

DARS See Degree Audit Reporting System

DAILY COLLEGIAN See Collegian

DAY CARE CENTER See Campus Children's Center

DAYS University policies and the Collective Bargaining Agreement frequently refer to "days". Unless specified otherwise, "days" refers to **calendar days**.

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

DEAN The dean is the chief academic and administrative officer of the college/school who serves at the pleasure of the President and reports to the Provost and Vice President for Academic Affairs. Normally, deans are tenured faculty members holding the rank of Professor in a department within the college/school.

The Policy on Academic Organization delineates the responsibilities of the dean in developing, coordinating, and reviewing programs within the college/school. The Policy on Administrative Appointments outlines the search process, including the composition of the search committee, for deans.

While the Provost evaluates deans annually, a comprehensive review is conducted every five years. This review includes input from faculty, staff, students and other individuals who have working knowledge of the dean's performance.

References: [Deans and Department Chairs](http://www.csufresno.edu/aps/deanlist.html)
<http://www.csufresno.edu/aps/deanlist.html>

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

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

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

DEATH BENEFITS If an employee dies prior to eligibility for retirement (at least age 50 and five full years in PERS), the survivors receive a \$50,000 life insurance payment, 50% of the annual salary of the employee for the past year, and a refund of retirement contributions. If an employee was eligible for retirement (at least age 50 and five full years in PERS) at the time of death, the survivors receive a \$50,000 life insurance payment, 50% of the annual salary of the employee for the past year, and a "Basic Death Benefit" which will vary in kind amount (lump sum or monthly allowance), depending upon several factors, including the choice of survivor(s). The law provides for the following order of beneficiaries: spouse, children, parents, brothers, sisters, and estate. To alter the legally mandated order of beneficiaries or to name a specific beneficiary, an employee must complete the appropriate forms in the Benefits Office.

DEATH IN THE FAMILY See Bereavement Leave

DEFENSIVE DRIVER TRAINING State employees are required to attend a Defensive Driver Training course before they are authorized to operate state vehicles or claim mileage for operating a privately owned automobile on state business. Defensive Driver Training consists of a multimedia classroom session to ensure that employees are aware of defensive driver techniques and are informed of applicable changes in the California Vehicle Code. The Defensive Driver Training course is offered semiannually, in the fall and spring semesters. Employees completing the course are issued Defensive Driving cards.

In critical situations a temporary waiver may be granted until the next Defensive Driving Course is offered provided that the individual could not have attended the previous courses. Those persons who are issued a temporary waiver and then fail to attend the next Defensive Driving Course will either have to wait six months or process their request through the Chancellor's Office. Those who drive on state business not more than once a month are not required to attend the Defensive Driving Course. Supervisors who authorize such personnel are responsible to ensure that the driver is a state employee, has a valid current California drivers' license of the type required for the vehicle being driven, has an acceptable driving record, has a car with safety belts installed (and put to use), and has appropriate insurance registration in the Accounting Office. Requests for mileage reimbursement must contain a statement from the supervisor that the claimant meets all the criteria.

For specific information concerning the Defensive Driver Training Course, contact the University Police.

DEGREE AUDIT REPORTING SYSTEM (DARS) DARS is an automated system that generates an advising report showing progress toward a degree. A student can receive a progress report for their declared major. Minors and secondary majors currently are not available through DARS. For more information, contact Evaluations. (8-4076).

DEGREE GUARANTEE PROGRAM The university pledges that a first time freshman student may attain the baccalaureate degree in four years when a student follows the provisions and regulations outlined in the *General Catalog*. Students enrolling in the university's Degree Guarantee Program are pledged certain advantages that will facilitate progress toward the degree. For complete details, consult the *General Catalog*.

DEGREES, TERMINAL See Terminal Degrees

DEMOTION This is an available sanction through the disciplinary process. Demotion is to a lower an individual's academic rank or step on the salary schedule. The process for disciplinary actions is described in Article 19 of the Collective Bargaining Agreement.

Reference: [CBA Article 19 Disciplinary Action Procedures](http://www.csufresno.edu/aps/cba/art19.pdf)
<http://www.csufresno.edu/aps/cba/art19.pdf>

DENTAL PLAN Enhanced dental benefits are offered to eligible faculty members and their families. The plans are employer paid. For details, contact the Benefits Office (8-2155).

