros Mobile app (**see figure 1**), CSUDH webmail (**see figure 2**) or via MyCSUDH portal. Enter your CSUDH user name and password credentials.



Figure 2: Faculty User Experience

Fig. 1. iToros Mobile App image, [https://csudh.servicenow.com/it?id=kb\\_article&sys\\_id=8a35fecbdb9a1340bb059ebadb9619dd](https://csudh.servicenow.com/it?id=kb_article&sys_id=8a35fecbdb9a1340bb059ebadb9619dd).

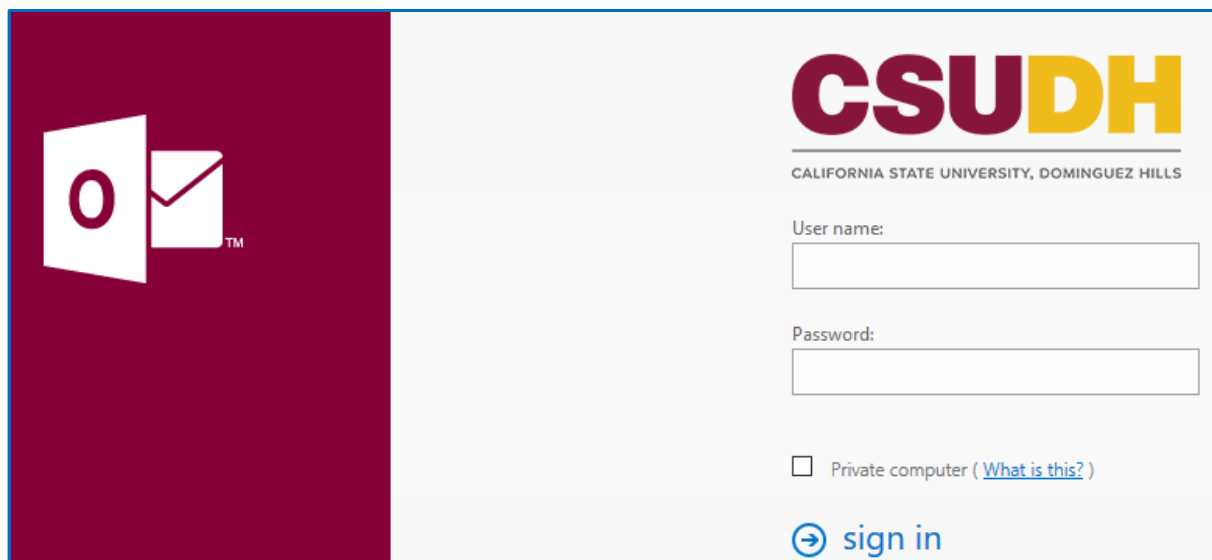


Fig. 2. CSUDH webmail login image.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 sets out requirements designed to protect students' privacy in their records maintained by the campus. You will need to familiarize yourself with the FERPA policy at

<https://www.csudh.edu/records-registration/records/ferpa/>.

## Lactation and Breastfeeding Accommodations

CSUDH recognizes the importance and benefits of providing lactation support, including health benefits breastmilk provides to children and upholds the legal right of students, faculty, and staff to breastfeed or express milk on campus by providing private lactation locations for faculty, staff, and students and adequate break time for lactation for faculty and staff. Some of the lactation stations on campus are located in the University Library, 3<sup>rd</sup> floor, and the Nursing Department, Welch Hall C-300. For additional locations and to view the Presidential Memoranda Policy 2018-03, Policy on Lactation and Breastfeeding Accommodations visit:

- CSUDH Resources Brochure: <https://www.csudh.edu/Assets/csudh-sites/gei/docs/2022%20Expecting%20Parents%20-%20Title%20IX%20CSUDH%20Brochure.pdf>
- Policy on Lactation and Breastfeeding Accommodations: <https://www.csudh.edu/Assets/csudh-sites/pm/docs/2018-03.pdf>

Please contact the Title IX Office at (310) 243-1025 for assistance locating a lactation room (or appropriate flexible lactation space) in close proximity to your classroom or office. Additionally, we are happy to provide a free, insulated CSUDH Lactation Resource bag.

## Mailbox and Mail Services

The department provides a mailbox for the faculty member. Check your mailbox in the department at least weekly for notices, messages, etc. Mail Services cannot pick up or deliver personal mail or non-office mail of any

kind. Non-office and personal mail should not be deposited in departmental mailboxes for delivery on-campus or delivery off-campus. You may go online for more information at <https://www.csudh.edu/facilities-services/services/mail-services/>.

## Textbooks

Submit your textbook adoptions and course material orders through the University Bookstore online at [www.csudhshop.com](http://www.csudhshop.com) or from your Blackboard account under “MyBB” Follett Discover. A valid CSUDH username and password are required, <https://toro.csudh.edu/webapps/login/> (see figure 3).

You may access Blackboard at <https://toro.csudh.edu/webapps/login/> or via the MyCSUDH portal.

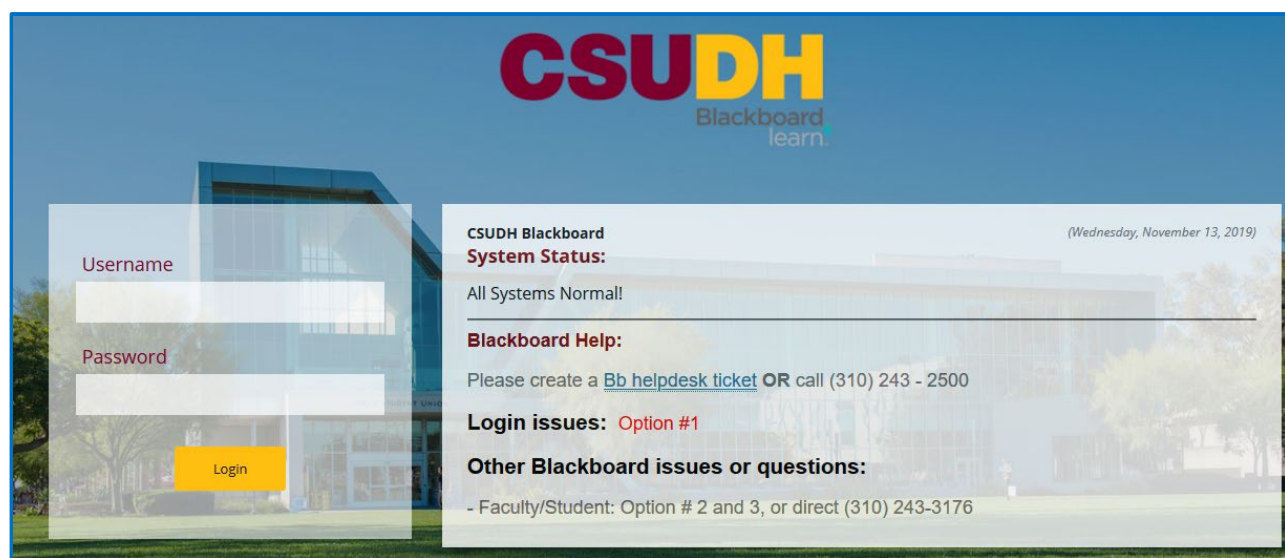


Fig. 3. Blackboard login image, <https://toro.csudh.edu/webapps/login/>.

The deadline to submit textbook adoptions for the fall semester is usually in April, and for the spring semester, it's usually in October. The University Bookstore sets the specific dates. Please check with your department for textbook ordering deadlines.

Always submit your order with an ISBN. Many books have the same titles, and in some areas, there are multiple editions, etc. If you don't have the ISBN, you can get it from the book itself, from <http://www.amazon.com> or <http://www.barnesandnoble.com>. Be aware that Amazon or Barnes and Noble might only show the National edition of a book and not the exact edition/version that the instructor would be using. (If you have worked with a publisher on a campus-specific ISBN, they will be the only place to get that information).

You will also need to indicate how many copies you will need. If the book is out of print or unavailable for any reason, the bookstore will notify you directly, and you should immediately take action to order a replacement and to inform the department, Administrative Support Coordinator.

It is important to accommodate the needs of all students, particularly students with disabilities, see Academic Affairs Policy AA 2007-09, <http://www5.csudh.edu/aapm/pdf/aa-2007-09.pdf>. We have many students who are registered with either the Department of Rehabilitation (D.O.R.) or Veterans Affairs (V.A.), which means they can only get their books and materials from us at the University Bookstore. This means that instructors should make sure not to direct students online for their books as it could cause conflict for those students. Often these students may have a learning disability and need the book information submitted in the Student disAbility Resource Center (SdRC). The SdRC can be reached by phone at (310) 243-3660, and by email at [dss@csudh.edu](mailto:dss@csudh.edu).

