

AAUP See American Association of University Professors

AEI See American English Institute

AIC See Academic Innovation Center

ALIS The Automated Library Information System (ALIS pronounced "Alice") provides all members of the university community with access to the library's catalogue, and other electronic services. Among these services are access to MELVYL (the UC union catalogue), MARVEL (Library of Congress), and automated library catalogues from around the United States and the world, links to electronic databases, subject access to specialized fields and other Internet services.

For further details about the ALIS system, including remote access, contact the Reference Department of the Madden Library (8 - 2174).

Reference: [Madden Library
http://duchess.lib.csufresno.edu/](http://duchess.lib.csufresno.edu/)

APM See Academic Policy Manual

ASI See Associated Students Incorporated

ATI-Net See Advanced Technology Information Network

ABSENCE FROM CAMPUS All faculty leaves, except those for illness, must be approved prior to the leave. Approval should be obtained in writing from the department chair or appropriate supervisor.

When the absence is for one or more regularly assigned duties for one or more regular school days must file a "Travel Application Form" in their department or school office. If the travel involves no reimbursement of travel expenses, the phrase "no expense to the State" should be typed in the space designated "Estimated Allowable Expenses of the Trip" on the Form. The Travel Application Form does not have to be completed when sick leave or vacation will be claimed. Faculty members should consult the Policy on Professional Travel in the APM.

The Monthly Attendance Summary forms should be completed for all full day absences from campus due to sick leave, personal holiday, vacation or other leaves. These forms are available in the office of the dean. Failure to properly complete the forms could lead to a delay in the issuance of a pay warrant. Full details and regulations are stated on the back of the Form 634.

Failure to obtain prior approval before taking time for travel, vacation, or personal holiday could lead to a finding of absence without leave. Failure to complete the necessary forms for travel may have serious implications for such things as insurance and death benefits in the event of a serious accident while absent from campus.

References: [Policy on Faculty Leaves of Absence
http://www.csufresno.edu/aps/apm/361.pdf](http://www.csufresno.edu/aps/apm/361.pdf)

Policy on Professional Travel (APM)
<http://www.csufresno.edu/aps/apm/362.pdf>

ABSENCE WITHOUT LEAVE AS RESIGNATION All faculty leaves, except those for illness, must be approved prior to the leave. Approval should be obtained in writing from the department chair or appropriate administrator. Absence without leave, whether voluntary or involuntary, for five (5) consecutive days is, pursuant to **Education Code 89541**, an automatic resignation from state service as of the last date on which the faculty employee worked. An employee who wishes to be reinstated may file a written request for reinstatement with the State Personnel Board within ninety (90) days of the effective date of resignation. Reinstatement may be granted only if the employee makes a satisfactory explanation as to the cause of absence and the failure to obtain leave, and the campus finds the employee ready, able, and willing to resume the duties of his/her position, or if not, that the employee has obtained approval for a leave of absence to commence upon reinstatement. If reinstated, the employee will not be paid salary for the period of the absence. Whenever an employee is absent without leave, he/she may be docked for that day's pay.

Reference: [Education Code
http://www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

ABSENTEE BALLOTS, VOTING BY Except for nominating a department chair, absentee voting is prohibited. It is permitted in department chair elections when (a) departmental procedures provide for it, and (b) reasonable steps have been taken to allow participation in a timely manner.

Reference: [Policy on Faculty Consultation and Voting
http://www.csufresno.edu/aps/apm/114.pdf](http://www.csufresno.edu/aps/apm/114.pdf)

ACADEMIC ADMINISTRATORS Working title which refers to all administrators who report to the Provost and Vice President for Academic Affairs including the Associate Provosts, the Associate Vice Presidents, the deans, and the associate deans.

ACADEMIC ADVISING See Advising

ACADEMIC AFFAIRS The organizational portion of the university headed by the Provost and Vice President for Academic Affairs. This area includes all units involved in instruction and academic support units including the library, computer services, AIC and CETL.

Reference: [Office of the Provost and Vice President for Academic Affairs
http://academicaffairs.csufresno.edu/](http://academicaffairs.csufresno.edu/)

ACADEMIC AFFAIRS CALENDAR A consolidated calendar which lists all the important dates for the Academic Affairs area including dates listed in the Academic Calendar from the *General Catalog*, student affairs, dates for personnel actions relating to retention, tenure, and promotion listed in the Academic Personnel Calendar and other events important to faculty. The calendar is posted on the web page of Academic Personnel Services.

Reference: [Academic Affairs Calendar
http://www.csufresno.edu/aps/academicaffairs.pdf](http://www.csufresno.edu/aps/academicaffairs.pdf)

ACADEMIC ASSEMBLY The official voice of the faculty, the Academic Assembly provides the means for the faculty to participate in the collegial form of governance that is based on historic academic traditions as recognized by the people of the State of California through the Board of Trustees and the Legislature. As defined by the Constitution of the Academic Assembly, the Academic Assembly is composed of all full-time faculty including librarians and student services professionals academically related; and academic administrators. The President of the University is the President of the Academic Assembly. The Chair of the Academic Senate is the Chair of the Academic Assembly.

References: [Constitution of the Academic Assembly \(APM\)](http://www.csufresno.edu/aps/apm/127.pdf)
<http://www.csufresno.edu/aps/apm/127.pdf>

[Bylaws of the Academic Assembly \(APM\)](http://www.csufresno.edu/aps/apm/128.pdf)
<http://www.csufresno.edu/aps/apm/128.pdf>

[Policy on Academic Organization \(APM\)](http://www.csufresno.edu/aps/apm/113.pdf)
<http://www.csufresno.edu/aps/apm/113.pdf>

[Policy on Faculty Consultation and Voting](http://www.csufresno.edu/aps/114.pdf)
<http://www.csufresno.edu/aps/114.pdf>

ACADEMIC CALENDAR The Academic Calendar is based on the semester system. The calendar specifically includes the dates that the academic term begins and ends.

The Fall Semester normally begins in late August and concludes in late December. The Spring Semester normally begins in mid - January and concludes in mid to late May.

Examples of other dates listed in the calendar are the deadlines for registration, admissions, the adding and dropping of classes, semester examinations, and the submission of grades.

ACADEMIC CONSTITUTION See Constitution of the Academic Assembly

ACADEMIC EMPLOYEE *Title 5* defines an academic employee as anyone engaged either (1) primarily in instruction who is employed and compensated on the basis of class and rank or (2) in very closely related professional activities such as librarians and student services professionals in the academically related category.

ACADEMIC ENHANCEMENT SERVICES & EQUAL OPPORTUNITY PROGRAM AND RETENTION SUPPORT SERVICES (8 - 3021) This division of Student Affairs includes Advising Services, Equal Opportunity Program, Learning Resource Center, Office of Testing Services, Southeast Asian Services, Summer Bridge and University Migrant Services.

Reference: [Academic Enhancement Services & Equal Opportunity Program and Retention Support Services](http://studentaffairs.csufresno.edu/programs/)
<http://studentaffairs.csufresno.edu/programs/>

ACADEMIC FREEDOM Students and faculty must be free to pursue truth as well as personal and intellectual development. A necessary condition for such pursuit is an acceptance of the spirit of inquiry and an appreciation for diverse ideas, viewpoints, cultures, and life-styles. This condition must exist in both the classroom and the overall campus environment.

