

Faculty Handbook

California University of Pennsylvania

Fall 2012 version

(Revised August 22, 2012)

Contributions by:

Academic Affairs
Administrative Services
APSCUF
Career Services
Conference Services
Development & Alumni Relations
Facilities Management
Faculty Professional Development Center
Faculty Senate
Grants & Contracts
Human Resources
Internship Center

Library Services
Parking Office
Public Safety
Social Equity Office
Student Affairs
Student Bookstore
Student Retention & Success
Students with Disabilities Office
University Forum
University Relations
UTech Services



Building Character. Building Careers.

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PART I: STRUCTURE AND GOVERNANCE

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION (PASSHE)

California University of Pennsylvania is a public regional comprehensive University, and one of 14 institutions comprising the Pennsylvania State System of Higher Education. The other 13 institutions in the PASSHE are:

- Bloomsburg University of Pennsylvania
- Clarion University of Pennsylvania
- Cheney University of Pennsylvania
- East Stroudsburg University of Pennsylvania
- Edinboro University of Pennsylvania
- Indiana University of Pennsylvania
- Kutztown University of Pennsylvania
- Lock Haven University of Pennsylvania
- Mansfield University of Pennsylvania
- Millersville University of Pennsylvania
- Shippensburg University of Pennsylvania
- Slippery Rock University of Pennsylvania
- West Chester University of Pennsylvania

Organizational Structure

The Pennsylvania State System of Higher Education (PASSHE), with 14 universities and nearly 117,000 students, is the largest higher education provider in Pennsylvania. PASSHE's mission is to increase the intellectual wealth of the Commonwealth, to prepare students at all levels for personal and professional success in their lives, and to contribute to the economic, social, and cultural development of Pennsylvania's communities, the Commonwealth, and the nation.

Board of Governors

PASSHE is led by a 20-member Board of Governors that sets broad policy and direction for the System and the universities. PASSHE's Executive Offices provide advice and support to the Board of Governors and leadership to our universities as we work to harness the power of public higher education for the benefit and prosperity of all in the Commonwealth.

Chancellor

The chancellor is the chief executive officer of the PASSHE. Appointed by the Board of Governors, the chancellor is responsible to the Board for overall administration of PASSHE. The Executive Offices are located at Dixon University Center in Harrisburg.

For More Information

Visit the PASSHE web site at: www.passhe.edu

CALIFORNIA UNIVERSITY OF PENNSYLVANIA

California University was founded in 1852 in a two-story red brick building in the small town of California, PA. Supported by local taxes and private donations, that academy served students from kindergarten through college. California passed successively through periods as an academy, a normal school, a teachers' college, and a state college, before becoming a state university by act of the legislature on July 1, 1983. At that time, California joined 12 other state colleges and Indiana University of Pennsylvania to form what is now the Pennsylvania State System of Higher Education. Additional information about the history of California University can be found at www.calu.edu.

MISSION STATEMENT

(Adopted by the Council of Trustees of California University of PA, June 4, 2003)

Identity California University of Pennsylvania, a comprehensive regional institution of higher education and a member of the Pennsylvania State System of Higher Education, is a diverse, caring and scholarly learning community dedicated to excellence in the liberal arts, science and technology, and professional studies that is devoted to building character and careers, broadly defined.

The University is inspired by its core values of Integrity, Civility and Responsibility and is guided by its Bill of Rights and Responsibilities: We have the right to safety and security; We have the responsibility to ensure the safety and security of others; We have the right to be treated with respect; We have the responsibility to treat others with respect; We have the right to expect the best; We have the responsibility to give our best; We have the right to be treated fairly; We have the responsibility to treat others fairly.

Mission: Building Character and Careers To advance its ultimate mission of building the character and careers of students, the University shall focus its efforts on three goals: student achievement and success, institutional excellence, and community service. These interrelated ends will be facilitated by the following means: high quality faculty, students, programs and facilities. These means, in turn, will be funded through an energetic program of resource acquisition and stewardship.

Vision Be recognized as the best comprehensive public university in America.

What does this mean?

- Offer an exceptional, one-of-a-kind character and career-building experience;
- Focus character-building on the University's three core values and four rights and responsibilities;
- Define career-building broadly to include life-wide (multiple life roles) and life-long (legacy) aspects;
- Recruit and retain a distinguished faculty who challenge and mentor students to attain their fullest potential;
- Recruit and retain a talented, diverse and highly motivated student body;
- Maintain an administrative staff dedicated to the highest professional standards and service;
- Maintain a learning community known for its academic excellence, intellectual rigor and civil discourse;
- Instill not just learning but the love of learning;

- Be widely known as a center for thought, inquiry, dialogue and action in matters of character and leadership;
- Maintain a campus of natural and architectural beauty featuring state-of-the-art facilities and equipment;
- Reflect a special mission in science and technology through programs in science, technology and applied engineering, as well as through emphasis on technology and information literacy across the curriculum;
- Be widely known for high quality undergraduate and selected master's-level graduate programs;
- Foster increasingly higher admissions criteria, academic quality and scholarly expectations;
- Incorporate continuous improvement into all programs and activities to ensure competitive excellence;
- Prepare students for the world of work or further education from multiple locations through multiple technologies in order to meet the ever changing needs of the Commonwealth and the larger world;
- Sustain a reputation for the University's academic excellence, its daring and entrepreneurial spirit, and the integrity, success and loyalty of its graduates;
- Instill a culture of philanthropy among students, faculty, staff and alumni;
- Create an ever larger community of supporters and an endowment that will perpetuate the work of the University and enable constant innovation and renewal.

LEGACY

Founded in 1852, and now in its second 150 years of service, the University is committed above all to academic excellence and intellectual rigor in the context of personal and institutional Integrity, Civility and Responsibility.

CORE VALUES *(Adopted by the Cal U Council of Trustees on July 22, 1998)*

Cal U's three core values are *Integrity, Civility, and Responsibility*. The University encourages every person to aspire to these ideals in order to make our University community, and our world, a better place.

Rights and Responsibilities As members of the California University community, students have personal rights as well as responsibilities to other community members. It is important to remember that the personal rights are extended only to the point where they interfere with the rights of others or one's responsibilities to the University community. These rights and responsibilities are as follows:

- We have the right to safety and security.
- We have the responsibility to ensure the safety and security of others.
- We have the right to be treated with respect.
- We have the responsibility to treat others with respect.
- We have the right to expect the best.
- We have the responsibility to give our best.
- We have the right to be treated fairly.
- We have the responsibility to treat others fairly.

ORGANIZATIONAL STRUCTURE OF CALIFORNIA UNIVERSITY

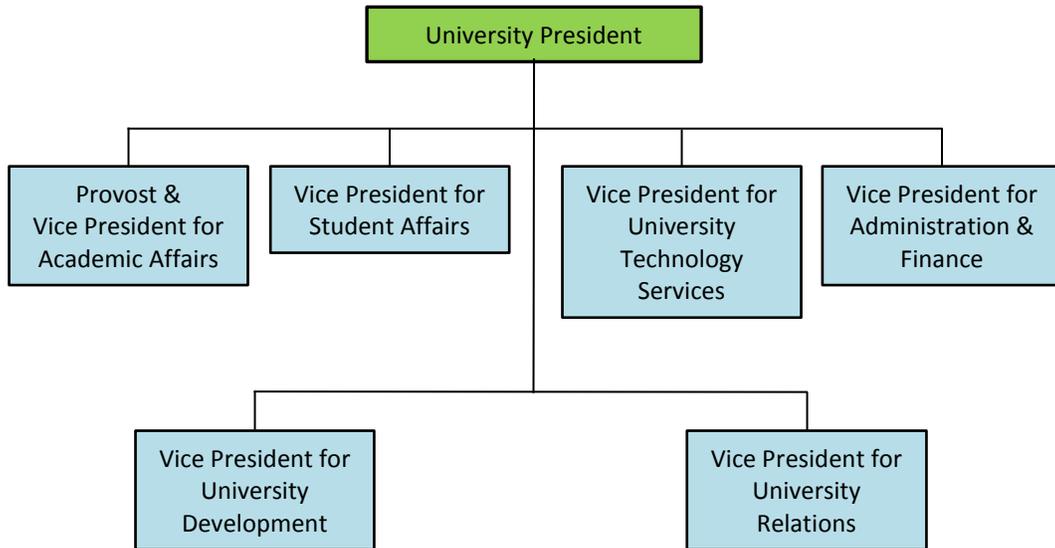
Like any large institution, California University of Pennsylvania has its own unique structure. Because the structure here may be different from other institutions with which you are familiar, we have provided the following organizational charts:

Management Organization displays the President and various vice presidential areas.

