

TAX-DEFERRED ANNUITIES A tax-deferred annuity permits the deferment of taxes on a portion of an employee's monthly income. It offers the dual benefit of reducing the amount of current taxable income and increasing the amount of income in a future period when expected earnings and the employee's tax bracket may be lower. Taxes on the annuity are paid at the time of withdrawal or retirement. For further details, contact the Benefits Office (8-2155).

TAX EXEMPTIONS Faculty members are responsible for filing the appropriate forms in the Payroll Office (8 -3946) for the number of exemptions to be taken for tax purposes.

TAX FORMS California and Federal tax forms are readily available from the Government Documents Department of the Henry Madden Library. For new faculty who may need tax forms from another state, tax forms from other states can be obtained by using the Tax Info section on the Government Documents Department website.

Reference: [Government Documents / Tax Links](http://duchess.lib.csufresno.edu/subjectresources/governmentdocuments/taxlinks.html)
<http://duchess.lib.csufresno.edu/subjectresources/governmentdocuments/taxlinks.html>

TEACHER SCHOLAR MODEL Campus personnel policy, especially with regard to evaluation, is based on the Boyer model of scholarship.

Reference: [Final Report of the Faculty Scholar Blue Ribbon Committee](http://www.csufresno.edu/aps/apm/321.pdf)
<http://www.csufresno.edu/aps/apm/321.pdf>

TEACHING ASSOCIATES Graduate students may be appointed as Teaching Associates. Teaching Associates are the instructor of record for an entry-level class or for lab instruction. The student must be a matriculating graduate student in good standing in the department in which he/she will be employed. Teaching Associates are not members of Unit 3.

Reference: [Policy on Teaching Associates \(APM\)](http://www.csufresno.edu/aps/apm/311.pdf)
<http://www.csufresno.edu/aps/apm/311.pdf>

TEACHING EFFECTIVENESS, POLICY ON THE ASSESSMENT OF The primary criterion for retention, tenure and promotion for instructional faculty is teaching effectiveness. Additionally, the university expects all faculty members to maintain the highest standards of teaching effectiveness.

This policy describes how teaching effectiveness is evaluated through student and peer evaluations of instruction. It delineates the procedure and minimum frequency for the conduct of student and peer evaluations. It describes how student and peer evaluations should be handled.

Explicit in the policy is the recognition that peers and students have distinct roles to play in the evaluation process. For example, the policy states that subject matter content is the exclusive purview of the faculty peers and that students should be the primary evaluators of classroom performance (delivery). Both peers and students may contribute to the evaluation of course organization.

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

TELEPHONE ASSISTED REGISTRATION See Student Telephone Assisted Registration (STAR)

TELEPHONE, INSTALLATION COSTS The costs of modifications to the existing phone system in University buildings including installing new phone lines as well as moving and changing of existing telephone lines is charged to the campus office or department which has requested such service.

TELEPHONE, LONG DISTANCE CALLS The state participates in an ATSS network in order to reduce communications costs. Whenever possible, faculty members are requested to use this network when calling state agencies or other campuses. Dialing 5 may access the ATSS network + the ATSS phone number, which can be found in the State Telephone Book. Regular long distances calls can be initiated by dialing 7 + the usual long distance sequence.

TELEPHONE, PERSONAL USE Telephones are provided by the university for the conduct of state business. This policy covers the use of both desk and cellular phones provided by the state. In general, state phones are only to be used for state business. The use of phones for personal business matters is discouraged.

Long distance calls for personal matters must be charged to a personal calling card or otherwise billed to the individual. Should an individual fail to charge a personal call to a personal account, the employee is required to reimburse the state. Long distance calls charged to the university are reviewed on a regular basis by departments.

Reference: [Policy on the Use of State Phones and Fax Machines \(APM\)](http://www.csufresno.edu/aps/apm/621.pdf)
<http://www.csufresno.edu/aps/apm/621.pdf>

TELEPHONE, REPAIR (8-2591) All requests to repair a line malfunction should be directed to the Communications Office.