Reference: [Benefits Office](http://www.csufresno.edu/humres/benefits%20frame%20pg.htm)
<http://www.csufresno.edu/humres/benefits%20frame%20pg.htm>

DEPARTMENT This is the basic unit of the academic organization of the university. Policies regarding the function of the department are outlined in the Policy on Academic Organization.

Policies concerning organizational changes such as name changes, reorganization, and administrative affiliation are contained in the Policy on Organizational Changes in Departments, Schools, and Divisions.

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

[Organizational Changes in Departments, Schools, and Divisions \(APM\)](http://www.csufresno.edu/aps/116.pdf)
<http://www.csufresno.edu/aps/116.pdf>

DEPARTMENT CHAIR The position of department chair is an “academic administrative assignment.” The department chair is the administrative head of a department who serves at the pleasure of the President. Normally, department chairs are tenured faculty members holding or appointed to hold the faculty rank of Associate Professor or Professor. Normally, department chairs are selected from the list of faculty members nominated by the department. Department chairs normally serve for a term of four (4) years, and may be reappointed to subsequent terms. Department chairs are provided additional compensation for their duties as chair as well as receiving assigned time.

Some chairs are given a twelve month academic administrative assignment. At the end of a twelve month academic assignment, the chair will be reassigned to a nine month position.

The Policy on Department Chairs in the *Academic Policy Manual* delineates the guidelines concerning the eligibility, nomination, responsibilities and evaluations of a department chair.

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

[CBA Article 31 Salary](http://www.csufresno.edu/aps/art31.pdf)
<http://www.csufresno.edu/aps/art31.pdf>

[Deans and Department Chairs](http://www.csufresno.edu/aps/deanlist.html)
<http://www.csufresno.edu/aps/deanlist.html>

[Policy on Department Chairs \(APM\)](http://www.csufresno.edu/aps/125.pdf)
<http://www.csufresno.edu/aps/125.pdf>

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

DEPARTMENT CHAIR NOMINATIONS, VOTING FOR All full time tenured and probationary faculty may vote in elections to nominate a department chair. Full time FERP faculty may vote during the semester of active employment. Full time lecturers may not vote. Absentee balloting is permitted provided the university guidelines described in the Policy on Academic Organization are followed. Voting by proxy is prohibited.

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

[Policy on Department Chairs \(APM\)](http://www.csufresno.edu/aps/120.pdf)
<http://www.csufresno.edu/aps/120.pdf>

DEPARTMENT CHAIR STIPEND Department chairs are compensated with a stipend that is received during the term of service. This stipend is included in the base salary of the chair. Chairs with departments of less than 18 FTEF receive a minimum of \$80 per month. Chairs with 18 or more FTEF receive a minimum stipend of \$120 per month.

In addition to the above stipend, department chairs receive an additional seven percent (7%) of their salary based on the amount of assigned time for their chair duties.

Reference: [CBA Article 31 Salary](http://www.csufresno.edu/aps/art31.pdf)
<http://www.csufresno.edu/aps/art31.pdf>

DEPENDENT CARE PROGRAM This benefit program allows employees to pay for dependent care with pre-tax dollars. For details, contact the Benefits Office (8-2155).

Reference: [Benefits Office](http://www.csufresno.edu/humres/benefits%20frame%20pg.htm)
<http://www.csufresno.edu/humres/benefits%20frame%20pg.htm>

DIAL UP INTERNET SERVICE (8-2111) Faculty and staff may purchase individual internet accounts for a nominal fee through the Central Valley Internet Project (CVIP). A CVIP account allows members to have a computer to receive and electronic mail, to have access to internet services, to listen to audio segments and view video clips, to participate in internet news and topic groups, to upload and download software and files to and from thousands of computers worldwide, and to create and maintain their own WWW home pages.

Reference: [Central Valley Internet Project](http://www.fresno.com/cvonline/index.html)
<http://www.fresno.com/cvonline/index.html>

DIFFERENCE IN PAY LEAVE A difference-in-pay leave is a paid professional leave. Faculty members on a difference-in-pay leave receive the difference between the first step of the Instructor rank and their current salary for the period of the leave. To be eligible for a difference-in-pay leave, a faculty member must (a) have served six (6) years, including service credit, at the campus in the preceding seven (7) years or (b) three (3) years after the last sabbatical leave or difference-in-pay leave.