While the university gives great weight to the responsibility of preserving academic freedom, it does so within the context of respect for law and the reasoned consideration of others. Academic freedom and freedom of speech are intended to protect expression and exploration of ideas; they do not protect conduct that is unlawful or in violation of Trustee or university policies, disruptive of the classroom environment, or disruptive of the university itself.

The 1940 Statement of Principles on Academic Freedom and Tenure from the AAUP defines academic freedom as follows:

“ACADEMIC FREEDOM

(A) Teachers are entitled to full freedom in research and in publication of the results, subject to the adequate performance of their other duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(B) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(C) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for opinions of others, and should make every effort to indicate that they are not speaking for the institution."

The complete text of the *1940 Statement on Academic Freedom with 1970 Interpretative Notes* can be found in the *AAUP REDBOOK*. The latest edition of the *AAUP REDBOOK* can be found in the Reference Department of the Madden Library.

Reference: [University Statement on Academic Freedom
http://www.csufresno.edu/aps/apm/103.pdf](http://www.csufresno.edu/aps/apm/103.pdf)

ACADEMIC HOLIDAYS Faculty members are entitled to all holidays designated as such in the Academic Calendar.

ACADEMIC INNOVATION CENTER (8 - 2058) The mission of the Academic Innovation Center is to assist faculty in providing the highest quality education through the innovative uses of communication and media technologies. In collaboration with the university community, AIC fulfills its mission through the following three general goals:

- (1) enhancing and improving the teaching/learning process through the appropriate uses of new and existing technologies;
- (2) extending educational resources to students in the San Joaquin Valley and ultimately wherever they are needed;
- (3) locating sources of funds to enhance and extend education.

AIC is charged with helping the university to combine the university's outstanding resources with what are now called the "Knowledge Media". The Knowledge Media is defined as the confluence of computing, telecommunications, and the learning sciences. In addition to providing excellent customer services in traditional distance learning, training and classroom support, AIC is in the process of creating "third generation mediated learning courseware" to meet the needs of our students, whoever they are, wherever they live, and whenever they need it.

Reference: [Academic Innovation Center
http://www.csufresno.edu/aic/](http://www.csufresno.edu/aic/)

ACADEMIC ORGANIZATION, POLICY ON This policy outlines in detail the organization of the university including the functions and responsibilities of the colleges / schools and departments. Voting regulations, consultative procedures, and working definitions used in academic governance are included as well.

Reference: [Policy on Academic Organization \(APM\)
http://www.csufresno.edu/aps/apm/113.pdf](http://www.csufresno.edu/aps/apm/113.pdf)

ACADEMIC PERSONNEL CALENDAR This calendar is prepared by Academic Personnel Services. It contains all the important dates and deadlines for any personnel process during the academic year. This includes dates for probationary plans, retention and tenure considerations, promotion reviews, sabbatical and difference-in-pay leave requests, applications for FERP and any other significant personnel related deadline. Paper copies are distributed to all full time faculty members. The calendar is also available on the web site of Academic Personnel Services.

Reference: [Academic Personnel Calendar
http://www.csufresno.edu/aps/personnelcalendar.pdf](http://www.csufresno.edu/aps/personnelcalendar.pdf)

ACADEMIC PERSONNEL PLANNING It is the policy of The California State University to provide stability of employment by foreseeing and avoiding unnecessary reductions in staff through short- and long-range personnel planning activities to adjust appointment and retention policies as accurately as possible to anticipate program need. Academic program reviews are conducted periodically and changes are made as necessary, to assure viable, responsive, and balanced curricula. Consideration is given to faculty staffing requirements and to the need for renewal of faculty to assure optimal faculty utilization and maximal program effectiveness.

ACADEMIC PERSONNEL SERVICES (APS) (8-3027) Located in the Thomas Administration Building Room 118, this office serves and advises the faculty and administration in all matters relating to academic personnel. These matters include, for example, appointment, reappointment, tenure, promotion, leaves, grievances, and professional development. The office is designated to handle all matters related to the Unit 3 (Faculty) Collective Bargaining Agreement. The Associate Vice President for Academic Personnel represents the Provost on the Personnel Committee of the Academic Senate.

Academic Personnel Services maintains employment records on all faculty employees. Upon separation from the university, APS retains the files on all former employees for five (5) years unless the employee is involuntarily separated from the university or takes a disability retirement. In those cases, the records are maintained indefinitely.

Employment records are accessible to the individual faculty member.

References: [Academic Personnel Services
http://www.csufresno.edu/aps/](http://www.csufresno.edu/aps/)

[Unit 3 Collective Bargaining Agreement
http://www.csufresno.edu/aps/unit03.html](http://www.csufresno.edu/aps/unit03.html)

[Academic Policy Manual
http://www.csufresno.edu/aps/apm/apm.html](http://www.csufresno.edu/aps/apm/apm.html)

ACADEMIC PETITIONS COMMITTEE See Student Academic Petitions Committee

ACADEMIC POLICY AND PLANNING COMMITTEE (8-2743) The Academic Policy and Planning Committee is a standing committee of the Academic Senate. The committee makes recommendations to the Academic Senate on matters relating to academic policy including but not limited to undergraduate: curriculum, degree programs, graduation requirements, grading standards, school organization and departmentalization, extended education, faculty research, library services, admission, registration, academic planning, and other aspects of instructional development and delivery.

The committee is elected from the faculty at large with no more than one member from any one school. The committee meets on Thursday afternoons during the academic year in Room 203 of the University Center from 2 p.m. to 4 p.m.

Reference: [Bylaws of the Academic Senate \(APM\)
http://www.csufresno.edu/aps/129.pdf](http://www.csufresno.edu/aps/129.pdf)

[Academic Policy and Planning Committee
http://www.csufresno.edu/senate/committees/default.html](http://www.csufresno.edu/senate/committees/default.html)

ACADEMIC POLICY MANUAL (APM) Available on the Academic Personnel Services website, this manual contains the primary compilation of university policies pertaining to the Academic Affairs area.

Reference: [Academic Policy Manual
http://www.csufresno.edu/aps/apm.html](http://www.csufresno.edu/aps/apm.html)

ACADEMIC RANK Academic rank is assigned to faculty members at the time of appointment or promotion and is dependent upon the qualifications of the faculty member.

The ranks of Assistant Professor, Associate Professor, and Professor are assigned to tenure-track faculty who are either probationary (tenure-track) or tenured. The rank of Instructor, while available for appointment of probationary faculty, is not used.

Individuals hired as temporary faculty (i.e. lecturers) are not given academic ranks but are appointed to a salary range designated as Lecturer A, B, C, or D.

Adjunct faculty may be appointed with the title of Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. Adjunct faculty are voluntary employees and do not receive compensation.

ACADEMIC RESOURCES OFFICE (8-3079) Located in the Thomas Administration Building, this office advises the Provost on all matters relating to the academic budget. The Associate Provost for Academic Resources represents the Provost on the University Budget Committee.