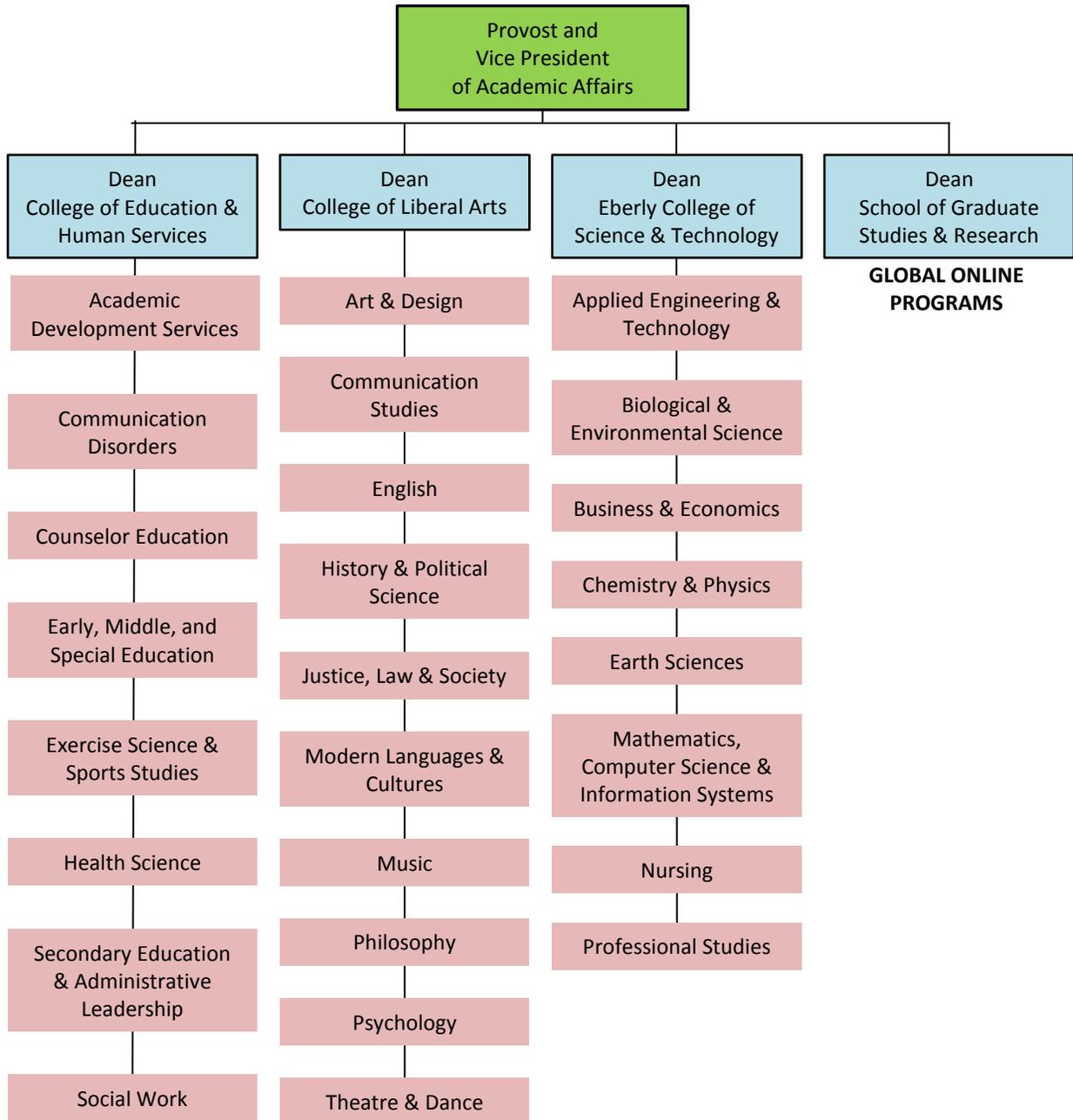
Academic Organization: Deans and Departments displays the Academic Affairs division, including the Provost, Deans, and various Academic Departments.

Academic Affairs: Direct Reports of the Provost and Deans (not including Academic Departments) displays the various programs, centers, and offices that report to the provost and academic deans. This chart does not show Academic Departments.

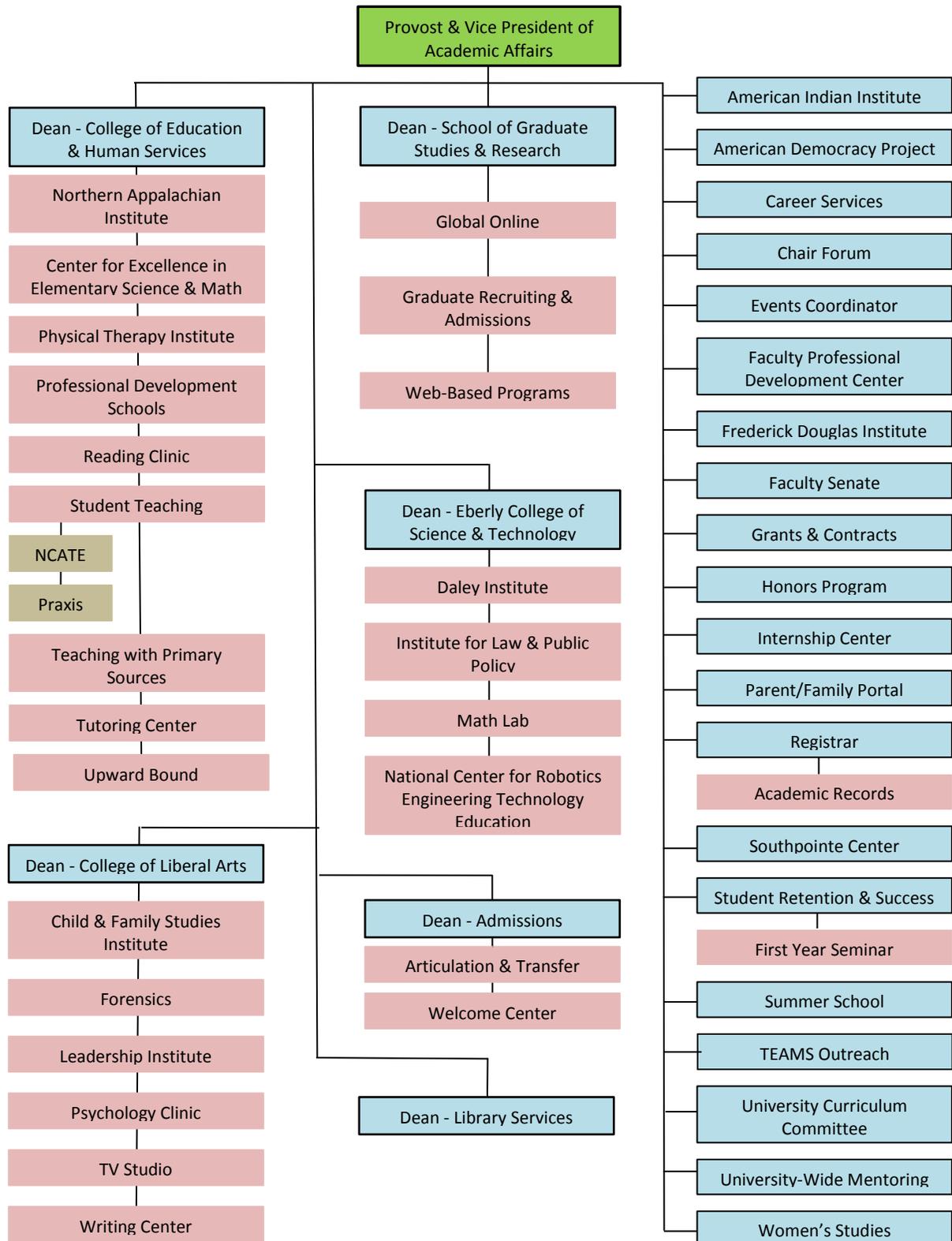
Management Organization President and Vice Presidents



Academic Affairs: Academic Deans and Departments



Academic Affairs: Direct Reports of the Provost and Deans (not including Academic Departments)



GOVERNANCE

Cal U functions under a Collective Bargaining Agreement (CBA) between the Association of Pennsylvania State College and University Faculties (APSCUF) and the PASSHE. The CBA addresses many governance-related issues. Issues not covered by the CBA may be reviewed by administrators ("managers" in the CBA) and APSCUF at "Meet & Discuss" sessions.

University Forum

Policies not discussed in the CBA but of concern to the University community are addressed in this democratic forum, which is comprised of constituencies from across the University. The Forum's committees include: Executive, Academic Policy, Athletic Advisory, budget, Communication, Core Values, Planning & Priorities, Safety & Social Equity, Student Life, and Technology. The Forum makes policy recommendations to the University President. More details on the Forum are available on the Cal U web site.

APSCUF & CBA

As described in the CBA, APSCUF is certified to represent, for purposes of collective bargaining, PASSHE's department chairs, full- and part-time teaching faculty (including librarians with faculty status), librarians without faculty status and faculty members whose responsibilities lie outside of a classroom. The CBA covers a wide range of items, including:

- Academic Freedom
- Fair Practices
- Duties/Responsibilities of Faculty
- Grievance Procedure and Arbitration
- Department Chairpersons
- Performance of Bargaining Unit Work
- Accretion
- Rights and Privileges of APSCUF
- Rights of the State System/Universities
- Appointment of Faculty
- Performance Review & Evaluation
- Personnel Files
- Renewals and Non-Renewals
- Tenure
- Promotions
- Sick Leave
- Leaves of Absence
- Work-Related Injuries
- Retirement
- Fringe Benefits
- Salaries
- Workload and Workload Equivalents
- Summer Employment
- Overload
- Independent Study & Individualized Instruction
- Continuing Education
- Membership & Check-off
- Retrenchment
- Health and Welfare
- Miscellaneous Conditions
- Travel Expenses
- Agreement Against Strikes & Lock-Outs
- Inter-University Transfers
- Legislative Action
- Separability
- Totality of Agreement
- Successors
- Intellectual Property
- New Branch Campuses and Other Teaching Locations
- University Center at Harrisburg
- Distance Education
- Investigation of Complaints Against Faculty Members

Every faculty member is encouraged to secure a copy of the current CBA and become very familiar with its contents. For more information, contact APSCUF at www.apscuf.org.

UNIVERSITY COMMITTEES

Along with the University Forum and the CBA, University governance is accomplished by several committees, which are charged with particular areas of policy, procedures, and operations of interest to faculty. Below is a brief review of these committees.

University Curriculum Committee (UCC) The UCC is concerned with all matters that affect curriculum, including new courses, advisements sheets, General Education and new programs, as well as any and all revisions. Any new or revised courses, advisement sheets, or programs must be approved by the department, appropriate college council, the University Curriculum Committee (UCC) and the Provost. The UCC provides procedures and mechanisms for the systematic review, evaluation, and change of the curriculum at the University level. The UCC is responsible for assuring that all such procedures and mechanisms are in compliance with the CBA as well as policies of PASSHE and Cal U. The UCC maintains a web site at: www.calu.edu/faculty-staff/university-curriculum-committee.