Coursepacks need to be submitted to the bookstore electronically at the same time the books are submitted. The bookstore must have time to get them printed from the print shop, while also checking for copyrights clearance (which protects the University).

The University encourages faculty to adopt affordable learning materials. For more information, visit Affordable Learning Solutions at <https://www.csudh.edu/library/services/faculty/als/>. If you would like to search through free e-textbooks and course resources being used by the CSUDH community or if you'd like to see whether the library can purchase a copy of your textbook, check out some of the available resources through the University Library at <https://www.csudh.edu/library/services/faculty/als/resources>.

For courses that are identified as Zero Cost Course Materials (ZCCM), please adhere to the Academic Affairs Policy AA 2020-03, <https://www.csudh.edu/Assets/csudh-sites/-test/aapm/docs/aa-2020-03.pdf?G-0N51SMCH80..>

Please ask the department chair or office staff if they have copies of prior well-constructed syllabi for the classe(s) you are being hired to teach.

**TIP:** Before the semester begins, visit and become familiar with the classrooms assigned to you; make sure that the equipment you need is available.



# RESOURCE SERVICES

## Academic Technology Services

Services provided by Academic Technology housed under the Division of Information Technology include: academic computer labs, accessible technology, Blackboard, Camtasia Studio, and Relay, Cayuse, course and instructional design, faculty training, Turnitin, lecturer capture, Zoom web conferencing, etc.

### Online Instructional Support

The Academic Technologies team collaborates with the Faculty Development Center (FDC) to support instructors in creating, designing, redesigning, or adapting courses as defined by the instructor (instructional design, Blackboard Training, online learning, distance education, Educational Technology, Academic Technology, instructional technology, online teaching).

The Academic Technology department digitizes media into an audio or video format, uploads media file to a private media server, and provides faculty with a video hyperlink, which can be shared or embedded as needed.

New CSUDH faculty who do not have prior Blackboard teaching experience are encouraged to attend introductory training at the beginning of each semester.

- Group training sessions are scheduled each semester/session.
- Training can be scheduled by appointment.
- Walk-in training can take place if Instructional Technologists are available.

For assistance, contact Reza Boroon, Academic Technology Director at (310) 243-2524 or LIB-5723.

For more information, visit:

- Information Technology: <https://www.csudh.edu/it/>
- Academic Technology: [https://csudh.service-now.com/it?id=it\\_sc\\_category&catalog=it&sys\\_id=6adedd3fdb1a574025429ed6db961948](https://csudh.service-now.com/it?id=it_sc_category&catalog=it&sys_id=6adedd3fdb1a574025429ed6db961948)

## Center for Service Learning, Internships, and Civic Engagement (SLICE)

SLICE assists students, faculty, and staff with experiential learning opportunities, community-based participatory research, and community engagement opportunities. The Center develops community partnerships to promote internship and volunteer placements. If you are considering starting a service-learning class, call (310) 243-2438, or visit SCC 300 or <https://www.csudh.edu/slice/service-learning/faculty/>.

## Department Office Staff and Chair

For specific information about matters in your respective department, feel free to contact the department chair and/or department staff person for assistance. They will be glad to hear from you. We often have lecturers from whom we do not hear anything; we would rather hear from you on what may seem to you like trivial matters than not hear from you at all.

## Facilities Services

Services provided by Facilities Services include: backed up toilets, flooded restrooms, air conditioning/heating, custodial services, light fixtures, etc. They can be reached at (310) 243-3804 or extension 3587.

## Library Services

Services provided by the University Library include research and instruction, Blackboard integration, information literacy program, course reserves, affordable learning solutions, convert text to speech, and more. For more information, go online at <https://www.csudh.edu/library/>.

## Office of Faculty Affairs and Development

Services provided by the Office of Faculty Affairs and Development include professional, personnel, and labor relation services for Unit 3 faculty unit employees. For more information, go online at <https://www.csudh.edu/faculty-affairs/>.

## Payroll Services

CSUDH pays you according to a separate schedule for each semester. Consult the published Payroll Calendar at <https://www.csudh.edu/hr/payroll/>.

## Risk Management and Internal Controls

Services provided by Risk Management and Internal Controls include assessments, education and training, and technical assistance. For more information, go online at <https://www.csudh.edu/rm/>.

## Security and Emergency Procedures

### Escorts

The University Police/Parking Department provides a safety escort program for students, faculty, and staff. The Student Safety Patrol is available all hours of the day and night and is not limited to the (Monday through Thursday, 6 pm-11 pm) timeframe.

To request an escort: Call University Police at x3639 or (310) 243-3639 or stop by the University Police Station in Welch Hall 100.

### Fire/Police/Medical (serious or illness-related injuries)

- 24-Hour Emergency  
911 from any campus phone, or (310) 243-3333 from a cell phone on campus (911 cell phone calls are typically routed to the CHP depending on the service provider).
- 24-Hour Non-Emergency  
(310) 243-3639 or campus phones 3639

To obtain information on the status of classes and university operations in the event of an emergency call: (866) 747-8827.

### To Report an Emergency

- Give your name, telephone number, and location.
- Give clear and accurate information.
- Be prepared to supply suspect and vehicle description, and direction of travel.
- DON'T HANG UP! Follow the instructions of the dispatcher.

### Emergency Broadcast Information

To access a recorded message regarding campus status in the event of an emergency, please contact the Emergency Hotline at toll-free number (866) 747-8827.

### Emergency Preparedness

- CSU Chancellor's Office Active Shooter Preparedness Video:  
<https://www.youtube.com/watch?v=VRJseqUiWeQ&feature=youtu.be>
- Active Shooter Survival Measures: <https://www.youtube.com/watch?v=r2tleRUbRHw&feature=youtu.be>
- Campus Evacuation Map: <https://www.csudh.edu/Assets/csudh-sites/dhpd/docs/campus-evac-map-2021-10.pdf>

For more information, visit <https://www.csudh.edu/dhpd/emergency-management/>.

### Emergency Telephone Boxes

Look for call boxes mounted on poles or red towers with blue lights located in parking lots and on campus. **Press button**; automatic connection to campus police. Emergency phones are also available in campus elevators.

### ToroAlert

Be sure your emergency contact information is correct on your MyCSUDH profile. It will be the contact information that the campus will use to contact you during a campus emergency.

## Student Conduct or Concern Resources

Every university-issued computer has a “**RED FOLDER**” (**SEE** something. **SAY** something. **DO** something) desktop icon (**see figure 4**) with information and resources from the CSU System; some of the CSUDH specific resources listed here are:

- Campus Assessment, Responsive and Evaluation Team (CARE): <https://www.csudh.edu/care-team/>
- CARE Reporting Form: [https://cm.maxient.com/reportingform.php?CSUDominguezHills&layout\\_id=1](https://cm.maxient.com/reportingform.php?CSUDominguezHills&layout_id=1)
- Center for Advocacy, Prevention, and Empowerment (CAPE): <https://www.csudh.edu/cape/>
- Red Folder: <https://www.calstate.edu/red-folder>
- Student Conduct Procedures: <https://www.csudh.edu/student-conduct/student-conduct-procedures/>
- Student Conduct Incident Reporting Form: [https://cm.maxient.com/reportingform.php?CSUDominguezHills&layout\\_id=0](https://cm.maxient.com/reportingform.php?CSUDominguezHills&layout_id=0)
- Student Conduct Office: Division of Student Affairs, Welch Hall 410, (310) 243-2801
- Title IX - Discrimination, Harassment, Sexual Misconduct, and Dating/Domestic Violence incident Report Form: [https://cm.maxient.com/reportingform.php?CSUDominguezHills&layout\\_id=50](https://cm.maxient.com/reportingform.php?CSUDominguezHills&layout_id=50)
- Title IX Officer and staff: Welch Hall 470, (310) 243-1025, <https://www.csudh.edu/equity/contact-us/>



Fig. 4. Red Folder desktop icon image, <https://www.calstate.edu/red-folder>

## Student Support Services

The following are some of the support services available to students on campus:

- Associated Students, Incorporated: <http://asicsudh.com/>  
Advocates for student rights, serves as the student voice, scholarships, internship opportunities, etc.
- Career Center: <https://www.csudh.edu/career-center/>
- Dean of Students: <https://www.csudh.edu/student-affairs/dean/>
- Food and Shelter Resources: <https://www.csudh.edu/student-support/food-shelter/>
- Multicultural Affairs: <https://www.csudh.edu/academic-affairs/centers-institutes/#mcc>
- Older Adult Center: <https://www.csudh.edu/academic-affairs/centers-institutes/#oac>
- Queer Culture and Resource Center: <https://torolink.csudh.edu/organization/queerculture>
- Rose Black Resource Center: <https://www.csudh.edu/brc/>
- Student disability Resource Center: <https://www.csudh.edu/sdrc/>
- Student Health and Psychological Services: <https://www.csudh.edu/shps/>
- Toro Dreamers Success Center: <https://www.csudh.edu/dream-center/>  
Serves, supports, and advocates for the academic, professional, and personal development and success of all undocumented students at CSUDH.