Scheduling Services and Information Technology Services report to this office.

Reference: [Academic Resources Office](http://www.csufresno.edu/AcademicAffairs/aro/)
<http://www.csufresno.edu/AcademicAffairs/aro/>

ACADEMIC SENATE (8-2743) The Academic Senate is the deliberative body of faculty governance on this campus. The Academic Senate is the official voice of the faculty in matters outside the scope of collective bargaining. The Academic Senate recommends to the President all policies related to curriculum, student affairs, personnel policies and procedures to implement the CBA, and other matters relating to faculty as appropriate.

Members of the Academic Senate are elected for three year terms by department. Additional members include the Academic Senators, CSU from this campus, three senators elected universitywide, and senior administrators. Chairs of the Senate's standing committees are non-voting ex-officio members.

When it convenes, the Academic Senate normally meets in University Center 200 at 4 p.m. on Monday afternoons. For a schedule of meetings and agenda, contact the Senate Office.

References: [Academic Senate](http://www.csufresno.edu/senate/)
<http://www.csufresno.edu/senate/>

[Constitution of the Academic Assembly \(APM\)](http://www.csufresno.edu/aps/apm/127.pdf)
<http://www.csufresno.edu/aps/apm/127.pdf>

[Bylaws of the Academic Senate \(APM\)](http://www.csufresno.edu/aps/apm/129.pdf)
<http://www.csufresno.edu/aps/apm/129.pdf>

[Policy on Academic Organization \(APM\)](http://www.csufresno.edu/aps/apm/113.pdf)
<http://www.csufresno.edu/aps/apm/113.pdf>

ACADEMIC SENATE, CHAIR OF The Chair of the Academic Senate is the primary consultative voice for faculty governance. The Chair of the Academic Senate is elected for a one year term after the new Senate has been seated in late spring. The Chair of the Senate also serves as the Chair of the Academic Assembly and the Chair of the Executive Committee.

The following individuals have served as Chair of the Academic Senate since the adoption of the present governance structure in 1965:

1964 - 1967	Clayton Tidyman
1967 - 1969	James Fikes
1969 - 1971	Edwin Rousek
1971 - 1972	Robert Smetherman
1972 - 1975	Gaylord Graham
1975 - 1976	Vivian Vidoli
1976 - F1978	William York
S1979	Richard Ullman
1979 - 1981	Joan Schroeder
1981 - 1982	Frank Powell
1982 - 1983	Karen Bowerman
1983 - 1987	Joan Schroeder
1987 - 1992	Ganesh "Vishu" Visweswaran
1992 - 1993	Ronald Perry
1993 - 1994	Lyman Heine
1994 - 1997	Melanie Bloom
1997 - 2000	James Kus
2000 - 2003	William Fasse
2003 - 2004	Barbara Birch
2004 -	Michael Botwin

References: [Academic Senate](http://www.csufresno.edu/senate/)
<http://www.csufresno.edu/senate/>

[Senate Staff](http://www.csufresno.edu/senate/staff/default.html)
<http://www.csufresno.edu/senate/staff/default.html>

[Constitution of the Academic Assembly \(APM\)](http://www.csufresno.edu/aps/apm/127.pdf)
<http://www.csufresno.edu/aps/apm/127.pdf>

[Bylaws of the Academic Senate \(APM\)](http://www.csufresno.edu/aps/apm/129.pdf)
<http://www.csufresno.edu/aps/apm/129.pdf>

[By-Laws of the Executive Committee of the Academic Senate \(APM\)](http://www.csufresno.edu/aps/apm/130.pdf)
<http://www.csufresno.edu/aps/apm/130.pdf>

[Policy on Academic Organization \(APM\)](http://www.csufresno.edu/aps/apm/113.pdf)
<http://www.csufresno.edu/aps/apm/113.pdf>

ACADEMIC SENATE, CSU The Academic Senate CSU is the deliberative body of faculty governance for the entire California State University. Each campus sends representatives to this organization according to the size of its student enrollment. The university has two (2) representatives in the Academic Senate, CSU. Statewide senators are elected by the full-time faculty for three year overlapping terms.

Reference: [CSU Academic Senate](http://www.calstate.edu/AcadSen/)
<http://www.calstate.edu/AcadSen/>

ACADEMIC SENATE OFFICE (8 - 2743) This office serves the Academic Senate and its committees in their work. Anyone having questions about the Academic Senate or its committees should contact this office.

ACADEMIC TERM See Semester

ACADEMIC YEAR The academic year is considered to extend from the first day of the Fall Semester until the last day of the Spring Semester as noted in the academic calendar.

By system wide regulation, the academic work year of an academic year employee may not exceed 180 workdays. The total academic workdays must include a norm of 147 instructional days during which classes are regularly scheduled. Instructional days do not include time devoted to final examinations, orientations, advising and registration which are also part of the academic year.

Reference: [CBA Article 20 Workload](http://www.csufresno.edu/aps/cba/art20.pdf)
<http://www.csufresno.edu/aps/cba/art20.pdf>

ACADEMIC YEAR APPOINTMENTS Most full-time instructional faculty are employed on an academic year or nine-month basis. Academic year employees are expected to be available throughout each academic term. However, pay warrants are calculated on a twelve-month basis, which insures continuous fringe benefits including medical benefits.

Tenure-track academic employees hired initially at the beginning of the Spring Semester are paid for the Spring Semester at the end of the pay period of January, February, March, April, May, and June. These employees will not be paid in July or August of their first year since these pay vouchers cover work completed in the previous Fall Term. New faculty hired initially in January should be prepared not to have either pay or health coverage in August and September of their initial year. Affected faculty should contact the Benefits Office (8-2155)

ACCIDENT OR SUDDEN ILLNESS In case of accident or sudden illness, the instructions outlined in the *CSUF Emergency Medical Procedures* card posted throughout the campus should be followed. Urgently needed first aid should be applied immediately and the University Police contacted at **911**.

It is essential that any accident be reported without delay. Persons claiming work-related disabilities who use personal physicians without prior authorization may have to pay for such services. Federal and state laws require documentation of all incidents in which employees are exposed to excesses of heat, cold, noise, radiation, vibration, or hazardous chemicals.

For further information, contact the campus Risk Management Office (8-6910)

Reference: [Emergency Procedures Online Manual](http://www.csufresno.edu/police/emergency.htm)
<http://www.csufresno.edu/police/emergency.htm>

See Also Worker's Compensation Insurance

ACCIDENTAL DEATH OR DISMEMBERMENT INSURANCE Eligible faculty members are automatically covered by an employer paid \$50,000 accidental death or dismemberment insurance plan. For details, contact the Benefits Office (8 - 2155)

Reference: [CBA Article 32 Benefits](http://www.csufresno.edu/aps/cba/art32.pdf)
<http://www.csufresno.edu/aps/cba/art32.pdf>

ACCREDITATION The university is accredited by the California Board of Education and also the Western Association of Schools and Colleges. The university is also a member of the Western Association of Graduate Schools, the Council of Graduate Schools in the United States, and the American Association of Colleges for Teacher Education. Individual colleges/schools, departments and programs may also receive accreditation from state and nationally recognized accrediting agencies.