University Promotion Committee As detailed in the CBA, promotion committees operate at the departmental and university levels. For more information, review the CBA or contact APSCUF (www.apscuf.org or apscufcalu@zoominternet.net).

University Tenure Committee As detailed in the CBA, tenure committees operate at the departmental and university levels. For more information, review the CBA or contact APSCUF (www.apscuf.org or apscufcalu@zoominternet.net).

Sabbatical Leave Committee As detailed in the CBA, the faculty chooses the members of the university sabbatical committee. For more information, review the CBA or contact APSCUF (www.apscuf.org or apscufcalu@zoominternet.net).

Grievance Committee The procedures for grievances are detailed in the CBA. The APSCUF Grievance Committee, which is elected by the faculty, processes grievances at the local level in accordance with the terms and conditions of the CBA. For further information please contact the APSCUF office at extension 4293 or apscufcalu@zoominternet.net.

Faculty Professional Development Committee (FPDC) The FPDC serves as the major conduit for faculty professional development and is the recommending body to the University Provost and President for activities pertaining to faculty professional development. The mission of the FPDC is to promote and support teaching, scholarship, service, use of technology, and the University core values of civility, responsibility, and integrity.

Faculty Senate It is in the finest tradition of the academy that the faculty gathers together in a formal and democratic fashion to articulate, promote, and defend the ideals of a university. It is both fitting and proper that the faculty do so. Those chosen to represent their colleagues shall be known as Senators and the body to which they belong shall be called the Faculty Senate. As the largest deliberative, representative body of the faculty, the Senate shall, in its public discourse, promote intellectual life at the University and contribute to the academic

leadership of the University. The Faculty Senate shall be concerned with all issues important to the University including academic freedom, scholarship, self-governance, curriculum, and academic and professional standards. Because the Senate is an independent body, it is free to pursue, without restraint, all issues of importance to the University. The Senate, when exploring these important university issues, may seek counsel from persons and entities both within and without the University. In its advocacy role, the Senate may sponsor forums, hold debates, and create committees to deliberate these important issues. Conclusions arrived at through these deliberations may result in recommendations to the University community.

UNIVERSITY MANAGEMENT

Cal U has a President, several vice presidents and deans, as described below.

President

Cal U's current Acting President, Mrs. Geraldine M. Jones, is the highest-ranking University administrator and has the final say on most campus matters. President Jones leads the University and directs the vice presidents, deans, and other bodies. The Office of the President is in Old Main. The Executive Staff Assistant is Dee Stalvey, Joy Folmar is the Secretary.

Office of the Provost (Vice President for Academic Affairs)

The Provost and Vice President for Academic Affairs reports only to the President of the University. The Provost is the chief academic officer and oversees the colleges, departments, and programs. The current Acting Provost is Dr. Bruce Barnhart. The Provost's Office in Dixon Hall includes Registrar Ms. Heidi Williams, Associate Provost Dr. Stan Komacek, Executive Director of Summer School Ms. Kathy Gavazzi, Executive Staff Assistant Ms. Mary Kay Dayner, Management Technician Ms. Nicole Popielarcheck, Secretary Ms. Marisa Gillis, Event Coordinator Ms. Jodie Rooney, and Applications Developers Mr. Andrew Galla and Mr. Caleb Tom. Associate Provost, Dr. Dan Engstrom, directs the Office of Student Retention & Success, which is described below.

Deans' Councils

The deans of the College of Education and Human Services, College of Liberal Arts, Eberly College of Science and Technology, and the School of Graduate Studies and Research preside over councils, composed chiefly of representatives (ordinarily the chairpersons) of the departments or programs under their jurisdiction. The councils assist in determining the policies, programs, and course offerings of their divisions of the University. Matters affecting individual departments are customarily initiated by those departments and brought to the councils for discussion, amendment, or approval; the councils themselves may initiate matters affecting their programs as a whole. Actions taken by the councils may be subject to approval by the University Curriculum Committee, the Academic Affairs Council, the Provost and Vice-President for Academic Affairs, and/or the President of the University.

Other Vice-Presidential Areas In addition to the Vice President of Academic Affairs (the Provost), Cal U is organized under these vice-presidential areas.

- Administration & Finance - Vice President Mr. Robert Thorn
- Student Affairs – Vice President Dr. Nancy Pinardi (interim)
- University Development & Cal U for Life - Vice President Ms. Sharon M. Navoney (interim)
- Marketing & University Relations - Vice President Mr. Craig Butzine
- University Technology Services - Vice President Dr. Charles Mance

ACCREDITATION

Cal U is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools. Currently, 32 Cal U programs are eligible for accreditation by national agencies. Of those 32, 75% (24) are currently accredited or approved, including:

- *Applied Sociology* (BA), Commission on Applied and Clinical Sociology
- *Art* (BFA), National Association of Schools of Art & Design
- *Athletic Training* (BS), Commission on Accreditation of Athletic Training Education
- *Athletic Training* (MS), National Athletic Trainers Association
- *Communication Disorders* (MS), American Speech-Language Hearing Association
- *Community Agency Counseling* (MS), Council for the Accreditation of Counseling and Related Educational Programs
- *Computer Engineering Technology* (BS), Technology Accreditation Commission of the ABET
- *Computer Science* (BS), Computing Accreditation Commission of the ABET
- *Electrical Engineering Technology* (BS), Technology Accreditation Commission of the ABET
- *Graphics & Multimedia* (BS), Accrediting Council for Collegiate Graphic Communications
- *Graphic Design* (BS), National Association of Schools of Art & Design
- *Industrial Technology and Nano Manufacturing Technology concentration* (BS), Association of Technology, Management, and Applied Engineering
- *Nursing* (BSN), Commission on Collegiate Nursing Education
- *Parks & Recreation Management* (BA), Council on Accreditation: National Recreation Park Association
- *Physical Therapist Assistant* (AAS), Commission on Accreditation in Physical Therapy Education
- *School Counseling* (MEd), Council for the Accreditation of Counseling and Related Educational Programs
- *School Psychology* (MS), National Association of School Psychologists
- *Social Work* (BSW), Council on Social Work Education
- *Social Work* (MSW), Council on Social Work Education
- *Sport Management* (BS), National Association of Sport & Physical Education/North American Society of Sport Management Program Review Council (approval)
- *Teacher Education* (BSEd), National Council for Accreditation of Teacher Education
- *Teacher Education* (MEd), National Council for Accreditation of Teacher Education
- *Theater* (BA), National Association of Schools of Theater
- *Travel and Tourism: Geography-Tourism Studies* (BA), World Tourism Organizations Themis Institute for Quality in Tourism Education TedQual (approval)

In addition, the programs in teacher education are regularly subject to visitation and program approval by the commonwealth's Department of Education.

STUDENT AFFAIRS

Directed by Interim Vice President Dr. Nancy Pinardi, manages a wide range of student-related affairs, including on-campus housing and residence life, dining services, student conduct, recreation, and student health and welfare. Cal U offers numerous resources for students, including:

Alcohol and Drug Education An education and intervention program is available to students who have had or feel they may have problems with drugs and/or alcohol. Assessment and referral to more intensive services are provided at the Counseling Center. In some instances, students are referred by a judicial officer or campus administration. For more information, call extension 4056.

CalCard The CalCard is both a campus identification card and a convenient, safe way to make purchases and use services on campus. CalCard is available to all California University of Pennsylvania students, faculty, staff and eligible guests. CalCard comes ready to use, preprogrammed with basic services, and then enhanced based on individual needs.

Counseling Center If you have a student who is anxious or depressed, is having trouble sleeping or eating, or is unduly worried about interpersonal, personal or academic issues, you can refer them to seek personal, confidential counseling. If needed, the Counseling Center can make referrals to other agencies, on or off campus. For further information, call extension 4191, Monday through Friday, 8 a.m. to 4 p.m.

Activities Transcript This is an official record of the co-curricular activities, accomplishments and learning experiences of Cal U students. Students can submit activities to the transcript by registering for the program online at:
<http://calyou.calu.edu/activitiesranscript>
For more information, contact Pam DelVerne at ext. 5973.

Multimedia Access Center Located on the first level of the Natali Student Center, the Multimedia Access Center offers web development, print and graphic design, photography and scanning/printing services to the Cal U student community in addition to offering a general use computer lab which is open convenient hours Monday – Friday. The Center is also the office for the Activities Transcript, our transcript documenting a student’s out-of-classroom experiences.

Office for Students with Disabilities (OSD) Cal U welcomes qualified students with disabilities as members of the University community. The University recognizes its responsibility to these students and is committed to providing reasonable accommodations to ensure equal access and full participation as guided by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, as amended. Students requesting accommodations must submit documentation to OSD to substantiate the requests. For information and/or assistance, contact OSD, phone: 5781, email: osdmail@calu.edu.

OSD Syllabus Statement The official course syllabus format requires a section entitled “Accommodations for Students with Disabilities”. OSD provides a standard recommended statement, which may be secured from the OSD or from the Public Folders in Microsoft Outlook (open Faculty/Staff Resources, then open Disability/Syllabi).

The END Violence Center (END V) is committed to raising awareness, providing resources and ending sexual violence, intimate partner violence, and stalking within our campus community. To achieve these goals, the center offers services which include, but are not limited to: Providing prevention education programs and events to the campus regarding sexual violence, intimate partner violence, and stalking; Providing trainings for staff, faculty, health center personnel, law enforcement, and campus organizations; Presentations, tailored to meet the needs of specific audiences.