- **Toro Learning and Testing Center:** <https://www.csudh.edu/tltc/>  
Offers all students tutoring and testing assistance.
- **Veterans Resource Center:** <https://www.csudh.edu/vrc/>  
Provides advisors, mentors, academic workshops, and holistic personal and professional development opportunities to help students' transition to the university.
- **University Advisement Center:** <https://www.csudh.edu/uac/>  
Advises undergraduate students on topics such as GE advising, overall graduation requirements, academic probation and disqualification, remedial English and Math requirements, mandatory freshman advising, and university policies and procedures.
- **Women's Resource Center:** <https://www.csudh.edu/wrc/>
- **Writing Center:** <https://www.csudh.edu/writing-center/>

**TIP:** Take advantage of the resources available to you. Do your research.

# TEACHING AT CSU DOMINGUEZ HILLS

## 1<sup>st</sup> Day of Class

The first day of class should be more than just a day to go over the syllabus before going home early. You can do a number of other things to set the tone for the course. For some ideas, see “Make the Most of the First Day of Class” compiled by the Eberly Center for Teaching Excellence and Educational Innovation at Carnegie Mellon University: <https://www.cmu.edu/teaching/design/teach/firstday.html>. Instructors are required to hold places for students pre-enrolled in the class. Prior to the end of the second week of classes, an instructor may, by following the appropriate procedures, initiate a formal drop of students who:

- Have missed the first two class meetings of a term (or the first meeting if the class meets only once a week), and
- Have not advised the instructor (or the department chair, if no instructor was assigned to the course in advance) that their absence is temporary. The instructor should inform the Registrar Office of this action by the end of the second week. However, it is the responsibility of the student to make certain that his/her drop has been officially recorded.

## Absences

### Absence and Class Cancellation Guidelines

You must notify the office staff if you are unable to meet your class, your office hours, or are delayed in traffic so the department can post a notice on the classroom door. You should also inform your students as much advance notice as possible. Check with your respective College Dean (or designee) for the proper protocol to follow.

## Academic Calendar

Keep track of deadlines and events during the academic year by accessing the current and upcoming academic calendars at <https://www.csudh.edu/academic-affairs/academic-calendar/>.

## Academic Freedom

Each faculty member is entitled to full freedom in the classroom; however, it is the faculty teaching responsibility in acknowledging the department standardized syllabi and outcomes for specialized content courses and multiple sections of certain courses in the curriculum. You may reference the Academic Affairs Policy AAPS028.001, Teaching Responsibilities, and Academic Freedom at <https://www.csudh.edu/aapm/>.

## Accessibility

It is the CSU policy to make its programs, services, and activities accessible to students, faculty, staff, and the general public. Access to publications, instructional material, computer software, hardware, and electronic information, as well as access to the campus.

If you need assistive technology assistance, the labs, and offices around the campus offer screen magnifying software (Zoomtext) and document reading software (Zurzwil 3000) to accompany assistive hardware such as adjustable workstation tables, read more at <https://libguides.csudh.edu/study/assistive-technology>.

The CSUDH Instructional Technology Center provides faculty workshops showing how to make Web pages, documents, and media accessible. For instructional technology support, go online at <https://www.csudh.edu/together/technology-resources>.

For information on web accessibility, go online at <https://www.csudh.edu/access/web-statement/>.

Faculty and students who would like to arrange special course test accommodations or students who need further assistance may contact the Student disability Resource Center (SdRC) at (310) 243-3660, Welch Hall, Room D-180, via email at [dss@csudh.edu](mailto:dss@csudh.edu), or online at <https://www.csudh.edu/sdrc/>.

## Accessing Your Courses

### Blackboard (Learning Management System)

CSUDH utilizes Blackboard (see figure 5, 6, and 7) to deliver course materials to students and enhance the teaching-learning environment online, face-to-face, or using a hybrid model. For tutorials on how to use the software, Blackboard Instructor App, and to learn more, visit the Blackboard IT Service Portal at [https://csudh.service-now.com/it?id=it\\_sc\\_cat\\_item&catalog=it&sys\\_id=f01ef07fdb391700bb059ebadb9619f1](https://csudh.service-now.com/it?id=it_sc_cat_item&catalog=it&sys_id=f01ef07fdb391700bb059ebadb9619f1).

You may access Blackboard at <https://toro.csudh.edu/webapps/login/> or via the MyCSUDH portal.

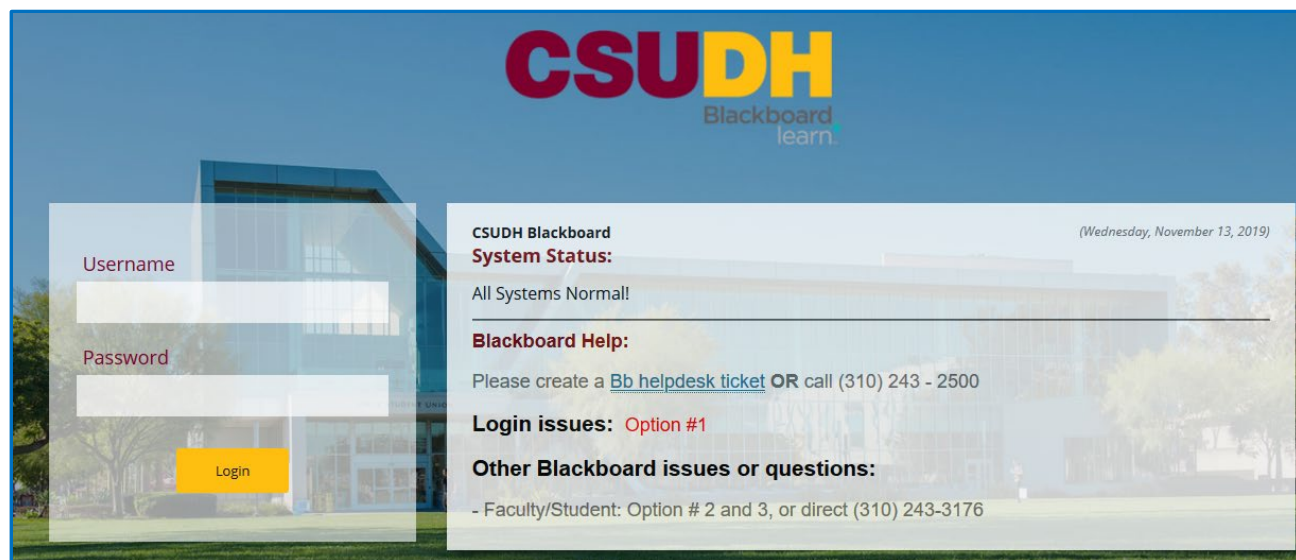


Fig. 5. Blackboard login image, <https://toro.csudh.edu/webapps/login/>.