References: [American Association of Colleges for Teacher Education](http://www.aacte.org/)
<http://www.aacte.org/>

[California Board of Education](http://www.cde.ca.gov/board/)
<http://www.cde.ca.gov/board/>

[Council of Graduate Schools in the United States](http://www.cgsnet.org)
<http://www.cgsnet.org>

[Western Association of Graduate Schools](http://www.wiche.edu/wags/)
<http://www.wiche.edu/wags/>

[Western Association of Schools and Colleges](http://www.wascweb.org)
<http://www.wascweb.org>

ACTING APPOINTMENTS See Interim Appointments

ADDING CLASSES Students may add classes during the first two weeks of instruction during each semester. For fuller details, consult the *General Catalog*.

Reference: [Policy on Adding and Dropping Classes \(APM\)](http://www.csufresno.edu/aps/apm/231.pdf)
<http://www.csufresno.edu/aps/apm/231.pdf>

ADDITIONAL EMPLOYMENT This term refers to any employment that is in addition to the primary or normal assignment of a faculty member; and is compensated by the CSU, funded by the general fund, or non-general funds including CSU auxiliaries.

The total additional employment of a faculty member shall not exceed a total of twenty-five percent (25 %) of the faculty member's time base. An overage is allowed if the overage employment: consists of employment of a substantially different nature from the individual's

primary or normal employment, or is funded from non-General Fund sources; or is the result of the accrual of part-time employment on more than one campus.

This limitation does not apply to academic year faculty during periods between academic years, or between academic terms. This limitation does not apply to ten and twelve month faculty during vacation periods.

References: [CBA Article 35 Outside Employment](http://www.csufresno.edu/aps/cba/art35.pdf)
<http://www.csufresno.edu/aps/cba/art35.pdf>

[CBA Article 36 Additional Employment](http://www.csufresno.edu/aps/cba/art36.pdf)
<http://www.csufresno.edu/aps/cba/art36.pdf>

[Guidelines on Incompatible Activities and Conflicts of Interest \(APM\)](http://www.csufresno.edu/aps/apm/345.pdf)
<http://www.csufresno.edu/aps/apm/345.pdf>

ADDITIONAL REQUIREMENTS Courses from one or more departments or program that is required in support of the major. Such courses are not included in the minimum 2.0 grade point average required in the major for graduation and may be waived or substituted at the discretion of the major department or program. Additional requirements may also be applied toward General Education unless specifically prohibited by the major department.

ADDRESS, CHANGE IN Faculty members are expected to inform ***both*** the Payroll Office (8 - 3946) and Academic Personnel Services (8 -3027) of any changes in mailing address. All important communications including the annual statement of wages paid and taxes withheld, letters of reappointment, letters of promotion, PERS information, and other official documents are mailed to the last known mailing address. Post office boxes cannot be accepted for this purpose.

ADJUNCT FACULTY When the university is privileged to have the services of an individual with professional distinction and achievement who does not wish a conventional appointment or monetary award, an appointment as an adjunct faculty member can be made. Adjunct faculty members are appointed as voluntary employees and to not receive compensation. Teaching classes, giving scheduled lectures, conducting laboratories, and directing student projects are among the services that may warrant an adjunct appointment.

Adjunct appointments are temporary in nature, are for a specified period of time, and carry no rights to subsequent employment or consideration for tenure. Adjunct faculty members are covered by Worker's Compensation. Adjunct faculty appointments are not subject to the Collective Bargaining Agreement.

Reference: [Policy on Adjunct Faculty \(APM\)](http://www.csufresno.edu/aps/apm/310.pdf)
<http://www.csufresno.edu/aps/apm/310.pdf>

ADMINISTRATIVE APPOINTMENTS, POLICY ON This policy details the composition of search committees as well as the search procedures for various administrative positions, including deans.

Reference: [Policy on Administrative Appointments \(APM\)](http://www.csufresno.edu/aps/apm/320.pdf)
<http://www.csufresno.edu/aps/apm/320.pdf>

ADMINISTRATOR The term “administrator” refers to an employee serving in a position designated as management or supervisory in accordance with HEERA. Only individuals holding an appointment under the Management Personnel Plan may be referred to as an “administrator”. When the CBA uses the language “appropriate administrator,” the agreement is referring to an individual who holds an MPP appointment at the position of Associate Dean or above. Under the terms of the agreement, department chairs are not empowered to act as an “appropriate administrator.”

Reference: [CBA Article 2 Definitions](http://www.csufresno.edu/aps/cba/art02.pdf)
<http://www.csufresno.edu/aps/cba/art02.pdf>

ADMINISTRATORS, REVIEW OF Every five years after being appointed on a permanent basis, administrators undergo a comprehensive performance review involving input from faculty, students, alumni, administrators, and other appropriate individuals or groups.

Reference: [Policy on the Periodic Review of Administrators \(APM\)](http://www.csufresno.edu/aps/apm/335.pdf)
<http://www.csufresno.edu/aps/apm/335.pdf>

ADMINISTRATORS, TENURE All administrative positions in the Management Personnel Plan serve at the pleasure of the President. Tenure may not be granted as an administrator. An administrator may have tenure in a faculty position within a department. An administrator may have been awarded tenure as a faculty member in a department prior to the administrative appointment. An administrator may be granted tenure in a faculty position simultaneously with the administrative appointment. An administrator may be given a probationary appointment in a department and subsequently awarded tenure after going through a probationary review process.

Reference: [Policy on Retention and Tenure](http://www.csufresno.edu/aps/apm/325.pdf)
<http://www.csufresno.edu/aps/apm/325.pdf>

[Policy on Administrative Appointments](http://www.csufresno.edu/aps/apm/320.pdf)
<http://www.csufresno.edu/aps/apm/320.pdf>

ADOPTION OF A CHILD, LEAVE FOR See Maternity/Paternity Leave

ADVANCED TECHNOLOGY INFORMATION NETWORK (8-4872) ATI-Net is part of CATI. The mission of ATI-Net is to disseminate information generated by CATI, California agribusiness, educators, researchers and students using the latest information management technologies. ATI-Net has been in operation since 1986 when it became the first statewide on-line agricultural information system. In 1990, ATI-Net became a pioneer in Internet communication.

Reference: [ATI-Net](http://www.atinet.org)
<http://www.atinet.org>

ADVANCEMENT AND DEVELOPMENT (8-6050) The University Advancement division of Fresno State facilitates the understanding, participation, and support of university goals through students, faculty, alumni, parents and friends, corporations, foundations, and legislators. The Division represents to various publics an institution with the highest standards of excellence and accountability to its constituencies. Major units in the Division include development, university relations, publications and alumni relations.

Reference: [Gifts to the University – General Guidelines
http://www.csufresno.edu/aps/apm/611.pdf](http://www.csufresno.edu/aps/apm/611.pdf)

ADVANCEMENT TO CANDIDACY Classified graduate standing gives a student permission to work toward qualifying for candidacy. Advancement to candidacy gives a student permission to proceed toward qualifying for the degree and must have been attained prior to undertaking the culminating experience, i.e. 299 Thesis; 298 Project; and comprehensive examination. Eligibility requirements for advancement to candidacy are detailed in the *General Catalog*.