Faculty members on a difference in pay leave have been excused from all other duties in order to pursue the goals of the leave. Therefore, while on a difference in pay leave, faculty members are ineligible to serve on any university committee, including peer review committees or search committees.

Faculty members on a difference in pay leave may *not* accept employment elsewhere while on leave although they may go on a Fulbright or accept payment of travel expenses connected with the leave.

References: [CBA Article 28 Difference in Pay Leaves](http://www.csufresno.edu/aps/cba/art28.pdf)
<http://www.csufresno.edu/aps/cba/art28.pdf>

[Policy on Faculty Leaves of Absence \(APM\)](http://www.csufresno.edu/aps/361.pdf)
<http://www.csufresno.edu/aps/361.pdf>

[Academic Personnel Calendar](#)

<http://www.csufresno.edu/aps/personnelcalendar.pdf>

Forms

http://www.csufresno.edu/aps/aps_leave.html

DIRECT DEALING No university employee is authorized to enter into an agreement, or attempt to enter into an agreement, which seeks to alter or waive the terms and conditions in the Collective Bargaining Agreement. Consistent with Article 1 of the CBA, only the designated representatives of the California State University and of the California Faculty Association are authorized to negotiate changes in the Agreement.

Reference: [CBA Article 1 Recognition
http://www.csufresno.edu/aps/cba/art01.pdf](http://www.csufresno.edu/aps/cba/art01.pdf)

DIRECT DEPOSIT All university employees are encouraged to take advantage of Direct Deposit which provides for the electronic transfer of an employee's pay warrant directly to a designated bank or credit union account. If this service is desired, the employee should contact the Payroll Office (8-3946) to complete the necessary forms.

DIRECTORY ASSISTANCE The campus operator can be reached at 8-4240.

DISABILITIES, STUDENTS WITH See American with Disabilities Act; Services for Students with Disabilities.

DISABILITY INSURANCE Eligible faculty members are automatically covered by an employer paid disability income protection plan. For details, contact the Benefits Office (8 - 2155).

Reference: [Benefits Office
http://www.csufresno.edu/humres/benefits%20frame%20pg.htm](http://www.csufresno.edu/humres/benefits%20frame%20pg.htm)

DISABILITY RETIREMENT Faculty members who are vested members of PERS may be eligible for disability retirement. Inquires should be directed to the Benefits Office (8-2155).

References: [Benefits Office
http://www.csufresno.edu/humres/benefits%20frame%20pg.htm](http://www.csufresno.edu/humres/benefits%20frame%20pg.htm)

[Public Employees Retirement System
http://www.calpers.ca.gov/](http://www.calpers.ca.gov/)

DISCIPLINE, STUDENT See Student Conduct

DISCIPLINARY ACTION The President may initiate disciplinary action for violations of law or policy. Sanctions imposed in a disciplinary action are limited to suspension without pay, demotion, or dismissal. Article 19 of the Collective Bargaining Agreement details the rights of a faculty member in the disciplinary process.

Reference: [Article 19 Disciplinary Action Procedures
http://www.csufresno.edu/aps/cba/art19.pdf](http://www.csufresno.edu/aps/cba/art19.pdf)

DISCLOSURE OF IMPROPER GOVERNMENT PROCEDURES No employee of the university or applicant for employment shall be retaliated against for having disclosed improper government activities. Individuals are encouraged to report improper government activities through appropriate university channels. The Director of Human Resources (8-2364) is the President's designee to receive written complaints made under this executive order and will be responsible for evaluating compliance with this order. For complete details, consult the campus policy.

Reference: [Complaint Procedures for Allegations of Retaliation for Disclosure of Improper Government Activities. \(APM\)](http://www.csufresno.edu/AcademicAffairs/aps/670.pdf)
<http://www.csufresno.edu/AcademicAffairs/aps/670.pdf>

DISCONTINUANCE OF PROGRAMS See Program Discontinuance

DISCOUNT CARDS Employees may request discount cards from the Staff Personnel Office (8-2032) for a variety of amusement parks in the state.