Free and Confidential Services The END V Center is located at G45 Carter Hall. The center is staffed from 8 a.m.-4 p.m. Monday-Friday, phone 724-938-5707. However, appointments can be made to accommodate schedules. The center's services are free and confidential. An advocate can assist at any point in the healing process and can help on campus as well as provide medical and legal accompaniment.

STUDENT ASSOCIATION INCORPORATED (SAI)

SAI serves Cal U's diverse student body by providing activities and programs and supporting new facilities on campus. The nonprofit corporation –owned and operated by all students – promotes the University core values, provides leadership opportunities and serves as an advocate for Cal U's students. It's been at work strengthening Cal U since 1937.

Every enrolled student is a shareholder in the corporation through the student activities fee. Programs provided by SAI are determined by the [Student Congress](#) and by the SAI board of directors. SAI supports the activities of student [clubs and organizations](#). SAI also provides partial funding for [intercollegiate athletics](#). SAI owns [Roadman Park](#), the 98-acre recreational area currently leased to the University. A newly acquired 98-acre farm was purchased by SAI in May 2010 adjacent to Roadman Park which is under development for student, academic and general use.

STUDENT GOVERNMENT

Student Government at Cal U plays a prominent role in campus life. It is beneficial for faculty to understand how student government functions. Student Government is comprised of two houses of government, Student Congress and the House of Representatives.

Student Congress Although SAI is the oversight and funding group for many campus activities, the official student government body is Student Congress. Student Congress represents and serves the entire student population. It provides for a student forum, establishes channels for the communication of students' concerns to the proper administrative and faculty personnel, implements programs and activities that enrich campus life, and creates opportunities for students to exercise and develop leadership skills.

House of Representatives The members of this body are representatives of each club and organization. Representatives meet for guidance regarding SAI policies and the budget allocation process.

Information on student government can be found at:

www.calu.edu/current-students/get-involved/student-government/index.htm

PART II: ACADEMIC POLICIES

Listed below are the California University academic policies, which are posted on the web page for the Office of Academic Affairs; <http://www.calu.edu/academics/academic-affairs>. All faculty members should be familiar with, follow, and reinforce, the various academic policies and procedures.

- Academic Advising
- Academic Forgiveness
- Academic Integrity
- Academic Passport
- Academic Warning, Probation, Dismissal
- Accommodations for Students with Disabilities
- Adding a Course, Schedule Adjustment
- Administrative Withdrawal
- Admission to Closed Sections
- Admission to the University
- Appeal Grade Decision
- Assessment of Student Learning
- Associate after Bachelors
- Attendance
- Auditing a Course
- Books and Class Materials
- Class Time and Place
- College Level Examination Program (CLEP)
- Commencement
- Conferring of Degrees
- Confidential of Records
- Copyrighted Materials
- Course Numbering
- Course Records and Grade Books
- Credit by Exam – Course Challenge
- Credit Overload
- Credits
- Curriculum Changes
- Dean’s List
- Delete – Reinstate Courses
- Dropping a Course, Schedule Adjustment
- Dual Second Degree-Majors
- Early Enroll for High School Students
- Emeritus Status
- Enrollment Status
- Experimental Classes
- Faculty Convocation
- Faculty Office Hours
- Faculty Professional Development
- Finals Week
- Good Academic Standing
- Grade Point Average
- Grade Reports
- Grading System
- Graduate Credit Load for Undergraduate Seniors
- Graduation Requirements
- Honors at Graduation
- Honors Convocation
- Incomplete Grades
- Individualized Instruction
- Internship – Agreements
- Internship – Credits and Hours
- Internship – Definition
- Internship – Faculty Supervisor Role
- Internship – Intent and Registration
- Internship – Required Training
- Minor
- Pass-Fail Grades
- Posthumous Degree
- Readmission
- Registration
- Repeating a Course
- Reports & Records
- Resumes – Curriculum Vitae
- Schedule Adjustments-Appeal Effective Date
- Schedule Adjustments-Withdrawal
- Semester System
- Student Responsibilities
- Student Teaching Outside Region
- Transcripts
- Transfer Credits
- Undergraduate Credit for Graduate Courses
- Unofficial Withdrawal and Financial Aid
- Visiting Student
- Withdrawal from the University
- Withdrawing from a Course, Schedule Adjustment

PART III: FACULTY RESPONSIBILITIES AND RESOURCES

DEANS' STATEMENT OF EXPECTATIONS

These articles in the CBA establish the basic elements of faculty responsibilities:

- Article 4 – Duties and Responsibilities of Faculty Members
- Article 12 – Performance Review and Evaluation

Faculty members are expected to fulfill the basic duties and responsibilities outlined in Article 4 with high quality performance. Also, faculty members are expected to strive for excellence in the three areas of faculty performance review and evaluation outlined in Article 12:

- effective teaching (for teaching faculty) and fulfillment of professional responsibilities,
- continuing scholarly growth, and
- service contributions to the university and/or community.

Of the three Article 12 areas, effective teaching is of primary importance; all teaching faculty are expected to demonstrate effective teaching practices. Faculty members are encouraged to continually strive to improve their teaching effectiveness by working with the Cal U Faculty Professional Development Center, their peers, relevant professional associations, and others to enhance their andragogical knowledge, skills, and techniques. While teaching is primary for all evaluations (i.e., probationary, tenure, post-tenure, and promotion), all faculty members are also expected to consistently demonstrate high quality scholarly growth and service contributions throughout their Cal U careers. During faculty performance reviews and evaluations, the deans use all pertinent measures outlined in these articles.

MEETING CLASSES

Faculty are expected to meet classes at regularly scheduled times in the printed schedule. If a faculty member holds class anywhere except in the assigned classroom, the department office and the college office must be notified. If a faculty member is sick for a day, he/she must notify the department chairperson so that a replacement can be found, or the students can be notified of cancellation.

COURSE & CURRICULUM CHANGES

Faculty may propose new or revised courses and/or curricula. The guidelines for all course and curriculum changes are established by the University Curriculum Committee (UCC), and are explained in the “Curriculum Changes” academic policy (see Part II). The UCC has an established syllabus protocol that must be used.

COURSE SYLLABI

Departments should maintain up-to-date files of syllabi for all graduate and undergraduate courses. Copies are to be sent to the appropriate dean(s) and are kept on file in Manderino Library. All course syllabi must be formatted using the UCC-established syllabus protocol.

FACULTY CONVOCATION

There are two types of Faculty Convocations: university-wide and college-wide. A university-wide convocation is held each semester during the first week of classes. This is an opportunity for the President to address the faculty and present a state-of-the-university-type message. Academic deans conduct convocation each academic year or semester for faculty members in their departments or programs. Often, faculty members who have just completed sabbaticals report on their work.

COURSE RECORDS & GRADE BOOKS

Faculty members must retain appropriate course materials and records (i.e., exams, papers, attendance rosters, etc.) for a least one semester after a course is completed. Course materials for students who have been assigned a grade of Incomplete should be retained for one year after the grade has been assigned. Records must be kept for all courses taught and must be retained in the possession of faculty members during their association with the University. When separating from the University, all faculty members must leave their records with their college dean. When a faculty member goes on leave, all grade records must be left at the University so that they can be consulted if necessary.

ORDERING BOOKS & CLASS MATERIALS

Federal law requires that students be able to determine the cost of required textbooks for each course at the time of course registration, so textbook orders are due when the schedule for the next semester is finalized. Failure to adequately comply with the law could threaten the University's federal funding. The Cal U Student Bookstore provides textbook order forms, instructions, and information to faculty on ordering textbooks and other required class materials for each term. To ensure that students have textbooks at the start of each term, the requested information must be submitted in a timely manner following the instructions provided. Faculty members with questions should contact the Cal U Student Bookstore Course Materials Manager at 724.938.5571.

ROSTER VERIFICATIONS & MID-TERM GRADES

During the first week of each semester, faculty members complete roster verifications for each course section they teach. Also, at mid-term, faculty members submit a mid-term grade for each of their students. Roster verifications and mid-term grades are critically important elements in Cal U's student retention and student success strategies. For the strategies to be effective, faculty participation is essential.

ONLINE TEACHING

Teaching online requires a number of methodologies, assessments, and interactions with students that often differ from teaching in a traditional venue. Training and proficiency in the use of the Desire2Learn (D2L) Learning Management System (LMS) and the development of online courses following the *Quality Matters* rubric or other University-authorized guidelines are designed to help ensure the faculty member's success.

OFFICE HOURS

The CBA specifies that teaching faculty members **shall** maintain a minimum of five office hours per week on no fewer than three different days at such times as will accommodate the needs of the students. The schedule of office hours for each faculty member shall be posted in such manner so as to be easily observed by the students. Refer to the current CBA.

HONORS CONVOCATION

Each spring semester, Cal U recognizes students' academic achievement. Faculty representatives in academic regalia are expected to attend this event.

COMMENCEMENT

Cal U conducts separate commencement services for graduate and undergraduate students. It is the university's time-honored tradition for each graduating student to receive his/her actual diploma. All faculty members are expected to attend in academic regalia.

TENURE & PROMOTION

Tenure and promotion are meant not simply as entitlements or benefits to the individual, but as part of a process of cultivating the best possible faculty at our University. Like many important matters bearing on faculty employment in PASSHE, tenure and promotion are discussed at length in the CBA. Also, Cal U has university-wide committees for tenure and promotion reviews. Faculty should become familiar with the CBA requirements and university-wide committees' policies and procedures related to tenure and promotion.

VITA & ACADEMIC RECORDS

The University is often asked to furnish information about the faculty. It is therefore essential that faculty members submit up-to-date resumes (vitae) for the official personnel file in the President's Office. Also, departments should maintain an updated resumes for all faculty.