ADVISING Academic advising complements academic instruction and is thus a faculty responsibility. The California State University system recognizes this responsibility by allocating a portion of the indirect activity workload to this function. Further, for an academic advising program to meet student's needs effectively, students and the administration must share joint responsibility with faculty, although faculty are considered to be the key element. The above statements are not intended to reduce the student's basic responsibility for initiating academic advising contacts with faculty, and for knowing and completing all degree requirements.

The primary purposes of academic advising are to help students select appropriate courses and programs, to establish effective mentor relationships, to use support services effectively, and to plan for their future. Therefore, an effective advising program will:

- (1) assist students in designing an academic program for timely fulfillment of their degree goals, including selection of appropriate courses singly and in sequence;
- (2) provide faculty advisers with adequate training and materials with which to advise students appropriately.
- (3) assist students and faculty advisers in learning how to use the *Schedule of Courses* and *General Catalog* effectively in the advising process;
- (4) provide students with timely and accurate information regarding academic policies and procedures
- (5) assist students to select educational and professional objectives commensurate with their interests and abilities;
- (6) inform students of the wide variety of student support services and extracurricular educational opportunities that may help them reach their personal, academic and career goals;
- (7) assist students to explore and understand possible short- and long-range implications and consequences of their choices.

As you advise students, it is important that you remember that you are not a personal counselor. Your primary role is to advise students on academic matters. Whenever you are asked to advise on personal matters with which you are either uncomfortable, unfamiliar or not professionally trained to deal with, refer students to the Health Center for professional counseling. These individuals can provide appropriate assistance.

ADVISING PROGRAM

A. Each school, department or program will prepare and implement a written plan for advising students in their majors. The plan should include the following elements;

- (1) how faculty members will be selected, assigned, and trained to provide academic advising;
- (2) how students will be notified of the advising policy and procedures;
- (3) what materials will be used in the advising process;
- (4) what students should do in case an adviser is not available;
- (5) how students will be introduced to the major,
- (6) what is expected of students to help make the plan work;
- (7) how advising will be evaluated.

B. The Division of Student Affairs will continue to provide orientation programs to inform new students of registration procedures and degree requirements, and direct them to academic departments/programs for initial advising on major requirements.

C. The Office of the Provost and Vice President for Academic Affairs and school deans will provide the following services to ensure that faculty are appropriately equipped to advise students.

- (1) ongoing in-service workshops for faculty advisers;
- (2) annual in-service workshops for department chairs on academic policies and procedures including recent changes and additions ;
- (3) a comprehensive orientation for newly appointed faculty which would include an overview of university academic policies, practices and student support services.

Reference: [Policy on Undergraduate Student Academic Advising](http://www.csufresno.edu/aps/apm/205.pdf)
<http://www.csufresno.edu/aps/apm/205.pdf>

ADVISING SERVICES, OFFICE OF (8-2924) The office provides a variety of services designed to assist faculty and students with questions regarding academic advising and grading. The office staff is prepared to assist faculty and students with questions regarding undergraduate academic advising, academic petitions including grade appeals, change of major process, and general academic problem solving.

Reference: [Advising Services](http://studentaffairs.csufresno.edu/advising/)
<http://studentaffairs.csufresno.edu/advising/>

AEROSPACE STUDIES See Reserved Officers Training Corps

AFRICAN AMERICAN STUDIES RESEARCH CENTER (8-4210) The Center is an ancillary unit of the Ethnic Studies Program. The main objective of the research component is to provide a forum for a wide range of research on the African/African American experience. In doing so, it creates an open dialogue in which academics can interact to sustain and support a creative atmosphere for scholarly inquiry.

AG ONE (8-4266) AG ONE is an auxiliary organization of the College of Agricultural Sciences and Technology. The purpose of AG ONE is to provide support to the school and its programs through scholarships, grants, and student organizations. AG ONE is the major fundraiser and provided of scholarships and grants to students who are majoring in the disciplines offered in

the school. Through the efforts of AG ONE an endowment fund totaling close to a million dollars has been established.

Reference: [AG ONE
http://www.cast.csufresno.edu/agone/index.html](http://www.cast.csufresno.edu/agone/index.html)

AGENCY FEE In 1999, the State Legislature passed and Governor Davis signed SB 645 that amended HEERA. All faculty unit employees (Unit 3) who are not members of the California Faculty Association are required to pay an agency fee to the CFA for its representation. This fee is deducted automatically from the monthly pay warrant. The fee must be less than the amount of CFA membership. All questions related to agency fee should be directed to the local CFA chapter.

AGRICULTURAL FOUNDATION OF CALIFORNIA STATE UNIVERSITY FRESNO The foundation assists the School of Agricultural Sciences and Technology with the operation of the University Farm Laboratory, one of the nation's largest urban collegiate farms. The foundation leases the 1,083 acre farm from the university. In addition to the farm, the foundation operates the San Joaquin Valley Experimental Range of more than 4,000 acres situated on Highway 41 south of the town of Coarsegold. A Board of Directors governs the Foundation.

References: [Agricultural Foundation of California State University, Fresno
http://www.auxiliary.com/agriculture/index.htm](http://www.auxiliary.com/agriculture/index.htm)

AGRICULTURAL OPERATIONS See Farm Laboratory

AGRICULTURAL SCIENCES AND TECHNOLOGY, COLLEGE OF The College of Agricultural Sciences and Technology is composed of the following:

Academic departments:

Agricultural Economics
Animal Science and Agricultural Education
Child, Family and Consumer Sciences
Food Science and Nutrition
Industrial Technology
Plant Science
Viticulture and Enology.

Ancillary Units

California Agricultural Technology Institute
University Farm Laboratory

The first agricultural program was established on the campus in 1916 with the founding of the Department of Agriculture. The Department of Agriculture and Biology was established in 1918. The Division of Agriculture was established in 1952. The School of Agriculture was established in 1966 with a name change to the School of Agriculture and Home Economics in 1979. The current name was adopted in 1988. The school changed its designation to a college beginning with the Fall 1999 Semester.

The following individuals have served as heads or deans of the agricultural program:

Division of Agriculture

1952 - 1966 Lloyd Dowler

School of Agriculture

1966 - 1969 Lloyd Dowler

1969 - 1978 O. J. Burger

1978 - 1979 Charles Smallwood

School of Agriculture and Home Economics

1978 - 1988 Charles Smallwood

School of Agricultural Sciences and Technology

1988 - 1992 Charles Smallwood

1992 - 1999 Daniel Bartell

College of Agricultural Sciences and Technology

1999 - Daniel Bartell

Reference: [College of Agricultural Sciences and Technology
http://cast.csufresno.edu/](http://cast.csufresno.edu/)

ALCOHOLIC BEVERAGES The possession and consumption of alcoholic beverages on campus is permitted for recognized events within the limits prescribed by law and university regulations. The sale or serving of alcoholic beverages in any form on the campus of California State University, Fresno is prohibited without prior written authorization. Request for permission to serve wine and/or beer must be made in writing, giving full details and justification to the Vice President for Administration at least 15 days prior to the event.