DISMISSAL Any faculty member, including those holding tenure, may be separated for cause from university employment as the result of a disciplinary action pursuant to Article 19 of the Collective Bargaining Agreement.

Education Code 89535 reads as follows:

“**89535** Any permanent or probationary employee may be dismissed, demoted, or suspended for the following causes:

- a. Immoral conduct
- b. Unprofessional conduct
- c. Dishonesty
- d. Incompetency
- e. Addiction to the use of controlled substances
- f. Failure or refusal to perform the normal and reasonable duties of the position
- g. Conviction of a felony or conviction of any misdemeanor involving moral turpitude
- h. Fraud in securing employment
- i. Drunkenness on duty.”

Education Code 89536 reads as follows

“**89536.** Any permanent or probationary employee who is physically or mentally unfit for the position occupied may be suspended, demoted, or dismissed pursuant to the provisions of Sections 89538, 89539, and 89540.”

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

[CBA Article 19 Disciplinary Action Procedures](http://www.csufresno.edu/aps/cba/art19.pdf)
<http://www.csufresno.edu/aps/cba/art19.pdf>

DISPUTE RESOLUTION POLICY The campus Dispute Resolution Policy is designed to provide a means for students to resolve disputes that are not covered elsewhere by university procedures may be reviewed and resolved. For details, contact the Office of the Dean of Student Affairs (8-2541).

Reference: [Dispute Resolution Policy \(APM\)](http://www.csufresno.edu/aps/415.pdf)
<http://www.csufresno.edu/aps/415.pdf>

DISQUALIFICATION, ACADEMIC Students are disqualified if they are on probation and fail to meet the assigned scholarship contract or if they have a cumulative deficiency on either the overall or California State University, Fresno record equal to or greater than that indicated below:

- (1) Freshmen/Sophomores: 15 grade point deficiency
- (2) Juniors: 9 point grade deficiency
- (3) Seniors: 6 point grade deficiency
- (4) Postbaccalaureate: 6 grade point deficiency on post baccalaureate units.

For complete details on academic disqualification and on readmission of disqualified students, consult the *General Catalog*.

DISRUPTIVE CLASSROOM BEHAVIOR BY STUDENTS See Classes, Disruptive Behavior

DISTANCE LEARNING The university offers courses via interactive television, providing students with a convenient way to attend regular university classes at off-campus locations. Courses are offered at times and places convenient for those who work, who have family obligations, or who find commuting to the Fresno campus difficult. Distance Learning is an integral part of the university's educational program.

Reference: [Academic Innovation Center](http://www.csufresno.edu/aic/)
<http://www.csufresno.edu/aic/>
[Policy on Instructional Television Fixed Service](http://www.csufresno.edu/aps/253.pdf)
<http://www.csufresno.edu/aps/253.pdf>

DOCTORAL PROGRAM See Joint Doctoral Program in Educational Leadership

DOGS ON CAMPUS See Animals on Campus

DOMESTIC PARTNERS, BENEFITS FOR (8-2155) Assembly Bill 26 Statutes of 1999 provides for domestic partners to be eligible for a CalPERS health plan, dental plan and vision plan. The Secretary of State must register the domestic partnership and provide a Declaration of Domestic Partnership to the partners. Specified same-sex domestic partnerships between persons who are both at least 18 years of age and specified opposite sex domestic partnerships between persons more than 62 years of age are eligible to register. The enrollee must provide a copy of the Declaration of Domestic Partnership issued by the state and signed Statements of Financial Liability to the Benefits Office. For complete details, consult the Benefits Office.

Reference: [CSU Domestic Partner Benefits
http://www.calstate.edu/tier3/HR-Adm/Policies/TLBEN2001-08.pdf](http://www.calstate.edu/tier3/HR-Adm/Policies/TLBEN2001-08.pdf)
<http://www.calstate.edu/tier3/HR-Adm/Policies/HR2000-01.pdf>
<http://www.calstate.edu/tier3/HR-Adm/Policies/HR2000-01Suppl1.pdf>
<http://www.calstate.edu/tier3/HR-Adm/Policies/HR2000-01Suppl2.pdf>

DOUBLE COUNTING Double counting is defined as allowing one course to fulfill two separate requirements concurrently; e.g., allowing one course to fulfill both a major requirement and the upper-division writing skills requirement, or allowing one course to fulfill both a major requirement and General Education requirement.