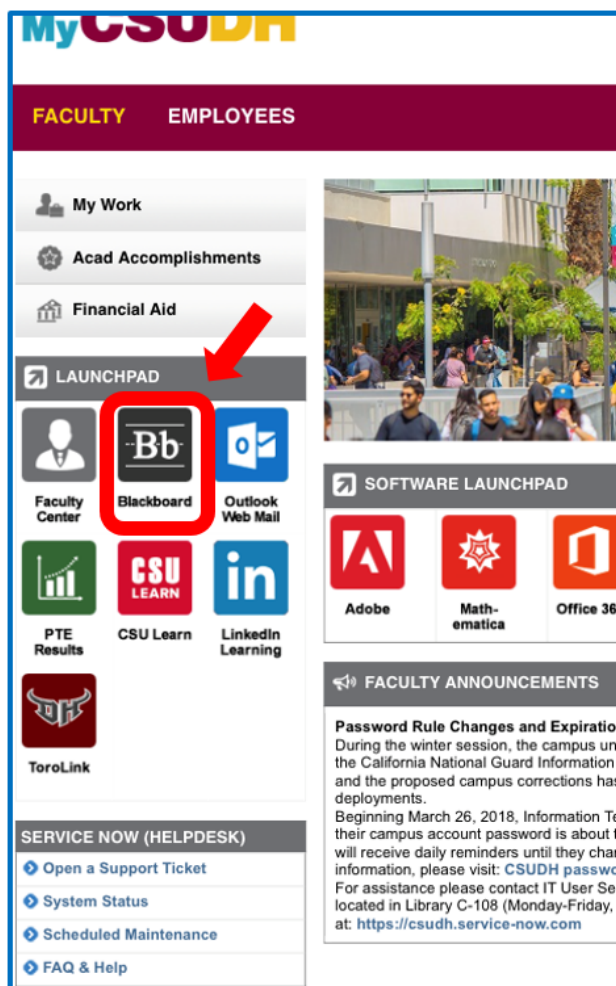


Fig. 6. MyCSUDH Blackboard launchpad image, <https://my.csudh.edu>.

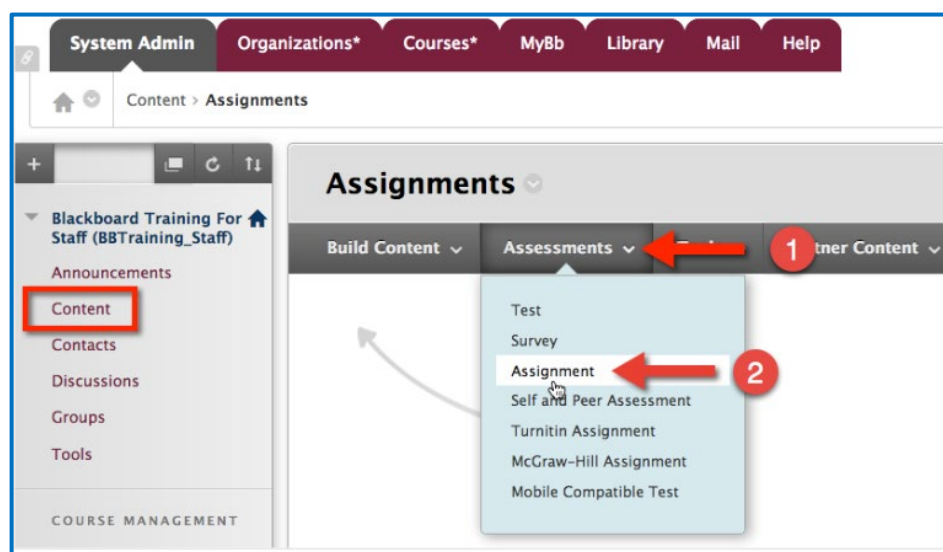


Fig. 7. Blackboard Content page image, <https://www.csudh.edu/Assets/csudh-sites/it/academic-tech/docs/bb-tutorials-faculty-2017/how-to-create-an-assignment.pdf>.

## PeopleSoft - Faculty Center

The Faculty Center (**see figure 8**) is a module in PeopleSoft via [www.MyCSUDH.edu](http://www.MyCSUDH.edu) to allow faculty to access teaching schedules, class rosters, grade rosters, advising, etc. For faculty tutorials, please visit [https://at.csudh.edu/docs/?page\\_id=1769](https://at.csudh.edu/docs/?page_id=1769).

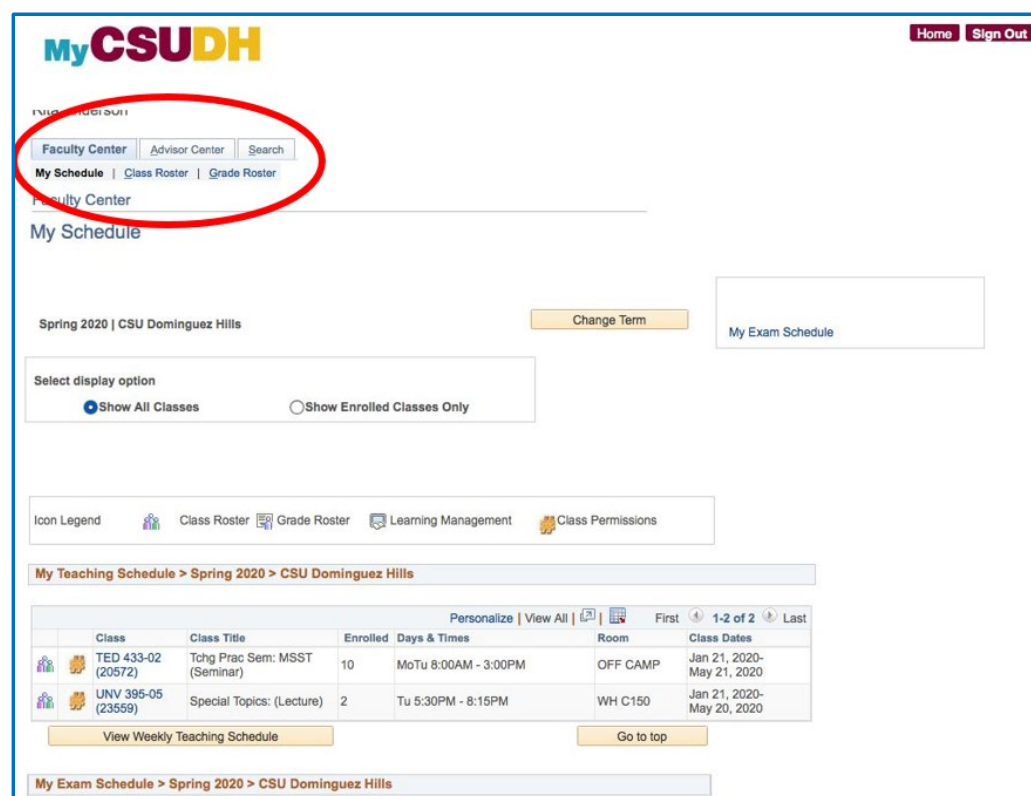


Fig. 8. Faculty Center page image.

## Classroom Audio-visual Equipment/Computers

As of fall 2012, there are 115 Enhanced Technology “Smart” Classrooms (ETCs) on the CSUDH campus. Enhanced Technology Classrooms (ETC) are installed and supported by Instructional Technology.

The “smart” classrooms are equipped with podiums containing the following state-of-the-art equipment:

- Dell computer with CD and DVD capability
- 17" monitor, keyboard and mouse
- Plug-ins for a laptop computer including signal to the projector
- Audio and network connections
- Two network connections (one for the computer and one for the laptop)
- A VHS machine or VHS/DVD player combination unit
- A powered speaker system for high-quality sound

- A "SmartPanel," which allows for the switching of inputs (computer, laptop, and VHS) to the ceiling-mounted projector and the control of volume from each of the sources
- A document camera to display print materials, small objects, and transparencies (must be backed with a sheet of paper).

If you have any difficulties with the equipment, please contact the department office.

### Course Proposal/Modification/Instructional Modality

When a department course is added to the university catalog or modified in any significant manner, official documentation is filed in the department office. You should consult a copy of this document before you prepare your class and its syllabus to ensure that you are addressing university approved or mandated course elements or activities and are aware of required Student Learning Outcomes (SLOs).

Review the Curriculum Change Process overseen by the Office of Academic Programs at <https://www.csudh.edu/academic-programs/>.

Review the below Academic Affairs policies at <https://www.csudh.edu/aapm/>.

- AA 2015-02, Ensuring Consistency Across Instructional Modalities and Location
- AA 2017-10, Course Instructional Modality
- AA 2018-04, General Education Changes to Area G

You may also reference the following resources:

- Academic Programs: <https://www.csudh.edu/academic-programs/>
- Assessment of Student Learning Outcomes: <https://www.csudh.edu/academic-affairs/student-learning/>

The course numbering system for the University is based upon three-digit numbers as follows:

- 001-099: Sub-collegiate courses, not for baccalaureate credit.
- 100-199: Lower division courses normally taken in the freshman year.
- 200-299: Lower division courses normally taken in the sophomore year.
- 300-399: Upper-division courses normally taken in the junior year.
- 400-499: Upper-division courses normally taken in the senior year.
- 500-599: Graduate courses ordinarily limited to graduate students, Post-baccalaureate students, and last semester seniors with prior departmental approval.
- 600: Graduate Continuation Course. For graduate students who have completed all course requirements.