FACULTY PROFESSIONAL DEVELOPMENT

The Cal U Faculty Professional Development Committee (FPDC) and its Center are the major facilitators of faculty professional development. The Center works within the purview of the Faculty Professional Development Committee. The Committee consists of four elected tenure-track or tenured faculty, two academic managers appointed by the president, six subcommittee chairs, and the Center Coordinator. The elected faculty members represent the undergraduate colleges as well as non-teaching tenure-track faculty. Any full-time faculty member is eligible to run for these elected positions. The six subcommittees are: teaching & learning, research, service & service-learning, technology, grants & contracts, and leadership. All faculty members are welcome to volunteer for these subcommittees.

FPDC Grants The FPD Committee manages five competitive grants: the Irene O'Brien Research Grant, the Faculty Travel Award, the Student Travel Award, the Continuing Excellence Grant, the Internal Annual Grant, the Small Grant, and the Academic Excellence Days Learning Community Grant. These grants vary in their requirements and award amounts. All full-time faculty are eligible to apply. Other one-time funding opportunities may also be available. Current information about these grants, including application forms and deadlines, is located on the FPDC website: www.calu.edu/faculty-staff/grants-awards/fpdc/index.htm.

FPDC Awards In recognition of exceptional professional development by individual faculty members, the FPDC awards a \$1,000 merit award each year in the following categories: teaching, service and service-learning, research, technology, and leadership. Faculty may be nominated by other faculty, and in some categories, students or staff. Guidelines and applications are available at the FPDC web site.

FPDC Programming The FPD Committee and its subcommittees sponsor numerous programs during the year to facilitate professional development for faculty members, including workshops, presentations, and Academic Excellence Days; an annual two-day event showcasing faculty and student excellence at Cal U. These FPDC events are advertised campus-wide and on the FPDC web site.

FPD Center The FPD Center is located in Azorsky Hall 134 and open during regular business hours. To contact the center, phone 724.938.4505 or email FPDC@calu.edu. The current FPD Center director is Dr. Kurt Kearcher (Kearcher@calu.edu), and the Center's administrative assistant is Mrs. Patricia McClain (McClain@calu.edu).

CAL U FUSION TEACHING AND LEARNING CENTER (TLC)

The *Cal U Fusion* Teaching and Learning Center (TLC) supports faculty and staff in the use of various technologies to enrich student learning and/or improve the integration and adoption of these into everyday life. The center consists of Director, Dr. Joseph Zisk and Instructional Technology Manager, CJ DeJuliis. The Center provides instructional and technological development activities, instructional strategies, content management assistance, media creation, instructional materials, apps, equipment, and web-based resources to enhance instruction, student learning, and faculty/staff development. Technology implementation (including mobile devices), hands-on training and online tutorials are available to help faculty and staff.

Currently housed in Keystone 411, the TLC offers professional development workshops, seminars and support services. For more information please visit www.calu.edu/calufusion and/or contact the TLC at extension 4168, TLC@calu.edu.”

GRANTS & CONTRACTS

The Cal U Office of Grants and Contracts (OGC) serve faculty and staff with comprehensive resources related to external funding for sponsored projects. The OGC provides support in developing proposals for funding from federal, state and local grants, contracts, foundations and related associations. They assist with project award negotiations, post-award grant project administration, compliance with University policies and procedures, federal and/or state laws, and contractual obligations, and provide guidance in post-award matters such as no-cost extensions, budget modifications, extension requests, spending plans, preparation of travel and purchase requisitioning for grants, and compliance with all terms and conditions of the grant, contract and/or subcontracts.

Getting Started with Grants Contact the OGC (call extension 1662, email director Cheryl Vogrig (vogrig@calu.edu), or visit them in Dixon Hall 425 to arrange a time to discuss your idea. If human subjects are being used, contact the Institutional Review Board (www.calu.edu/faculty-staff/grants-awards/institutional-review-board/index.htm). To learn more, visit the OGC web site:

www.calu.edu/faculty-staff/grants-awards/grants-contracts/index.htm

PART IV: FACULTY BENEFITS AND PRIVILEGES

APSCUF - see Part I above

COLLECTIVE BARGAINING AGREEMENT (CBA) - see Part I above

BENEFITS

Health benefits and retirement plans are offered through the university. Faculty members also have supplemental health benefits provided through APSCUF. Each of these is described below. Further below are references to other benefits, most of which are described in the CBA.

Health Benefits and Retirement Plans If you are a new faculty member, be sure to schedule a benefits orientation with the Office of Human Resources in Dixon Hall Room 408, or by phone 724.938.4427. The university offers a Preferred Provider Organization (PPO) health plan and three retirement plans, as well as paid group life insurance, voluntary life insurance, and long-term disability insurance. Selections of health insurance and retirement plans must be made within 30 days of employment. Your retirement plan selection cannot be changed once you choose it. Failure to select a plan within 30 days will cause you to default into the State Employees' Retirement System (SERS). Any questions should be directed to the Office of Human Resources.

Supplemental Union Health Benefits Our supplemental health plan is the Pennsylvania Faculty Health and Welfare Fund. To learn about the various benefits available to you through the Fund, and to ensure that you have the latest information, go to www.pafac.com. If you have questions about your benefits, please refer to the Fund's Benefits Booklet first. You may view or print the Benefits Booklet online at www.pafac.com/toc.htm. If you should still have questions or need clarification of the Fund's policies, please communicate with California's APSCUF Health and Welfare Benefit Specialist, Mary E. Kreis, by telephone, 724.938.4358 or by email kreis@calu.edu. Otherwise, you may contact the Pennsylvania Faculty Health and Welfare Fund at P.O. Box 60430, Harrisburg, Pennsylvania 17106-0430 or by telephone, 717.233.4776. If you need an enrollment card to enroll for the benefits of the Fund or an enrollment card to change the information (address, dependents, employment status, etc.) on file with the Fund Office, please communicate with your APSCUF Office Manager, Lynn Beckner, at the APSCUF Office in Keystone 125; mailbox 33, phone: 724.938.4293, fax: 724.938.5764, e-mail: apscufcalu@zoominternet.net.

Fringe Benefits (See CBA Article 21, Fringe Benefits)

Leaves of Absence (See CBA Article 18, Leaves of Absence)

Leaves for APSCUF Service (See CBA Article 18, Leaves of Absence)

Military Leaves (See CBA Article 18, Leaves of Absence)

Parental Leave (See CBA Article 18, Leaves of Absence)

Promotions (See CBA Article 16, Promotions)

Retirement Plans (See Health Benefits and Retirement Plans)

Sabbatical Leave (See CBA Article 18, Leaves of Absence)

Salaries (See CBA Article 22, Salaries)

Sick Leave (See CBA Article 17, Sick Leave)

Summer Employment: (See CBA Article 24, Summer Employment)

Tenure (See CBA Article 15, Tenure)

Travel Expenses (See CBA Article 32, Travel Expenses)

Tuition Remission (See CBA Article 21, Fringe Benefits)

EMERITUS STATUS

The honorary status of emeritus faculty may be awarded by the President and the Trustees of the University to retired members of the faculty. The process must be initiated within the appropriate academic department and culminates when written notification of the award is sent to the candidate by the University President. Intermediate steps in the emeritus faculty award process include endorsement by the appropriate academic dean and the Provost. Emeritus status signifies dedicated service to the University and demonstrates that, although retired from the University, the emeritus professor maintains a valued relationship with Cal U. Individuals with emeritus status are encouraged to continue their professional relationship with their still-active colleagues, as well as to join and actively participate in the California University of Pennsylvania Emeriti Faculty Association. More information regarding the Emeriti Faculty Association may be obtained by calling the Alumni Association Office at 724.938.4418.

TRAVEL

Cal U vehicles are available to faculty, staff, and students for the purpose of conducting official university business. All university vehicles are managed by the Department of Administrative Services. Use of university vehicles for personal business is prohibited and will result in the suspension of an individual's university driving privileges. All travel, whether using a university vehicle, a rental vehicle, or the traveler's personal vehicle, must be approved prior to the traveler's anticipated travel date. As a rule of thumb, the traveler should allow a minimum of two (2) weeks for the necessary (domestic) travel paperwork to be approved by the appropriate department chair, dean, and area vice president. International travel requires the President's approval and travelers should allow a minimum of four (4) weeks for the paperwork to be approved by the appropriate chair, dean, area vice president and the President. Unauthorized travel may result in problems with insurance and workman's compensation coverage should the traveler be involved in an incident/accident. Any university personnel who want to use a university vehicle must be on the payroll and complete a Driver History form, which must be updated annually (or sooner if there are any changes in the required information). Alcohol is prohibited in university/ Commonwealth vehicles. Contact the Department of Administrative Services regarding any questions concerning current policies and procedures.

Travelers should submit for their reimbursement requests within 2 weeks of the completion of their travel. Before submitting for reimbursement, the traveler should review their paperwork to make sure the form is complete and that all of the required signatures and backup documentation is provided. Incomplete travel will be returned and will delay their reimbursement.

RECREATION FACILITIES

The Cal U **Herron Recreation and Fitness Center** is a state-of-the-art facility that satisfies the recreational needs of the university community. The 35,000 square foot facility houses a cardiovascular area, free weight areas, group fitness studio, two gymnasiums, a 33-foot climbing wall, 1/16 mile indoor track, two racquetball courts, locker rooms and a wet area with 75-foot lap pool, whirl pool and a steam sauna. The Herron Recreation and Fitness Center is open to all faculty, staff and alumni who pay the membership fee. Please visit the Herron Recreation and Fitness Center for a tour and to check out the membership fees.