Reference: [Policy on the Campus Use of Alcoholic Beverages
http://www.csufresno.edu/aps/apm/646.pdf](http://www.csufresno.edu/aps/apm/646.pdf)

ALCOHOLIC BEVERAGES, LEGAL DRINKING AGE In California, the legal drinking age is **21 years old**.

ALUMNI ASSOCIATION Founded in January 1912, the chief objective of the Alumni Association is to keep alive the traditions of the university, the memory of its graduates, and to cooperate with the university administration in every constructive way. It is the goal of the Alumni Association to

- (1) promote the advancement of the university;
- (2) encourage communication and fellowship among alumni, former students, and friends of the university;

- (3) support community and regional participation in the goals of the university and to support university contributions to the community.

Reference: [Alumni Association](http://www.alumniconnections.com/olc/pub/CAF/)
<http://www.alumniconnections.com/olc/pub/CAF/>

ALUMNI HOUSE See Smittcamp Alumni House

AMERICAN EXPRESS CARD Faculty may apply for a free corporate American Express Card for both university and personal use through Accounting Services in the Joyal Administration Building.

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS (AAUP) Established in 1915, the AAUP is a national organization representing the interests of the college and university faculty members. The purpose of AAUP is to defend academic freedom and tenure, advocate for collegial governance, and developing policies ensuring due process. The AAUP publishes the REDBOOK that contains copies of its documents, reports, and policy statements. A copy of the REDBOOK may be found in the Reference Department of the Madden Library or in Academic Personnel Services. On campus, the AAUP is affiliated with the California Faculty Association.

References: [AAUP](http://www.aaup.org)
<http://www.aaup.org>

AMERICAN ENGLISH INSTITUTE (8-2097) The American English Institute (AEI), which has been a university program for more than 25 years, is designed to prepare international students for American university studies by offering instruction in English as a second language. Students receive 20 hours of instruction each week but do not earn academic credit. Qualified students earn a certificate of completion at the end of each session. During each session, up to 140 international students enroll at the institute. Students have come from more than 50 different countries. The Institute is closely affiliated with the Department of Linguistics and is a member of the American Association of Intensive English Programs.

References: [American English Institute](http://www.csufresno.edu/AEI/)
<http://www.csufresno.edu/AEI/>

[American Association of Intensive English Programs](http://www.aaiep.org)
<http://www.aaiep.org>

AMERICAN HUMANICS (8-2891) The American Humanics (AH) Program is linked with American Humanics Inc., a national organization that collaborates with affiliated college and university programs, professional organizations, and nonprofit agencies in recruiting, preparing, and placing students in meaningful professional careers with youth and human service agencies. Participation in this Special Certificate Program in Nonprofit Management and Leadership builds on and enhances students' chosen major course of study and provides the tools to achieve success in the field of youth and human service agency management. This interdisciplinary certificate is open to students of all majors and to individuals in the community. Courses may be taken part-time or through Open University. American Humanics students are eligible to apply for special scholarships and awards. The program is housed in the College of Social Sciences.

Reference: [American Humanics Program
http://www.csufresno.edu/department_pages/humanics.htm](http://www.csufresno.edu/department_pages/humanics.htm)

AMERICANS WITH DISABILITIES ACT The Rehabilitation Act of 1973 provides that students with disabilities be given reasonable accommodation in order to pursue their educational goals. It is the responsibility of the university and its employees to adhere to the provisions of this federal law and cooperate in its implementation on campus.

An individual with a disability is a person who

- (1) has a physical or mental impairment that substantially limits one or more major life activities;
- (2) has a record of such impairment; or
- (3) is regarded as having such impairment.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in question. Reasonable accommodation may include, but is not limited to:

- (1) making existing facilities used by university employees readily accessible to and usable by persons with disabilities,
- (2) job restructuring, modifying work schedules, reassignment to a vacant position;
- (3) acquiring or modifying equipment, devices, adjusting modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

The university is required to make an accommodation to the known disability of a qualified applicant, employee or student if it would not impose an "undue hardship" on the operation of the university. The university is not required to lower quality or academic standards to make an accommodation, nor is the university obligated to provide personal use items such as glasses or hearing aids. Questions regarding students with disabilities should be addressed to Services for Students with Disabilities (8-2811).

Each faculty member is required to provide students with disabilities with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in the educational programs of the university. Examples of auxiliary aids that may be required are taped texts, note takers, interpreters, readers, and access to specialized equipment. While faculty members are obligated to provide students with disabilities reasonable accommodations, faculty members are not required to accommodate personal preferences of students.

To assist faculty and students in complying with the law, the university has established the Office of Services for Students with Disabilities (SSD) located on the first floor north of the Madden Library. The office can be reached at Ext. 8-2811. Ms. Carole Snee is the Director. The SSD staff is available to assist you with any questions you may have.

If a student approaches you with a letter from Services for Students with Disabilities (SSD), the letter will state that the student is registered with the SSD office and has a verified disability and needs accommodation(s) in your classroom. Because even the fact that the student has a disability is confidential, it is a good idea to make an appointment with the student to discuss the student's needs privately and to decide how effective and efficient arrangements can be made.

You may not refuse to accommodate such a student. If you have any questions about what constitutes a reasonable accommodation, you should contact the SSD office prior to discussing accommodations with the student.

You should be aware that academic accommodations may not fundamentally alter what is considered by Academic Affairs to be essential to a course. If you believe that a requested accommodation would fundamentally alter the essential nature of a course, the request should first be discussed with the office of Services for Students with Disabilities, for any necessary clarification, and with the Chair of your Department.

If a student claims that s/he has a disability and asks for an accommodation but does not have a letter from the SSD office, it may be that s/he has not registered with the office or has not submitted a schedule so a letter can be produced. In that case, do not tell the student that s/he will not be accommodated but instead inform them that they must first register with the SSD and receive an accommodation letter. Inform the student that the accommodation letter assures you that the student has verified the disability with the university and that the accommodation being requested is, in fact, necessary. Assure the student that when an accommodation letter is provided from SSD that you will work with the student and the SSD office to provide reasonable accommodations.

It should be noted that all students, with or without disabilities, are expected to abide by the university's Code of Conduct. It is recommended that you review the following information that can be found on the website of Services for Students with Disabilities.

Reference: [Americans with Disabilities Act \(DOJ website\)](http://www.usdoj.gov/crt/ada/adahom1.htm)
<http://www.usdoj.gov/crt/ada/adahom1.htm>

[Services for Students with Disabilities](http://studentaffairs.csufresno.edu/ssd/)
<http://studentaffairs.csufresno.edu/ssd/>

[Accommodations in the Classroom](http://studentaffairs.csufresno.edu/ssd/classaccom.html)
<http://studentaffairs.csufresno.edu/ssd/classaccom.html>

[Interacting with Persons with Disabilities](http://studentaffairs.csufresno.edu/ssd/FacStaff.html)
<http://studentaffairs.csufresno.edu/ssd/FacStaff.html>

ANCILLARY UNITS, POLICY ON In addition to the regular administrative structure of academic and other units, from time to time ancillary organizational units may enhance the performance of the university. This policy applies to those ancillary units, including centers, institutes, bureaus, laboratories, and clinics. The President may approve a proposed ancillary unit for any period, including a relatively short experimental trial.