### Essay and Written Assignment Requirements

You should expect the students to write clearly and logically, to assemble evidence consistent with their topics and in a manner that is appropriate for their level (first year, senior, graduate, etc.), to be able to argue appropriately to the topic and level of the paper, to use proper grammar, to turn the paper in on time, and the

like. Student writing abilities differ considerably; thus, you will find a wide range of performance. You may want to include a copy of your grading rubric in your course syllabus.

Many students may try to turn papers in late. You can encourage them to turn materials in on time by having a penalty for late papers, but we have found that there are still students who turn work in late regardless of penalties. Be sure to clearly state your policy for late or missed exams or assignments in your syllabus.

You are required to save student written work for one year after the end of the course. You can do so in your office on campus (if there is room) or someplace else. You can also return papers and exams to students if you prefer (that is your decision; however, unreturned work must be kept for at least one year after the end of the course). If you are no longer teaching at CSUDH, please consult the department chair about storing student papers/exams.

### Evaluation of Teaching (PTE's)

The University uses a web-based system to administer the **Perceived Teaching Effectiveness (PTE)** through the Office of Faculty Affairs and Development. Information from student evaluations of teaching effectiveness (PTE) is used as one element in assessing instructional effectiveness. Students have an opportunity to provide electronic feedback on their courses and instructors; and, the faculty has an opportunity to use the results for course improvement. Tenured faculty with roles of department chairs, coordinators, peer reviewers, and academic administrators may also use the results as one of several tools and documents for faculty periodic evaluations, according to Article 15 of the CFA/CSU Collective Bargaining Agreement (CBA). All faculty have the opportunity to include two (2) additional questions to the PTE survey. Students have access to complete their evaluations from any desktop computer or mobile device via [MyCSUDH.edu](https://mycsudh.edu) or the link sent to their CSUDH student email account.

All courses taught shall be evaluated, according to Article 15.15 of the CFA/CSU Collective Bargaining Agreement and [PM 2022-05](#), Process for Student Course Evaluations of Faculty Perceived Teaching Effectiveness. The electronic PTE data collected shall be incorporated as part of the Personnel Action File (PAF).

A “best practice” for PTE administration is to allow students ten (10) minutes at the end of class to complete their PTE. If you do so, the instructor must leave the classroom while the students access the PTE.

The PTE survey will be administered as noted in the PTE schedule for that term. Courses scheduled with an early end date will be processed on a case-by-case basis.

Only the individual faculty, Deans, Department Chairs (tenured) and Peer Committee Reviewers (tenured) will be granted access to the evaluation results pursuant to Article 15.2 of the CFA/CSU CBA.

The portal can be accessed from any desktop computer or mobile device using your campus credentials at <https://dhwapp.csudh.edu/perceived/login> or clicking on the PTE icon via MyCSUDH. We encourage you to review the [PTE Faculty User Guide](#).

The PTE results of the student survey will be made available to you at the end of the semester and when all grades have been submitted. Instructors may print their PTE result(s) for courses they taught only. Faculty are encouraged to keep a copy of their reports for their own records and/or for inclusion in the RTP evaluation process.

You may complete the Online Optional Questions form via the PTE portal (see figure 9 and 10).

To view the PTE results you may logging via the PTE portal, click on the **PTEReportstab**, select the **PTE ResultsReport,term,anddepartment**(see figure 11).

Further information on the PTE process, user guides, schedule, PTE tips, including the questions asked on the survey, can be found online at <https://www.csudh.edu/faculty-affairs/perceived-teaching-effectiveness-pte/>.

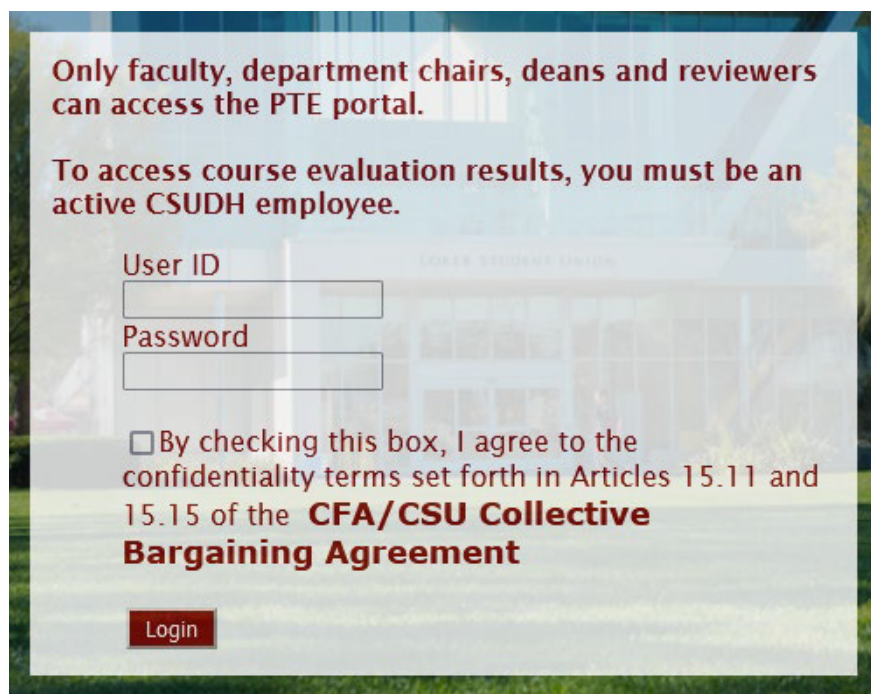


Fig. 9. PTE login image, <https://dhwapp.csudh.edu/perceived/login>.

**PTE REPORTS** **OPTIONAL QUESTIONS** **SIGN OUT**

## PTE Optional Questions

Select Current Semester

Spring, 2023 ▼ IDS ▼

What are your Optional Questions?

If you would like to include optional question(s) for any class on your PTE, you may enter them in Q9 and Q10 in the designated spaces (see below). The optional questions will be included as part of the qualitative data analysis used in questions 1-8. Therefore, please be sure the questions are designated to fit the response format of questions 1-8. For a sample of the questions, click [here](#).

CRN	Course	Title	Optional Questions
25367	IDS 326 - 42	Perspectives In Human Studies	Q9: <input type="text"/> Q10: <input type="text"/>

**Submit Optional Questions**

Fig. 10. PTE Optional Questions form,

**PTE REPORTS** **OPTIONAL QUESTIONS** **SIGN OUT**

Please make sure to allow popup for your browser.

**PTE REPORTS**

Select view as... ▼ Select Report ▼

**PTE REPORTS** **OPTIONAL QUESTIONS** **SIGN OUT**

Please make sure to allow popup

**PTE REPORTS**

Faculty ▼ Select Report ▼  
Select Report  
PTE Result Report

**PTE REPORTS** **OPTIONAL QUESTIONS** **SIGN OUT**

Please make sure to allow popup for your browser.

**PTE REPORTS**

Faculty ▼ PTE Result Report ▼  
Fall, 2022 ▼ Select Dept ▼

Fig. 11. Selecting PTE Result Report image.

**CSUDH Perceived Teaching Effectiveness**  
PTE REPORTS

Login as Ruby Martinez

---

Lecturer  
Faculty Name

Fall, 2019

<b>CRN</b>	<b>Course No.</b>
<b>Dept</b>	<b>Course Title</b>
<b>Number of Students Enrolled End of 3RD week</b>	26
<b>Number of Students Responded to PTE Form</b>	20

---

**PTE Results**

**Q1. The objectives of the course were stated clearly.**

Number	Percent	
6	30.00	Strongly Agree
9	45.00	Agree
3	15.00	Neutral
2	10.00	Disagree
0	.00	Strongly Disagree
0	.00	NA - Does Not Apply

**Q2. The course content covered the stated objectives.**

Number	Percent	
6	30.00	Strongly Agree
6	30.00	Agree
5	25.00	Neutral
3	15.00	Disagree
0	.00	Strongly Disagree
0	.00	NA - Does Not Apply

**Q3. The instructor presented the course material clearly.**

Number	Percent	
4	20.00	Strongly Agree
3	15.00	Agree
8	40.00	Neutral
3	15.00	Disagree
2	10.00	Strongly Disagree
0	.00	NA - Does Not Apply

**Q4. The class included appropriate student participation and discussion.**

Number	Percent	
7	35.00	Strongly Agree
6	30.00	Agree
4	20.00	Neutral
2	10.00	Disagree
1	5.00	Strongly Disagree
0	.00	NA - Does Not Apply

**Q5. The instructor was responsive to student's questions.**

**Q6. The instructor show enthusiasm for the subject.**

Fig. 12. PTE Result Report image.