Contact information: Herron Recreation and Fitness Center front desk 724.938.5907

DINING SERVICES

Cal U provides many dining options for students, faculty, staff and visitors, whether you are looking to sit down for a full meal or pick up a quick snack on the go. Here is a quick review of the places to eat on campus:

- **Cyber Fresh** (Natali Student Center, M-F, 10:30am-6pm): made-to-order wraps and salads.
- **Joe's** (Natali Student Center, M-F, 10:30am-6pm): gourmet burger grill featuring regional chicken specialties, fresh trimmings and a generous helping of fries.
- **Piazza** (Natali Student Center, M-R, 10:30am-midnight, F until 10pm, Sunday 2-midnight): featuring New York-style thin-crust pizzas with freshly made dough.
- **Taylor & Byrnes** (Natali Student Center, M-F, 7:30am-6pm): find a fresh-baked bagel or muffin and a cup of fresh-ground gourmet coffee or cappuccino; lunchtime sandwiches from a wide offering of bagels and fresh-baked breads, including focaccia.
- **Flatz** (Natali Student Center, M-F 9am-1am, Saturday noon-1am): one-stop quick fix convenience store for all of your needs.
- **Sycamore Bistro** (Herron Hall, M-F 7:30am-2pm): quick, healthy meals during the day.
- **Prime House** (Natali Student Center, M-F, 8am-4pm): subs, sushi and more.
- **Gold Rush** (Natali Student Center): all you care to eat dining featuring a variety of exciting cuisine, from American entrées and vegetarian selections to ethnically inspired food and traditional favorites.

PART V: ACADEMIC SUPPORT SERVICES

OFFICE OF STUDENT RETENTION AND SUCCESS

This office oversees a variety of programs designed to help students achieve their academic and personal goals. The department consists of three areas:

Scheduling Center staffed by Student Success Facilitators, this center provides:

- Tentative schedule development for all new students, all new transfer students with less than 24 transfer credits accepted and other transfer students as needed
- Scheduling assistance for current students
- Pre-registration of students in developmental courses
- Degree Audit/Degree Works workshops
- Advising for undecided students
- Assistance with academic issues for all students
- Monitor successful completion of academic coursework

Placement Testing Center provides:

- CLEP (exams to earn undergraduate course credit)
- DANTEs (exams to earn undergraduate course credit)
- Placement Testing
- Retesting

Student Retention Initiatives offered:

- Administration of First Year Seminar
- Student Ombudsperson
- PLA portfolio assessment
- Academic Healthy U
- Probationary Assistance (PASS) Program
- Supplemental Instruction
- Mid-term grade reports
- Roster verification
- Retention Alert warnings to identify students at risk
- Readmission of academically dismissed students
- Implement and monitor the Four-Year Graduation Plan
- Centralized academic support (math lab, reading clinic and writing center – see below)
- Coordination of all academic assessments of student learning

To learn more about the services available through the Office of Student Retention and Success, visit their web page: <http://www.calu.edu/current-students/academic-resources/office-of-student-success/index.htm>

WRITING CENTER

The Cal U Writing Center provides free face-to-face and online writing assistance to Cal U students—undergraduate and graduate—in all academic majors and programs. Our trained undergraduate and graduate student writing consultants work with writers one-to-one and in small groups in order to help them extend their ability to write effectively for a variety of audiences and purposes. Through dialogue and reflection, consultants and writers develop strategies that writers can use to draft, revise, and edit their work. While writing consultants don't edit or proofread papers for students, they will work closely with students as they learn strategies (including editing and

proofreading) for improving their own writing through revision. The Cal U Writing Center also offers computer access, a writing resource library, and informative handouts about writing.

In addition to serving the needs of individual student writers, the Writing Center has also worked closely with numerous Cal U faculty members in supporting the writing needs of their students by providing classroom presentations, workshops, group tutoring sessions, and orientations tailored for specific courses. Students may register and schedule appointments online by going to calu.mywconline.com. The Cal U Writing Center is located in Noss 110. Hours vary, so please contact us for current hours. We can be reached at 724-938-4336, writingctr@calu.edu, or calu.edu (keyword search "writing center").

MATH LAB

The Math Lab offers students free tutorial assistance in math and math-related courses. Computer software for mathematics courses and reference books for mathematics courses and for math anxiety, are available. Math tutoring is by 30-minute appointment. Students should begin their assignment before scheduling a tutoring session. For further information visit the Math Lab in Noss Hall 103 or phone 724.938.5893.

READING CLINIC

Students whose reading assignments make them feel lost and confused, are invited to the Reading Clinic for a free one-hour tutoring session. Staffed by a faculty member and graduate assistant, the Clinic teaches techniques to improve reading comprehension and vocabulary. The Clinic offers help in identifying main ideas, making inferences, drawing conclusions, understanding concepts and facts, test-taking skills, and building vocabulary. Students make appointments to work privately with a tutor or schedule an independent lab session that is staff-directed. The Reading Clinic is housed in Noss Hall 107 and is open from 8 a.m. to 5 p.m., Monday through Friday, phone: 724.938.4364.

ACADEMIC DEVELOPMENT SERVICES

The Department of Academic Development Services helps students achieve their educational goals by providing counseling, tutoring, and supplemental instruction. The Department also operates three U.S. Department of Education TRIO grant projects; Upward Bound-Fayette, Upward Bound-Greene, and Student Support Services. Departmental faculty members, along with other professionals, provide services to students in the following areas:

Instruction A 3-credit general education course, Critical Reading and Thinking (EDU 110) is offered. Career Planning (XCP 194) and Career Readiness (UNI 200) are 1-credit courses that are also offered.

Counseling Counselors provide educational and career guidance and academic advisement. New program students are interviewed and receive both an orientation and academic plan. Counselors help students schedule and register for courses; monitor each student's academic performance; and provide students with information concerning academic policies, procedures, and practices. Program students may also be eligible for a non-punitive grading option.

Tutoring is provided for most entry-level courses. Tutors review lecture notes, textbooks and other course materials; teach course related vocabulary words; prepare students for

completion of course assignments; and demonstrate the use of course-related technologies. Supplemental instruction is also provided in selected courses.

Academic Development Services is located on the fourth floor of Manderino Library. Office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday, and weekends and evenings by appointment. For more information, stop at the office or call 724.938.4230.

CAREER SERVICES

The office of Career Services supports the mission of California University of Pennsylvania in building character and building careers by providing services and resources that facilitate the lifelong career development process. Using the Career Advantage Program as a framework, we partner with our stakeholders: students, alumni, employers, university faculty and staff, and parents to provide these mutually beneficial services.

Career Advantage Program The Cal U Career Services staff helps students and alumni to identify their interests, skills and values, choose a major, explore career options, gain experience, and learn how to implement a career plan. Through the Career Advantage Program, students and alumni have access to a variety of personalized, career-focused activities designed to help students get the most out of their Cal U experience, including:

- Help choosing a major even before the freshman year begins, so that students can graduate in four years!
- Career assessments and career planning resources
- Individualized career and job search planning sessions with a Career Advisor. There is a specific Career Advisor for majors in each College.
- Job shadowing and Co-op (paid career-related experience for current students only)
- Opportunities to network with successful Cal U alumni and employers
- Career workshops, company information sessions and tours
- Practice interviews
- Job and career fairs and networking events
- Online job postings and resume referrals
- Business cards
- Lifelong career services for alumni at no cost

Cal U Career Services staff members can provide tailored presentations for classes, clubs or organizations on a variety of topics. To request a presentation, or to learn more about the services we offer, please visit our web site:

www.calu.edu/careers

COMPUTING SERVICES & POLICIES

The University Technology Services office assists students, faculty and staff with the University's network and other computing services.

Email Accounts An email account is provided for each faculty member for instructional purposes. Your University network account will be your last name. In cases where two or more University employees have the same last name, the account will be in the following format: LastName_firstinitial (smith_j).

All registered students have an email account established for them. Faculty should always use students' Cal U email account when communicating with students.

You can access your email on campus by using Microsoft Office Outlook. You can access your email off-campus by using a web browser and connecting to: <https://owamail.calu.edu>. This can also be found on the Cal U homepage under quick links. If you need assistance in setting up your email, contact the [UTech Helpdesk](#).

See the email policy within the computing policies document on the University Technology Services web site for important information on using email.

Helpdesk Anyone who needs assistance on any computing or network issues at the university should contact the [UTech Services Helpdesk](#) at X5911 or through email at utechrequests@calu.edu. The helpdesk hours of operation are posted on the Cal U web page.

Web Pages The web site workforce.calu.edu is available for faculty to post web pages.

Network Drive Access A network drive (referred to as your N: drive) is available and recommended for your use. It is strongly recommended that you use the network drive instead of the hard drive of the computer in your office. The network drive is routinely backed up so it's less likely that you'll lose data. You can access your N: drive off-campus at: <ftp://ndrives.calu.edu/>.

Software Microsoft Office is installed on your office PC along with the standard Adobe readers. If you require any special software for the classes you are teaching, to be installed on either your office machine or in the labs, contact the [UTech Helpdesk](#) for assistance. Make sure the software meets requirements for the hardware and will run in our environment. A minimum of three weeks' notification is needed to install software (including plug-ins) in computer labs.

Desire2Learn A course shell is loaded into the Desire2Learn system for all sections offered at Cal U. It is up to faculty to load course material and tests into this course shell if they are using online instruction support in classes. Class rosters are automatically entered into Desire2Learn by Computing Services.

Instructional Computing Facility The Instructional Computing Facility, located on the second floor of Noss Hall, is the main center for student campus network access and general use computing. The facility contains personal computers and printers and provides access to adaptive technology systems.

Computing Policies See the computing policies document on the University Technology Services web site (www.calu.edu/faculty-staff/it-services/policies-guides) for important information on network protocols, network connections, network security, network privacy, acceptable use rules, and actions resulting from misuse of computing services at Cal U. Please note that users who deliberately misuse the network will be denied access to network facilities. Offenders may also be subject to criminal prosecution. Under Pennsylvania law it is a felony punishable by a fine of up to \$15,000 and imprisonment of up to seven years for any person to access, alter or damage any computer system, network, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization [18 PA.C.S. 3933(a)(1)]. Knowingly and without authorization, disclosing a password to a computer system, network, etc. is a misdemeanor punishable by a fine of up to \$10,000 and

imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software [18 PA.C.S. 3933(a)(2) and (3)].