Reference: [Policy on Ancillary Units \(APM\)](http://www.csufresno.edu/aps/apm/110.pdf)
<http://www.csufresno.edu/aps/apm/110.pdf>

ANIMALS ON CAMPUS No person, owning or having possession, charge, custody, or control of any animal shall cause, permit or allow such an animal upon campus grounds of California State University, Fresno unless a leash contains it.

Under no circumstances shall a person owning or having possession, charge, custody, or control of any animal allow it within the buildings on the California State University, Fresno campus. The only exception to the above are Seeing Eye and Ear dogs under the control and custody of their owners are allowed.

Special permits may be issued for exceptions to these rules under special circumstances by the campus Risk Management Officer.

ANIMALS USED IN RESEARCH See Laboratory Animals

ANNOUNCEMENTS, PUBLIC SERVICE See University Relations

ANNUITIES, TAX SHELTERED OR TAX DEFERED The California State University and the State of California sponsor tax deferred annuity programs. Tax sheltered annuity programs are also available from private companies and employee organizations. Participation in these programs may result in the reduction of federal and state income tax liability and may provide an additional source of retirement income. Long range retirement planning is encouraged. For further details, contact the Benefits Office (8 - 2155).

ANONYMOUS LETTERS It is university policy to give anonymous letters received by administrative officers be given to the individual faculty member concerned.

Reference: [Policy on Faculty Personnel Files \(APM\)](http://www.csufresno.edu/aps/apm/323.pdf)
<http://www.csufresno.edu/aps/apm/323.pdf>

APPOINTMENTS, ADMINISTRATIVE All appointments to positions in the Management Personnel Plan (MPP) are based on ability and fitness to the position to be filled. Each administrator serves at the pleasure of the President.

Only a formal written offer of employment issued with the approval of the President or designee is to be considered as a commitment to employment by the university. Any conditions of employment must also be included in the letter.

No university employee is authorized to offer appointment or to imply that an offer of appointment will be made to an administrative position without such approval from the President or designee. No statements or commitments, written or oral, explicit or implicit, other than the formal written offers of employment will be construed as binding upon the university.

Administrative appointments may be made concurrent with an appointment to a faculty position. The appointment to a faculty position is made only after consultation with the affected department. The appointment to a faculty position may be with tenure.

Reference: [Policy on Administrative Appointments \(APM\)](http://www.csufresno.edu/aps/apm/320.pdf)
<http://www.csufresno.edu/aps/apm/320.pdf>

[Policy on Retention and Tenure \(APM\)](http://www.csufresno.edu/aps/apm/325.pdf)
<http://www.csufresno.edu/aps/apm/325.pdf>

APPOINTMENTS, FACULTY All appointments to faculty positions are based upon ability and fitness to the position to be filled. Each faculty member is assigned to a department or academic unit and given an academic rank.

Appointments to a faculty position are tendered under authority of the President, following department and college/school consultation and approval by the Office of the Provost and Vice President for Academic Affairs. To insure faculty consultation, each department elects a committee of faculty to make recommendations regarding all faculty appointments.

Only a formal written offer of employment issued with the approval of the Office of the Provost and Vice President for Academic Affairs is to be construed as a commitment to employment by the university. Any conditions of employment must be included in the offer.

No university employee is authorized to offer appointment or to imply that an offer of appointment will be made to a faculty position without such approval from the Office of the Provost. No statements or commitments, written or oral, explicit or implicit, other than the formal written offers of employment will be construed as binding upon the university.

Reference: [Interim Policy and Procedure on the Appointment of Tenure Track Faculty including the Award of Service Credit \(APM\)](http://www.csufresno.edu/aps/apm/301.pdf)
<http://www.csufresno.edu/aps/apm/301.pdf>

[Interim Policy and Procedures on the Appointment of Full-Time Temporary Faculty and Emergency Appointments](http://www.csufresno.edu/aps/apm/302.pdf)
<http://www.csufresno.edu/aps/apm/302.pdf>

ARBITRATION Article 10 of the CBA provides for binding arbitration on matters relating to the interpretation and implementation of the CBA. Under terms of the CBA, individuals may not bring cases forward to arbitration. Only the CFA, as the exclusive bargaining agent, may carry a case to arbitration on behalf of a faculty member.

Faculty members may receive a notice from either of the parties to appear at an arbitration hearing. Faculty members are required to adhere to such notice. Witnesses, the grievant, and the grievant's representatives will be excused from normal duties for the time necessary to participate in the hearing process.

Reference: [CBA Article 10 Grievance Procedures](http://www.csufresno.edu/aps/cba/art10.pdf)
<http://www.csufresno.edu/aps/cba/art10.pdf>

ARBORETUM In 1978, the Arboretum at California State University, Fresno was formally dedicated. The Arboretum, a place where a variety of trees and other plants are grown for exhibition and study, encompasses the entire campus and its several thousand trees.

ARBORETUM, FRIENDS OF THE A community support group which has the following purposes:

- (a) to raise funds to enhance the landscape of the campus through the development of attractive outdoor spaces and the planting of a rich variety of trees and other plants.
- (b) to support horticultural education and awareness

(c) to promote the Arboretum as a resource for the university and the wider community.

ARCHIVES The Sanoian Special Collections Department of the Madden Library (8-2595) serves as the University Archives. Important historical records, including those of the Academic Senate, are maintained there. Additionally, the Archives attempt to collect copies of faculty publications. Faculty members are encouraged to donate copies of their publications to the Library for this purpose.

Reference: [University Archives](http://duchess.lib.csufresno.edu/SubjectResources/SpecialCollections/Archives.html)
<http://duchess.lib.csufresno.edu/SubjectResources/SpecialCollections/Archives.html>

ARNE NIXON CENTER FOR THE STUDY OF CHILDREN'S LITERATURE was established in 1995 as the result of a gift from Dr. Arne Nixon of the School of Education and Human Development. Dr. Nixon donated his private collection of 20,000 children's books to the Madden Library. The donation also included figurines, hand-painted porcelain plates, toys and correspondence and art work connected to children's literature. At the time of the donation, Dr. Nixon established an endowment to support the collection.

Reference: [Arne Nixon Center](http://www.arnenixoncenter.org)
<http://www.arnenixoncenter.org>

ARTICULATION AGREEMENTS Articulation agreements are agreements regarding the transferability of credit for specific course between the university and campuses of the California Community Colleges, the California State University and the University of California campuses. Articulation is determined by "home department rule". That is, the responsible department for the course at California State University Fresno makes the decision for the whole campus.

Course to course by department and major agreements are updated every year for the top ten (10) feeder community colleges. Community colleges sending us twenty-five (25) or more transfer students per year receive course to course by department and by major agreements on an alternating year basis. The remaining community colleges (sending us fewer than 25 students per year), CSU's and UC's receive partial agreements, course to course by department, every year.