## Exams

Final exams or final class meetings are required in all courses and shall be held at the times listed in the final exam schedule, not before. Any exception requires written approval of the instructor, department chair, and college dean. Individual student exceptions in time or place of the final exam period require the approval by the instructor and department chair. Final examination times are posted in the Schedule of Classes at <https://www.csudh.edu/class-schedule/> and shall be noted on the class syllabus. For more information on the course information/syllabus content, refer to the Academic Affairs Policy, AA 2015-03, Syllabus Content Policy, <https://www.csudh.edu/Assets/csudh-sites/-test/aapm/docs/aa-2015-03.pdf?G-0N51SMCH80>. Check with the department office for more information.



Department staff will not proctor exams or accept examination or term papers. The student should submit their examinations directly to you, and if, as an exception for some reason, they are left in your office or under your office door, you should make it clear that this is at a student's own risk. You should also advise students to keep copies of their work. The department office will not receive (faxed or) emailed assignments.

The CSUDH Learning and Testing Center provides proctoring services Monday through Friday. The student and faculty must complete the Proctor Service Request Form and should be submitted to the Toro Learning and Testing Center prior to scheduling an exam appointment. For more information on the procedures, form, and testing hours, go online at <https://www.csudh.edu/tltc/>.

## Freedom of Speech

As an institution of higher education, CSUDH is committed to freedom of speech and preserving academic freedom, freedom of inquiry and research, freedom of teaching, and freedom of expression and publication. Of course, the ideas of different members of the institution's community will often and quite naturally conflict. It is the University's policy to provide all members of the University community, including faculty, students, and staff, the broadest possible latitude to speak, write, listen, challenge, and learn. Fostering the ability of members of the University community to engage with each other in an effective and responsible manner is an essential part of the University's educational mission. The activities must be conducted in conformance with all applicable federal, state, and local laws, as well as university policies, procedures, and regulations.

For an overview of the University policy on freedom of speech in relation to meetings, events, time, place, and manner held on University premises can be found at <https://www.csudh.edu/student-conduct/campus-policies/freedom-of-speech/>.

## Grade Appeals

The purpose of the grade appeals process is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances, such as instructor error, computational, or clerical error or contrary to procedures established in course syllabi; or were prejudicial or capricious.

Before initiating a formal grade appeal, students will seek informal resolution with the instructor or Department Chair. Informal resolution requires the student to meet with the faculty member or Department Chair no later than 30 calendar days immediately following the assignment of the original grade. The timeline can be extended if the student requests and receives an extension from the College Dean or can demonstrate extenuating circumstances beyond 30 calendar days. If the matter is not resolved with the instructor or Department Chair, the student may submit a formal grade appeal, in writing, to the Dean of the College within 21 calendar days after receiving the decision of the instructor or Department Chair. The Grade Appeal Process can be found online at <https://www.csudh.edu/student-conduct/other-student-policies/> and the AA 2017-01, Student Grade Appeals Policy at <https://www.csudh.edu/Assets/csudh-sites/-test/aapm/docs/aa-2017-01.pdf?G-0N51SMCH80>.

Remember to save student written work for one year after the end of the course. You can do so in your office on campus (if there is room) or elsewhere. You can also return papers and exams to students if you prefer (that is your decision; however, unreturned work must be kept for at least one year after the end of the course).

## Grading and Grade Distribution

Student performance in each course is reported at the end of each semester by one of the following grades (with the grade points earned). For the most current information, read the University Catalog, <https://www.csudh.edu/university-catalog/>.

Grade	Description	Grade Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Very Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Barely Passing	1.0
F	Failure	0.0
I	Incomplete (Not counted in grade point average)	
IC	Incomplete Charged	
WU	Withdrawal Unauthorized	
W	Withdrawal (Not counted in units grade point average)	

The following grades are to be used for approved courses only:

AU	Audit (not counted in grade point average; no units allowed)
CR	Credit (Not counted in grade point average, but units count for bachelor's degree)
CR*	Graduate Continuation Course
NC	No credit (Not counted in grade point average; no units allowed)
RP	Report in Progress (Credit is deferred until completion of course)

In your syllabus, you should notify students whether or not you are using plus/minus grading. Grade carefully, honestly, and responsibly.

Prior to the add deadline, please check the final course roster (available through MyCSUDH.edu Portal) to confirm that all your students are registered, and that outstanding permission numbers have been used. If any

name is missing, have the student verify their enrollment in MyCSUDH.edu, inform the department ASC immediately and try to resolve the issue. It is unlikely that the student will be able to register after the add deadline, even if they have been attending the class since the beginning. Nonetheless, the student may submit a Petition for Exception when unusual circumstances exist. The student can download the form at <https://www.csudh.edu/registrar/petitions/> and submit the form to the College Dean's Office. Dean's Office.

You may also reference the following resources:

- Academic Technology Tutorials: <https://at.csudh.edu/docs/>
- Incomplete Grade Contracts: <https://www.csudh.edu/sis/business-process-documentation/>
- Online Change of Grade Faculty Instructions: <https://www.csudh.edu/sis/business-process-documentation/>
- University Catalog: <https://www.csudh.edu/university-catalog/>
- Registrar's Office: <https://www.csudh.edu/registrar/registration/>

## Grade Submission

Grades can begin to be entered during the final examination period and by 3 pm on the last day of the semester in MyCSUDH. For Extended Education courses, grades are always due 72 hours after the course end date. Login to the MyCSUDH portal and click on the **Faculty tab**, **Faculty Center icon**, and **Grade Roster tab** (see figure 15).

1. To enter grades in PeopleSoft, begin by logging in as usual [**Faculty Center**].
2. You will see two images next to each class name - one for the class roster and the other for the grade roster.
3. Click the **Grade Roster** image to begin entering grades.
4. You will see a list of students with a "pull-down menu" next to each name.
5. Click on the menu (the little box with an arrow) and choose the appropriate grade.
6. If you are not entering all the grades at one time, you will want to click the **SAVE** button at the bottom of the screen.
7. If you have entered and reviewed all the grades, be sure to change the status (above the grade list) from **Not Reviewed** to **Approved**.

For detail instructions on how to post final grades in my MyCSUDH, go online at <https://www.csudh.edu/Assets/csudh-sites/it/academic-tech/docs/bb-tutorials-faculty-2017/How-to-post-final-grades-mycsudh.pdf>.