DOWNING PLANETARIUM The planetarium, which was made possible by a gift from Dr. F. Harold Downing M.D. of Fresno, is the first building to be constructed on the site of the proposed Central California Science Center. The planetarium, which is located north of the Science Building, includes a 30 foot diameter ceiling dome in its central auditorium. The structure is designed to accommodate two standard public school classes of about thirty students each, along with a teaching staff. The design reflects the overall theme of the applied science center, which is to bring the public to campus.

Reference: [Downing Planetarium
http://maxwell.phys.csufresno.edu:8001/DowningPlanetarium/dphome.html](http://maxwell.phys.csufresno.edu:8001/DowningPlanetarium/dphome.html)

DOWNING SCHOLARS Downing Scholars are senior students in the College of Science and Mathematics who receive a Downing Scholarship. The scholarship, which is named for Dr. F. Harold Downing who endowed the scholarships, award six top seniors in the college selected by the faculty of each of the six departments of the college.

DRINKING AGE, LEGAL The legal drinking age in California is **21** years old.

DRIVER TRAINING, DEFENSIVE See Defensive Driver Training

DROPPING CLASSES Through the seventh day of instruction, a student may drop courses without a serious and compelling reason. After that date, a student may drop a course for a serious and compelling reason that makes it impossible for the student to complete the course requirements. A *serious and compelling reason* is defined as a medical, emotional, or other condition acceptable to and verified by the dean of the school in which the course is offered. The condition must be stated in writing on the drop form. For complete details, consult the General Catalog.

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

DROPPING STUDENTS FOR NON-ATTENDANCE In order to permit a student on a waiting list to enroll in a class, a professor may drop from her/his class any student who is absent from any class session during the first week of classes and who does not personally notify the professor by the next class meeting of her/his intent to remain enrolled in the class. The professor who drops a student for this reason shall complete and forward the appropriate "Administrative Withdrawal Form" to the Admissions/Records/Evaluation Office where it must be received by the tenth day of instruction (or the drop will not be validated resulting in the student still being enrolled in the class).

DRUG FREE WORKPLACE In compliance with the federal Drug Free Workplace Act of 1988, all employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in our workplace. Employees are required to notify the university of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction.

Reference: [Policy on a Drug Free Workplace \(APM\)](http://www.csufresno.edu/aps/391.pdf)
<http://www.csufresno.edu/aps/391.pdf>

[Pathways to a Drug Free Workplace](http://www.csufresno.edu/humres/drug%20free%20workplace%20policy.pdf)
<http://www.csufresno.edu/humres/drug%20free%20workplace%20policy.pdf>

[CSU Drug Free Workplace Requirements](http://www.calstate.edu/tier3/HR-Adm/Policies/FSR89-18.pdf)
<http://www.calstate.edu/tier3/HR-Adm/Policies/FSR89-18.pdf>

DUE PROCESS RIGHTS Every member of the university community, faculty, staff, and students, is entitled to all the legal protection that is afforded by our legal system. These rights are of such fundamental importance as to require compliance with the accepted due process standards of fairness and justice. The university is committed to this fundamental principle and will seek to ensure the due process rights of each member of the university community.

University policies and procedures embody these rights by providing for orderly processes where an individual is given notice of an accusation and is provided an opportunity to be heard, and to enforce and protect their rights under university policies, including a collective bargaining agreement, and law.

The implementation of processes to protect the rights of individuals are sometimes time consuming. All university employees are reminded that another fundamental principle of our society is the presumption of innocence. University employees may not make comments or take actions based on the circumstances surrounding an event until the university has made a formal determination through the recognized processes. Personnel actions regarding faculty and staff may only be based on official university findings that are contained in the appropriate personnel file.

DUNCAN (ROBERT E.) ATHLETIC FACILITY Located near the corner of Cedar Avenue and Bulldog Lane, the facility was built in 1983. The facility is named for Mr. Robert E. Duncan, local entrepreneur, community leader, Fresno State alumnus, and an active supporter of university activities.