Course to course agreements identify a particular course or sequence of courses that is comparable to a specific course or sequence of courses at the university. The sending institution course must be baccalaureate level. Students receive comparable credit depending on the status of the course when the student completes it. These agreements are never a complete listing of all courses being offered at the sending institution.

Articulation agreements can be accessed in several ways. Complete paper sets of these agreements are available at the Reference Desk of the Madden Library and at the Copy Center in the Kennel Bookstore. These agreements are also available electronically.

Reference: [Statewide Student Transfer Information for California](http://www.assist.org)
<http://www.assist.org>

ARTICULATION NUMBERS See California Articulation Number System

ARTS AND HUMANITIES, COLLEGE OF The College of Arts and Humanities is the largest college / school on campus. It is composed of the following:

Academic Departments and Programs

Armenian Studies Program
Art and Design
Communication
English
Foreign Languages and Literatures
Linguistics
Mass Communication and Journalism
Music
Philosophy
Theatre Arts

Ancillary Units

American English Institute

The College of Arts and Humanities was established as school in 1970 as a result of the breakup of the School of Arts and Sciences. The original name was the School of Humanities. It received its current organization and the name School of Arts and Humanities as a result of the reorganization of 1981. Many of the departments in the school, such as the Music Department and the Department of English, are among the oldest continuing departments in the university. The School of Arts and Humanities changed its designation to College of Arts and Humanities beginning with the Fall 1999 Semester.

The following individuals have served as dean:

School of Humanities

1970 - 1971 Dean Rea (Acting)
1971 - 1972 James Light
1972 - 1973 Lillian Faderman (Acting)
1973 - 1981 Joseph Satin

School of Arts and Humanities

1981 - 1990 Joseph Satin
1990 - 1999 Luis Costa

College of Arts and Humanities

1999 - Luis Costa

Reference: [College of Arts and Humanities
http://www.csufresno.edu/CSUF/arts.html](http://www.csufresno.edu/CSUF/arts.html)

ASSESSMENT OF TEACHING EFFECTIVENESS, POLICY ON This policy describes the procedures for evaluation of classroom instruction including both peer and student evaluations of instruction.

Reference: [Policy on the Assessment of Teaching Effectiveness \(APM\)](http://www.csufresno.edu/aps/apm/322.pdf)
<http://www.csufresno.edu/aps/apm/322.pdf>

ASSIGNED TIME Assigned time is a special assignment used to reduce the normal full-time faculty instructional workload of 12 WTU per semester. CSU policy requires that detailed records be maintained on all assigned time.

A faculty member may be given assigned time for specified instructionally related activities such as an unusually heavy advising assignment, active participation on or leadership of committees, extended curriculum studies or revisions, and preparation of detailed accreditation reports.

Approval by the Provost and Vice President for Academic Affairs is always required.

Reference: [Policy on Assigned Time \(APM\)](http://www.csufresno.edu/aps/apm/354.pdf)
<http://www.csufresno.edu/aps/apm/354.pdf>

ASSISTANTSHIPS, GRADUATE See Graduate Assistants

ASSISTANTSHIPS, TEACHING See Teaching Associates

ASSOCIATED STUDENTS INCORPORATED (8-2657) Associated Students, Inc. is a non-profit corporation whose membership consists of all students enrolled at the university. Students are encouraged to participate in Associated Student activities, especially student government and to vote in all student elections.

Reference: [Associated Students](http://www.csufresno.edu/studentgovt/home.html)
<http://www.csufresno.edu/studentgovt/home.html>

ATHLETIC CORPORATION See California State University Fresno Athletic Corporation

ATHLETICS (8-3178) As a member of the Western Athletic Conference (WAC), the university participates in NCAA Division I sports with a full complement of nationally competitive sports for both men and women. Interested faculty members may obtain season tickets to many sporting events at discounted rates. Tickets for individual athletic events may be purchased from the Bulldog Ticket Office (8-3647) located off Bulldog Lane at the south end of the football stadium.

Women's sports include softball, basketball, volleyball, equestrian, soccer, swimming/diving, and tennis.

Men's sports include football, basketball, baseball, golf, soccer, tennis and wrestling.

References: [Athletics](http://gobulldogs.com/)
<http://gobulldogs.com/>
[National Collegiate Athletic Association](http://www.ncaa.org)
<http://www.ncaa.org>

[Western Athletic Conference
http://www.wac.org](http://www.wac.org)

ATHLETICS, DEPARTMENT OF Unless holding a faculty appointment in another department, coaches for team sports are appointed as temporary faculty in the Department of Athletics. The Director of Athletics heads the department.

ATTORNEY, UNIVERSITY The California State University maintains the Office of General Counsel in the Chancellor's Office to represent the campuses of the CSU in matters of litigation. Only those individuals specifically authorized by the President may contact this office directly. Individuals who wish to contact General Counsel for any purpose should request the information through authorized campus personnel. For faculty, that individual is the Associate Vice President for Academic Personnel (8-3027).

Reference: [CSU Office of General Counsel
http://www.calstate.edu/GC/](http://www.calstate.edu/GC/)

AUDIT STATUS (AU) Persons wishing to attend classes without matriculating or receiving college credit may register as auditors. Auditors register during the first week of instruction. Students enrolled in audit status only may not transfer to credit status without completing admission procedures. This must be done within the first two weeks of instruction.

Matriculated students may audit courses in addition to those in which they are registered for credit. Enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students. Regular class attendance is expected and the student may be required to participate in any or all classroom activities at the discretion of the instructor. An audited course is not listed on the student's permanent record if the requirements for auditing the class are not met. A student who is enrolled for credit may not change to audit after the fourth week of instruction.

Credit for courses audited will not subsequently be granted on the basis of the audit. (See the current *Schedule of Courses*.)

AUDITING CLASSES, FACULTY Faculty members may audit a colleague's class with the prior permission of the faculty member whose class is attended. This courtesy, however, should not be extended when it would result in the displacement of a matriculating student from the class.

AUDITOR, INTERNAL (8-4189) The university has an Internal Auditor who reports directly to the President. Internal auditing is an independent appraisal activity established within the university as a service to management and the university community. It is a control that functions by examining and evaluating the adequacy and effectiveness of other controls. The purpose of auditing is to compare *what is* to *what should be*. Internal Audit will define *what should be* in terms of the shared vision of the university. Requests for internal audits should be requested through the appropriate Vice President.

AUTO INSURANCE When a faculty member drives a State vehicle on university business, you are covered by the State's liability policy in case of an accident. However, if you drive your own car on university business, the State requires that you possess certain minimum liability insurance coverage for your car and that your car be equipped with seat belts and other safety equipment in working order.

The university is required to obtain certification from you each year if you wish to be authorized to use your private car for university business and to be reimbursed for mileage costs.

For complete details, contact the Office of Risk Management (8-6910).

AUTOMOBILES, STATE See State Vehicles

AUXILIARY SERVICES DIVISION (8-0800) Auxiliary Services is an important enterprise comprising three not-for-profit corporations. These are the California State University Fresno Association, the California State University Fresno Foundation, and the Agricultural Foundation of California State University Fresno.

Reference: [Auxiliary Services and Foundation
http://www.auxiliary.com](http://www.auxiliary.com)