Email Policy See the computing policies document on the University Technology Services web site for important information on email uses, email privacy, unacceptable use activities, incidental personal use, results of misuse, and email backup and recovery. All faculty members should become very familiar with the policies for computing and email. Learn more about the policies on this web page: www.calu.edu/faculty-staff/it-services/index.htm

COOPERATIVE EDUCATION (Co-Op)

Co-op is a program that assists students in finding paid career-related experience while still in school. Co-op is coordinated through Career Services and open to all majors. To be eligible for a Co-op, students must first complete thirty-two credits (6 credits for Master's degree students) and maintain a 2.0 Q.P.A. (3.0 for Master's degree students.) Co-op students may be employed part or full time and can work during the fall, spring and or the summer semester. Graduate students, in all academic majors are encouraged to participate provided they meet the eligibility requirements. How does Co-op differ from Internships?

- Co-op positions are paid, Internship positions can be paid or unpaid.
- Co-op is coordinated through Career Services, Internships are administered through the Internship Center with approval of faculty
- Students do not receive credit for Co-op (Co-op is free!), Internships are for credit, and students pay tuition

Students receive notation on their transcript for the Co-op experience. Co-op positions are posted on the website: <http://www.collegecentral.com/calu/>

INTERNSHIP CENTER

The Internship Center works with faculty members to support Cal U's academic mission through internships. An internship offers students an opportunity to acquire college-level knowledge and skills outside a traditional academic setting through an affiliation with a community organization, governmental agency, or private business. Internship Center staff assist faculty by identifying or developing appropriate internship sites for students; identifying alumni or others in the field who can serve as speakers or panelists for classes; providing updates on relevant resources; researching and developing funding opportunities related to internships; arranging on-campus interviews for internships; assisting students as they navigate the University system; providing publicity for your interns; and supporting you as an internship supervisor. We encourage you to stop by the Internship Center in Eberly Science and Technology Center room 230 or visit the Internship Center webpage at <http://www.calu.edu/internships/>. Contact: Internship Center at 724.938.1578 or internctr@calu.edu.

LIBRARY SERVICES

The mission of the Louis L. Manderino Library is to support the academic mission of the University. To that end, we will provide the resources and technology that promote and sustain the University's ultimate mission of building the character and careers of students. Also, the Louis L. Manderino Library has a total commitment to ensure that California University students will be academically prepared for the challenges of the 21st century.

The library's role is to provide services to meet the educational, recreational, and research needs of faculty, students, alumni, and community patrons within the region. The library offers a

comprehensive print collection along with a collection of online, electronic resources. We offer an advanced online catalog and more than 100 research, reference, and statistical databases. You can access 39,000+ full-text periodical titles and 60,000 + electronic books through the library's Web site. Other services include library instruction, reference help, interlibrary loan, and electronic reserve.

For updates and current information, visit www.library.calu.edu.

PHOTOCOPYING

Many departments do most or all of their own copying (including syllabi, class materials and other documents). In some cases, departments rely (at least in part) on the University Copy Center located in Azorsky 103. Faculty should check with their department chair concerning photocopying policies.

PART VI. CAMPUS POLICIES & RESOURCES

NOTE

All members of the faculty are under obligation to become familiar with the general administrative, purchasing, and contractual policies, practices, and requirements of California University and the Pennsylvania State System of Higher Education. It is incumbent upon all members of the faculty engaged in teaching, scholarship, and service to be familiar with all relevant regulations, not only those contained in this Faculty Handbook but also all policies adopted from time to time by the faculty, the University, the Council of Trustees, the Pennsylvania State System of Higher Education, or the Board of Governors.

ACCIDENTS

Faculty should report all accidents in which they are involved that result in injury to the University Police, at 724.938.HELP or 911. A written report must also be submitted to the office of Inventory/Risk Management. Reports are required whether the accident occurs in a classroom, office, elsewhere on campus or off campus (in connection with University business).

ALCOHOL AND DRUGS

Possession or consumption of alcoholic beverages is not permitted in the buildings or on the grounds of the University. Certain limited exceptions to this regulation may be made on application to the Office of the President.

ALCOHOL AND OTHER DRUG (AOD) PROGRAMS

Cal U's AOD programs are based within in the Wellness Center (also known as the Health Center), located on the Ground Floor of Carter Hall. Intervention and Prevention comprise the operational components of Cal U's AOD Programs in the interest of students' wellness.

BASICS (Brief Alcohol Screening and Intervention of College Students) is an intervention program to reduce drinking and enhance awareness about alcohol-related issues. Participation in BASICS is open to any Cal U student, while those who have been cited by the University Judicial Officer for violations of the Student Code of Conduct involving the use of alcohol and other drugs are required to participate. Students who express and/or demonstrate greater difficulty in coping with alcohol or other drug use/abuse are referred to the Cal U Counseling Center to consult with an alcohol and other drug certified counselor. Please contact a BASICS program director at 724.938.1599 for further information.

AOD PREVENTION is provided jointly by the Health and Wellness Education Center and the AOD Prevention Specialist, who works with the entire campus and local communities in the creation and execution of a comprehensive strategy to reduce underage and dangerous drinking as well as other drug use. **Options@Cal U** is a peer educators program where students become nationally certified through BACCHUS in order to assist in prevention efforts. **Options@Cal U** provides interactive programming and education to Greek organizations, academic classes, residence life groups and more. **Cal AOD Coalition** is comprised of members of both the University and the community. They strategize ways to reduce underage and dangerous drinking, as well as drug use, on campus and in the community. Please contact the AOD Prevention Specialist at 724.938.5515 for further information, to schedule a presentation, or to become involved in prevention efforts.

ALUMNI ASSOCIATION

All graduates of California University of Pennsylvania are automatically members of the Alumni Association and are eligible to participate in its programs and services.

CONFERENCE SERVICES

Cal U Conference Services supports a variety of corporate and summer conference programs. They can assist faculty in the planning of corporate trainings & seminars, executive retreats, strategy meetings, association meetings and leadership enrichment events. The summer camp program can assist with academic, sports, religious, non-profit and youth camps and events. Escape from the confines of your typical work environment and open your mind to a truly unique conference experience. One that stimulates the mind, refreshes body and soul, and results in a meeting that is both creative and productive. For more information about Conference Services or the Summer Camp Program, call 1-800-941-7437 or visit www.calu.edu/conferences.

CONFLICT OF INTEREST

A potential conflict of interest occurs when there is a divergence between an individual's private interests and his or her professional obligations to the University such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise. California University recognizes the value of outside consulting by faculty and other employees, both to the community and to the employees, but cautions that such consulting can come into conflict or appear to come into conflict with other legitimate University interests. Faculty must become familiar with the University policies related to conflict of interest, which applies to:

- research by establishing standards to ensure that the design, conduct or reporting of research will NOT be biased by any conflicting financial interests of an investigator,
- education by establishing standards to ensure that instruction and curriculum are NOT biased or deficient due to conflicting personal or financial interests, and
- management of the University's affairs to ensure that the institution's resources are expended in a manner that does NOT promote personal financial interest of faculty or staff above that of the University.

The University policy, which is posted on the web page of the Office of Grants and Contracts, provides a framework to manage, reduce or eliminate conflicts of interest in research, education, and service activities. This policy protects the credibility and integrity of faculty and staff, so that public trust and confidence in the sponsored activities are ensured. It is also intended that any such action be in accordance with applicable federal and state law as well as Collective Bargaining Agreements.

CONTINUOUS IMPROVEMENT

The Office of Continuous Improvement provides leadership in assessing institutional effectiveness and in identifying areas for continuous improvement activities. Its staff organizes and administers satisfaction surveys of faculty and staff. They conduct online surveys and polls to provide current data for decision-making. Additionally, the office facilitates the analysis of University work processes and procedures with the goal of improving performance and customer satisfaction. To learn more, visit their web site:

www.calu.edu/faculty-staff/administration/improvement/index.htm

EMERGENCIES

In the event of an emergency, Cal U designed a guide to serve as a quick reference for effective action. The guide assists faculty, staff, and students in responding to a variety of emergency situations, which they may encounter at Cal U while working, attending classes or events, or living on campus. Faculty should become familiar with the actions recommended in the reference guide, which may be downloaded from the Cal U web page at:

www.calu.edu/faculty-staff/administration/safety/emergencies-quick-reference/index.htm

FACILITIES MANAGEMENT

The mission statement of Cal U Facilities Management is to plan, design, construct, repair, maintain, improve, clean, manage and operate University facilities, utilities, grounds, roads, sidewalks, and landscape, and to provide labor to support University Programs.

Work Orders For routine requests, such as minor repairs, maintenance, furniture moves, program set-up support, heat, air conditioning and special cleaning, a Work Order needs to be created. This Computerized Maintenance Management System is called FOOTPRINTS and is available on Facilities Management web page. You can also access Footprints from the main webpage by selecting Faculty & Staff on the **Information For** drop down box. Under **Tools** click on Facilities Work Request System. To prevent multiple requests for the same repair, all requests should be coordinated through the department chair and secretary and submitted electronically.

HVAC Heating and air conditioning are centrally-controlled based upon the course schedule to ensure energy efficiency. For special heating and air conditioning needs, please plan carefully and submit a FOOTPRINTS request for service well in advance.

Project Requests The construction of something new, or work which modifies or renovates an existing facility, and will likely take more than a week to complete, is considered a project. All projects are submitted through the department chair, dean, area vice president, and the vice president for administration and finance. A Project Request Form should be used to request a project. These forms are also found on the Facilities Management web page.

FIRE ALARMS/FIRE DRILLS

Faculty members are required to cooperate with all the fire regulations. Like all other University personnel, they are to assist in vacating the building in which they are located.