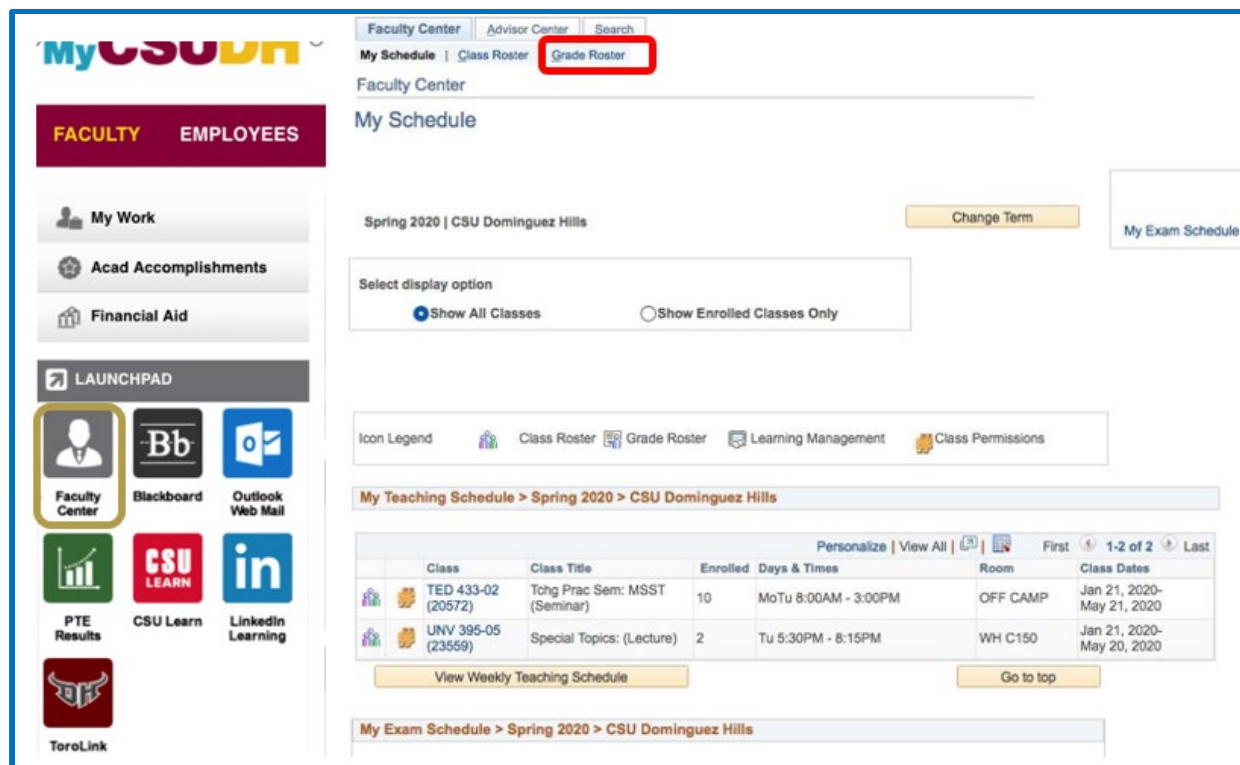


Fig. 13. Faculty Center Grade Roster Navigation page image, <https://www.csudh.edu/Assets/csudh-sites/it/academic-tech/docs/bb-tutorials-faculty-2017/How-to-post-final-grades-mycsudh.pdf>.

## Office Hours

All faculty who teach shall hold office hours and are required to notify the department staff of your office hours before classes begin. Academic Affairs policy stipulates that faculty must schedule office hours each week during an academic term for (60) minutes for each three (3) units of instruction provided. And shall be allocated in intervals of no less than 30 minutes. The site for holding office hours may be either on campus, in the field, online, or a combination thereof. Refer to the Academic Affairs Manual Policy, AA 2005-04 (AAPS040.001), <https://www.csudh.edu/Assets/csudh-sites/-test/aapm/docs/aa-2005-04.pdf?G-0N51SMCH80>.

If you must miss your scheduled office hours, please notify the department office staff in advance, and if possible, place a note on the door of your office.

## Photocopying

Please check with your department office staff person for photocopying policy.

## Smart Planner

**Smart Planner** is a personalized and interactive student degree planner that provides a customized path to graduation based on degree program roadmaps via the MyCSUDH Portal. The result is a more efficient and engaging experience that gives students a visual presentation of their current academic status and their future path to graduation. The intent is to aid students in completing their degree more quickly and effectively. With Smart Planner, students, faculty, and advisors can:

- View the student's individual remaining academic requirements to complete declared majors and minors in a semester format
- Plan the specific courses by the term they intend to take to meet the requirements
- Run an Academic Requirement Report to include planned courses to assure they have planned appropriately for all degree completion requirements

The **Smart Planner Dashboard** (see figure 14) is an online data warehouse that allows approved users to access Smart Planner data for institutional and departmental analysis. With the Smart Planner Dashboard, approved faculty and advisors can:

- Analyze future course demand based upon students' planned courses in Smart Planner and course data in PeopleSoft
- Monitor Smart Planner usage by department, major, and cohort groups.

To request Smart Planner training and access, email [admit@csudh.edu](mailto:admit@csudh.edu) with the subject line "Smart Planner Training Request for Advisor."

For more information, go online at <https://www.csudh.edu/registrar/registration/smart-planner-faq/>.

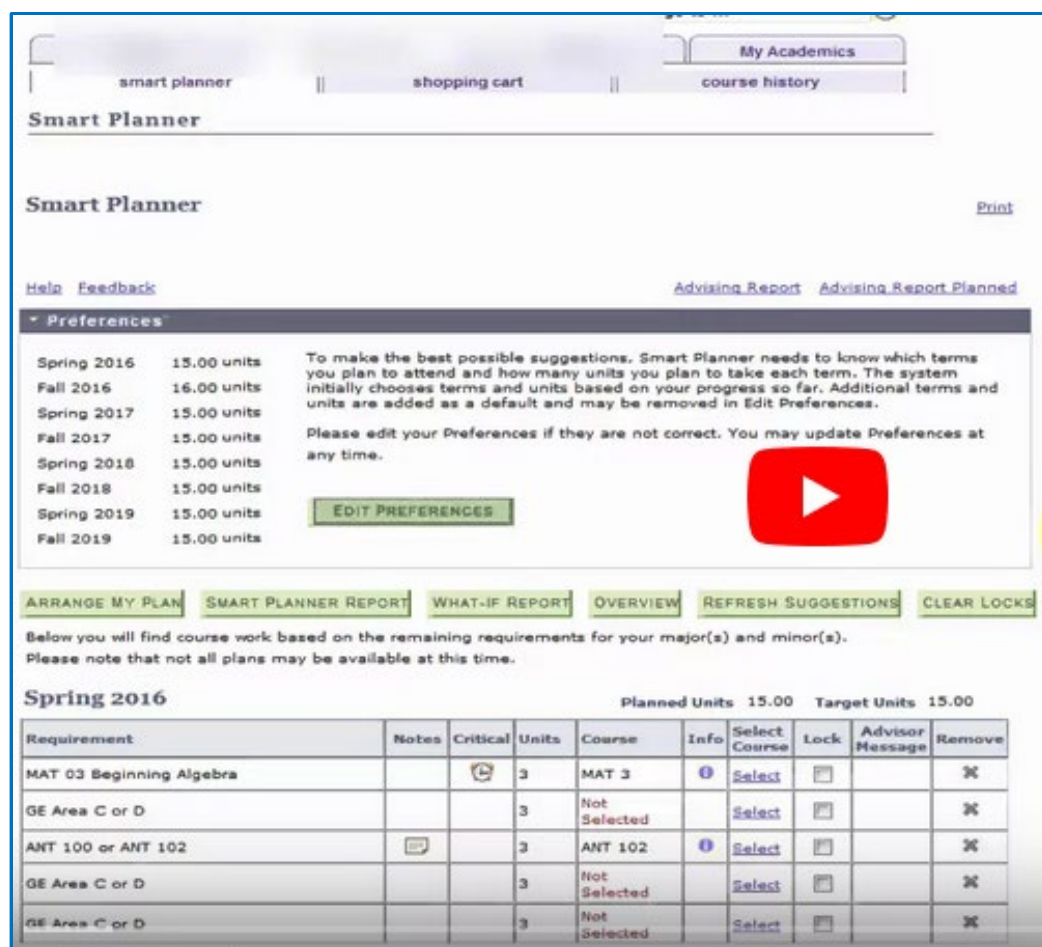


Fig. 14. Smart Planner image, <https://www.youtube.com/watch?v=DWQ9idL9-CM>.

## Student Learning Outcomes

Learn about developing, measuring, and improving student learning outcomes, Assessment, and High-Impact Practices at <https://www.csudh.edu/academic-affairs/student-learning/resources/>. The Office of Assessment of Student Learning provides some further suggestions and ideas on syllabus content as well.

## Student Progress

We expect you to keep your students informed of their progress/performance in the class by returning work in a timely fashion and giving regular updates on their cumulative grades. Research has shown that timely grading plays a central role in student success in classes. Please be welcoming to students who wish to discuss their grades and offer suggestions for improvement. Actively encouraging students to visit you in office hours also indicates an investment in students.

Timely and substantive feedback on student work is essential to the learning process. Even if exams or assignments are not permanently returned to students, students should still be given ample opportunity to examine them and review your corrections and suggestions during office hours.

## Syllabus

A written syllabus (hard copy) is required; we encourage its posting on Blackboard and the web as well. You are also required to provide a copy of your syllabus for each course you teach at the beginning of the semester to your department. The copy of the syllabus shall be maintained on file until the next full program review. Any substantive changes to the syllabus should be communicated in a timely manner to students and department chair.

During the first week of classes, an instructor will distribute electronically, physically, and/or post online the course syllabus. The syllabus content shall include, at a minimum, some required elements. Refer to the Academic Affairs Manual Policy, AA2015-03, Syllabus Content, and AAP 009.001, Policy for the Addition of Computer/Information Literacy Expectations and/or Student Learning Outcomes to Syllabi at

<https://www.csudh.edu/aapm/>.