IDENTIFICATION CARDS

Identification cards are available at the *CalCard* Office in the Natali Student Center. Although identification cards are not required, they are necessary to access selected services. Identification cards are required to access library services. In addition, there are certain buildings and rooms on campus that utilize identification card readers in order to gain entry. If you select to purchase a Herron Fitness Center membership, it will be necessary for you to have an identification card. There is no fee for the initial card.

MAILING SERVICES

The official mailing address of the University is as follows for all offices and departments regardless of their location on campus:

California University of Pennsylvania
250 University Avenue
California, PA 15419-1394

This address is to be used on all outgoing mail and as a return address in all correspondence. Faculty members may mail only items relating to University business at University expense. Outgoing mail must bear the proper departmental cost accounting code number and name, as well as the name of the individual faculty member. Faculty should work with their department chair and secretary on procedures for mailing services.

PARKING

Faculty, staff, and students who wish to park on campus must register and obtain a parking permit/hang tag. A variety of parking options are available, including accommodations for drivers with state issued handicapped placards. Permits/hang tags are required for both gated and un-gated lots, including parking lot 24 (Roadman Park) and specific areas designated on campus. Paid parking options include Tier 1, Tier 2, and Reserved plans. Those who pay for Reserved parking are guaranteed the same parking space for the duration of their permit, e.g. academic year or semester. Faculty and staff purchase their parking permit using a pre-tax payroll deduction (20 or 26 pay). Visitors to campus should be directed to use the Vulcan Garage, where hourly rates are posted. Free parking (Tier 3) is available at Roadman Park and specific areas designated on campus for faculty and staff who belong to bargaining units. For more details on parking and other transportation services, visit the parking web page at www.calu.edu/parking.

SMOKING POLICY

The Pennsylvania Clean Indoor Air Act prohibits smoking in any university building.

SOCIAL EQUITY, OFFICE OF

This office offers mediation services to help resolve interpersonal conflicts as well as formal investigation into allegations of sexual harassment, harassment and discrimination. The Special Assistant to the President for EEO/University Ombudsperson serves as an advocate for students, faculty and staff from diverse backgrounds, offering consultation and support in equity and diversity issues. The Office of Social Equity strives to help individuals explore their attitudes and behavior regarding equity issues and is available to any student, faculty and staff who needs information, assistance or who has a concern about justice, fairness and equal opportunity. Support is provided in the areas of Equal Opportunity, Diversity and Complaint Resolution. This area offers access to a resource library consisting of videos, books and pamphlets related to equity and diversity issues.

Social Equity Complaints The responsibility for investigating complaints is vested in the Office of Social Equity under the direction of the Special Assistant to the President for EEO/University Ombudsperson. Complete information regarding policies, procedures and the informal and formal complaint process can be found in the Policy Statements and Compliance Procedures on Equal Education and Employment Opportunity and Social Equity, available from this office.

Ombudsperson As ombudsperson, the director offers consultation, assistance and support in equity and diversity issues. All members of the University community have the right to seek advice and information from the Special Assistant to the President for EEEEO, who will maintain such consultation in confidence to the greatest extent possible.

Sexual Harassment Education Sessions As part of the *Cal U for Life* New Student Orientation, the Office of Social Equity provides an education session presented by Student Orientation Leaders on sexual harassment awareness. The required student success session is designed to review the California University Policy on Sexual Harassment, discuss issues regarding sexual harassment, inform students who to contact if they should experience sexual harassment and notify students that they can seek help and advice without fear of reprisal.

Location and Hours The Office of Social Equity is located in South Hall, Room 112. Office hours are from 8AM to 4PM, Monday through Friday, and evenings and weekends by appointment. Anyone desiring services or information is encouraged to stop at the office or call 724.938.4014.

SOCIAL EQUITY POLICY

Equal Opportunity California University of Pennsylvania does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, ethnicity, national origin, gender, age, disability or veteran status in matters of employment. The *Policy Statements and Compliance Procedures on Equal Education and Employment Opportunity and Social Equity* details the University's commitment to establishing an environment free from discrimination and harassment and provides guidance on seeking assistance. This policy is emailed to all students at the commencement of each academic year.

Questions or concerns regarding EEO matters should be addressed to Dr. Lisa McBride, Special Assistant to the President and University Ombudsperson, South Hall 112, 724.938.4014, mcbride@calu.edu.

Sexual Harassment is reprehensible conduct that will not be tolerated at California University of Pennsylvania. Sexual harassment violates basic human rights as well as state and federal law. Furthermore, retaliation against the accuser, witnesses or other persons involved is prohibited. The University also recognizes that accusations of sexual harassment are grievous and have serious consequences, and the University will take the necessary precautions to protect students, faculty, staff and managers from false accusations. The University has an established procedure to investigate and address any complaints of sexual harassment. Detailed information about this procedure is found in the *Policy Statements and Compliance Procedures on Equal Education and Employment Opportunity and Social Equity*. Any employee of the University who witnesses or is told of an incident of alleged sexual harassment is encouraged to report it to the Special Assistant to the President for EEEEO immediately.

Training As per the requirement of the Pennsylvania State System of Higher Education (PASSHE), employee training as to the contents of the sexual harassment policy shall occur yearly. Additionally, California University of Pennsylvania employees are required to participate in this training within thirty (30) days of hiring and at least every year thereafter. To access this mandatory training, please visit:

<http://training.newmedialearning.com/psh/cup/index.htm>.

The Americans with Disabilities Act, Section 504 Faculty should understand the importance of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) in relation to providing accommodations for persons with disabilities. California University of PA provides reasonable accommodations for otherwise qualified students to ensure equal access to University programs and activities.

504/ADA Appeal Process If a student considers that a requested accommodation has not been granted or is inappropriate, he/she should immediately discuss the matter with the OSD Director, 724.938.5781. If the student is not satisfied with the result of this conference, he/she should contact the ADA Compliance Office, 724.938.4056. This office helps to ensure compliance with Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act* and provides an avenue for resolution of student problems/concerns regarding accommodations. If the student does not reach accord at this level, he/she may appeal to the Office of Social Equity. The Office of Social Equity has an established procedure to investigate and address any complaints of discrimination on the basis of disability.

Affirmative Action Statement Integrity, Civility and Responsibility are the official core values of California University of Pennsylvania, an affirmative action/equal opportunity employer. Women, minorities and persons with disabilities are encouraged to apply.

For More Information, please contact the Special Assistant to the President for EEO/University Ombudsperson, Dr. Lisa McBride, or her assistant, Alisha Carter, located in South Hall, Room 112, or by telephone at 724.938.4014 or mcbride@calu.edu or carter_a@calu.edu.

TELEPHONE SERVICE AND VOICE MAIL

Cal U has a voice mail system. Instructions for voice mail can be found on the Utech website at <http://www.calu.edu/faculty-staff/it-services/files/Footprints-Customer-Guide.pdf>

UNIVERSITY FOUNDATION

The Foundation for California University of Pennsylvania, incorporated in 1986, is proud to support the mission and goals of the University and its students. As an affiliated yet independent 501 (c)(3) non-profit organization, the Foundation solicits and receives funds to hold, administer, invest and disburse. The Board of the Foundation is comprised of alumni and friends of the university who are elected to serve (3) year terms. Board members include a wide range of successful, experienced business professionals and educators, many of whom are the university's Distinguished Alumni Award recipients. Active participation is required with quarterly meetings, and telephone and video-conferencing aid to enable a national and potentially global membership. The Foundation Board includes Finance, Audit and Investment Committees who closely monitor performance and compliance. In addition to the quarterly board meetings these committees meet quarterly and maintain active liaison with the Executive Committee and financial advisors. The Investment Committee follows the Foundation investment policy of seeking to maximize long term returns relative to acceptable levels of investment risk. This committee receives regular financial reports that allow consistent tracking of our overall investment performance that strives to provide a stable flow of support to our California University students. Proudly we partner with both FNB Wealth Management and Common fund in management of these private funds. The endowment exceeds \$20 million. The Foundation Office is headed by an Executive Director who maintains a liaison between the Foundation, Office of Development and Financial Aid Office. This coordinates the gifts received by the university that come to us for management, per state regulations, as well as notification of

available private scholarship dollars. Foundation operations are funded from fees for administering endowed and non-endowed funds and from direct gifts to its Operating Fund.

UNIVERSITY POLICE

The University Police Department serves the California University community. The University Police Department, located in the Pollock Maintenance Building, serves as the administrative office responsible for the safety and security of all University property and personnel. Police officers are fully equipped and modernized with full police authority and jurisdiction on all University property. Our officers conduct foot, bike, and vehicle patrols on a 24-hour basis, providing round-the-clock assistance to anyone in need. To contact Public Safety call “help” (4357) for the dispatcher who is on duty 24/7.

Policies for University Police Faculty should review, on the Public Safety web page, the various public safety policies on: Alcoholic Beverages and Drinking and Driving, Illegal Drugs, Residence Hall Guest Policy, Parking Policy, Access to University Facilities, Sexual Assault Policy and Resources, Suzanne’s Law, and Weapons Policy.

Public Safety web page: www.calu.edu/faculty-staff/administration/safety

Register for Cal U Alerts Cal U Alerts is a cell-phone text message and email message system that provides notification of emergency situations posing imminent physical threats to the University community. Cal U Alerts complements Cal U’s existing communications plan. Students, faculty and administrators must register to receive the alerts. For more information, read the frequently asked questions and get more information.

Reporting an Emergency Any emergency or crime can be reported by phone or in person to University Police. Simply go to the nearest on-campus phone and dial H-E-L-P or go to any public pay phone and dial *1. Identify the situation as an emergency and a Public Safety officer will be dispatched immediately. There are also emergency call boxes that will connect you directly to the University Police with a touch of a button. These emergency call boxes are clearly marked and will be installed in our parking lots as well as near our residence halls.