## Undergraduate Advising Policy

All freshman students and students on Academic Probation will have a Freshman Mandatory Advising Hold before they can register for their second and third semesters. These holds will be removed until the student has completed the Mandatory Advising Session.

Holds placed on students with declared majors will be removed by the appropriate college designee. Check with the department office for the college protocol.

Holds placed on undeclared students will be removed by the University Advisement Center (UAC). Refer to the Academic Affairs Manual Policy, AA2005-09 (AAA013.002), Undergraduate Advising Policy,

<https://www.csudh.edu/aapm/>.

**TIP:** *Develop assignments and exams that will help your students advance their thinking.*



## STUDENT EXPECTATIONS OF INSTRUCTORS

Students expect you to be prepared, to be knowledgeable and enthusiastic, reasonably well-organized, willing to lead a discussion, answer questions, and pose interesting questions. For the CSU Dominguez Hills “Student Rights and Responsibilities,” you can find the Student Conduct policies and procedures through the Student Conduct link at <https://www.csudh.edu/student-conduct/>.

Students also expect you to meet your scheduled appointments; it is frustrating to students when an instructor is not at an appointment, and the department staff does not know where that person is. Please call the department from your cell phone from traffic, and let them know what is happening, so someone is able to assist with any inquiries. To facilitate this, we recommend adding the department phone number to your cell phone contact list.

You may want to look at the form the students will use to evaluate the course near the end of the class at [https://www.csudh.edu/Assets/csudh-sites/faculty-affairs/docs/forms-and-documents/pte-documents/sample%20pte%20student%20survey.pdf?PTE\\_Student\\_Survey](https://www.csudh.edu/Assets/csudh-sites/faculty-affairs/docs/forms-and-documents/pte-documents/sample%20pte%20student%20survey.pdf?PTE_Student_Survey).

Please see above for faculty responsibilities regarding students with disabilities.

**TIP:** Arrive early, start on time, end on time, and be proactive when dealing with student concerns.

# PROFESSIONAL EXPECTATIONS AND EVALUATION PROCEDURES

## Academic Integrity

We expect you to do all you can to ensure the academic integrity of the educational process at CSU Dominguez Hills. We expect your adherence to responsible professional standards of behavior and a commitment to professional ethics. To know more about your faculty responsibility for promoting Academic Integrity at CSUDH, visit the Academic Integrity site <https://www.csudh.edu/student-conduct/academic-integrity/>.

It is important that you report cases of academic dishonesty; ignoring them doesn't do the student any favors. When you believe you have identified a case of academic dishonesty, you should follow the CSUDH Disciplinary Procedures found at the following website: <https://www.csudh.edu/student-conduct/student-conduct-procedures/>. You should also consult the department chair regarding such issues.

## Instructional/Faculty Development

We expect you to work for the development and improvement of your teaching and evaluation strategies. To that end, we suggest that you consult with colleagues, seek mentoring, and be willing to try new things. Some additional resources to consider include:

- Academic Technology: <https://www.csudh.edu/academic-technology/>
- Assessment of Student Learning Outcomes: <https://www.csudh.edu/academic-affairs/student-learning/>
- Center for Service Learning, Internships and Civic Engagement: <https://www.csudh.edu/slice/>
- Faculty Development Center: <https://www.csudh.edu/fdc/>
- Graduate Studies and Research: <https://www.csudh.edu/gsr/>
- Library Services: <https://www.csudh.edu/library/>
- Smart Planner: <https://www.csudh.edu/registrar/registration/smart-planner-faq/>

## Non-Reappointment/Employment Separation

Temporary faculty unit employee positions are governed by the Collective Bargaining Agreement (CBA) between the California Faculty Association (CFA) and California State University (CSU). A "lecturer" appointment is a temporary academic assignment, typically for a period of one semester, a quarter, parts of a year, or one (1) or more years. Appointments expire at the end of the period stated on your appointment contract/letter and do not establish consideration for subsequent appointments or any further appointment rights. No other notice shall be provided. Appointment as a Lecturer does not constitute service toward eligibility for tenure, nor security of employment.

University policy requires that lecturers who will not be rehired the succeeding semester “separate” from the university before receiving the final paycheck. Additionally, all employees separating must clear all outstanding items. Please check with your respective College Academic Resource Manager or department office staff person for more information.

Once separated from employment at CSUDH, you will no longer have access to the campus platforms, such as MyCSUDH, Blackboard, PTE portal, email, etc.

If you should have questions concerning employee benefits, contact the Benefits Office in the Human Resources Management Department prior to the separation at (310) 243-3769.

## Lecturer Evaluation Procedures

Article 15 of the CFA/CSU Collective Bargaining Agreement (CBA) - Unit 3 establishes requirements for the periodic evaluation of lecturers. You can learn more in the relevant articles 15.15-15.30 at

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article15.pdf>,

Lecturers are evaluated through their respective department(s). According to Article 15.2, only tenured faculty and academic administrators may engage in deliberations and make recommendations regarding the evaluation of a faculty unit employee.

Faculty normally participate in the following levels of evaluation:

- Self
- Student evaluations (PTEs) for those with teaching duties
- Peer review by a committee
- Optional peer input (Classroom Observation)
- Appropriate administrator and/or department chair.

You can learn more about your particular appointment if you were hired in a one (1) semester, one (1) year, and a multi-year appointment in the relevant articles 12 and 15. You may also view the Academic Affairs Policy AA-2015-01, Evaluating Temporary Faculty Unit Employees, at <https://www.csudh.edu/Assets/csudh-sites/-test/aapm/docs/aa-2015-01.pdf?G-0N51SMCH80>.

Evaluations provide an opportunity to the faculty member (particularly in the periodic review of temporary faculty unit employees) with constructive feedback to further their growth in teaching (if applicable) and student learning, professional development; they also ensure lecturers meet University, College, and Department expectations in the performance of their assigned duties.

You should receive the evaluation criteria and procedures from your department chair no later than 14 days after the first day of instruction of the academic term. Questions about the department evaluation guidelines and timelines should be discussed with your respective department chair.

## Personnel Action File (PAF)

According to the CFA/CSU Collective Bargaining Agreement, Article 11.1, “The Personnel Action File shall be defined as the one (1) official personnel file for employment information and information that may be relevant to personnel recommendations or personnel actions regarding a faculty unit employee.” “A faculty unit employee shall have the right to submit material to his/her Personnel Action File. A faculty unit employee shall have the right to submit a written rebuttal to any material in his/her Personnel Action File, or scheduled for placement in his/her Personnel Action File after notification of such placement according to provision 11.4 of this Article”.

The personnel action file for the **full-time faculty unit employee** is housed in the Office of Faculty Affairs and Development. You may request to view your PAF by visiting the office during regular business hours at Welch Hall, Suite B-368, Monday through Friday, from 8:00 am to 5:00 pm.

The personnel action file for the **part-time faculty unit employee** is housed in the College Dean’s Office. Please contact your respective college to schedule a time to view your Personnel Action File (PAF).

## RTP Criteria for the Evaluation of Lecturer Faculty

In accordance with the CFA/CSU Collective Bargaining Agreement, the Department provides lecturers with the criteria by which their teaching and currency in the field will be evaluated. Lecturer faculty must demonstrate satisfactory teaching performance and satisfactory demonstration of currency in the field.

Please contact your department chair for more information.

## Range Elevations

Range elevation refers to an increase in salary by movement from one range to the next, e.g., Range A to B, B to C, or C to D. If the temporary faculty unit employee is granted a range elevation then it shall be increased by at least five percent (5%) on the salary schedule.

Procedures on the lecturer (temporary faculty) range elevations can be found on the Academic Affairs policy, AAPS010.001, and the CFA/CSU Collective Bargaining Agreement, Articles 12.16-12.20 and 31.6.

AAPS010.001 reads:

“Lecturers eligible for range elevation on the salary schedule shall be limited to those who have no more Service Salary Increase (SSI) eligibility in their current range, and have served five (5) years in their current range.”

- a. Each year the Office of Academic Affairs Personnel Services, Division of Academic Affairs, shall compile a list of lecturers eligible for range elevation. On or before November 1st, eligible lecturers shall be notified of their eligibility, and each department/division shall receive a list of lecturers eligible for range elevation in that department/division.

- b. Each eligible lecturer shall be considered for a range elevation on the salary schedule unless he or she informs the Department/Division Chair in writing of his or her desire not to be considered at this time.”

**TIP:** *Engage in meaningful conversations with colleagues inside and outside your department to gain ideas and perspectives on your teaching.*

*Learn about and participate in professional development programs for faculty.*