TENURE An appointment with tenure entitles a faculty member to permanent employment at this campus until such employment is terminated by the individual through resignation or retirement, or is terminated by the university pursuant to the Collective Bargaining Agreement or law.

In the CSU, tenure is granted at a specific campus and to a specific department and does not entitle a faculty member to an appointment or reassignment at another CSU campus or in another department on campus.

When granted, tenure is effective at the beginning of the next academic year. Normally, the decision regarding the award of tenure is made at the conclusion of a probationary period. Tenure may also be granted at the time of appointment. All appointments with tenure are made only after an evaluation and recommendation is received from the department in which the faculty appointment is being made.

Reference: [CBA Article 13 Probation and Tenure](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article13.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article13.shtml

[CBA Article 38 Layoff](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article38.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article38.shtml

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

TERM PAPERS, PREPARATION AND SALE The California *Education Code* states that no person shall prepare, cause to be prepared, sell, or otherwise distribute any term paper, thesis, dissertation, or other written material for another person, for a fee or other compensation, with the knowledge, or under circumstances in which he/she should reasonably have known, that such term paper, thesis, dissertation, or other written material is to be submitted by any other person for academic credit at any public or private college, university, or other institution of higher learning in the state.

The university will treat a violation of this or related statutes as a serious breach of professional conduct.

Reference: [Education Code 66400 et seq.
http://www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

TERMINAL DEGREES Possession of an earned doctorate or other appropriate terminal degree in an area appropriate to the individual's teaching is required before an appointment to a probationary or tenured faculty position will be made. Exceptions to this policy are made only under circumstances described in the Policy on Terminal Degrees.

Reference: [Policy on Terminal Degrees \(APM\)
http://www.csufresno.edu/aps/apm/304.pdf](http://www.csufresno.edu/aps/apm/304.pdf)

TERMINAL YEAR Third, fourth, fifth, or sixth probationary year faculty who are not offered an additional probationary year or tenure are entitled to a terminal year appointment. Second year probationary faculty members who are not given an additional probationary year are not entitled to a terminal year appointment.

Reference: [CBA Article 13 Probation and Tenure
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article13.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article13.shtml)

TESTING SERVICES, OFFICE OF (8 - 2457) This office is primarily concerned with the administration of standardized entry and exit examinations for students as well as the administration and interpretation of psychological examinations in support of career and personal counseling. Information and applications are available for a wide variety of nationally administered testing programs include SAT, ACT, GRE, GMAT, NTE, LSAT and CLEP. This Office is also responsible for the administration of the upper division writing examination.

Within the limitations of available time, the Office will also assist in selecting appropriate resources for the development and improvement of classroom examinations. Resources also are available for scanning objective classroom examinations providing extended item analysis, and developing electronic grade book capability. Assistance with faculty research projects involving testing and scanning is also available on a limited basis.

THOMAS, FRANK W. Dr. Frank W. Thomas served as second university President from 1927 to 1948. His tenure is the longest of any campus President.

THOMAS ADMINISTRATION BUILDING A single story building with the red tile roof on the east side of campus, the building houses the office of the President, Provost, Vice President for Administration, and Vice President for Advancement. Dedicated on September 25, 1957, the building is named for President. Frank W. Thomas.

THREATS Any employee who is physically abused or threatened by a student should immediately report the incident to the department chair or supervisor and to the Dean of Student Affairs. If you believe you are in immediate physical danger, call the campus police directly (8-2132)). Even if you do not perceive the threat as "serious", you should let campus authorities take the appropriate steps to judge the situation and, if necessary, advise you on steps to be taken to protect your safety. Even if there is no immediate action taken against a student, it is important that the university keep a record of such behavior.

TITLE 5 This refers to *Title 5* of the *California Code of Regulations*, formerly known as the *California Administrative Code*. *Title 5*, Division 5 comprises the administrative rules and regulations of the Board of Trustees of The California State University. A copy of *Title 5* is available in the Reference Department of the Madden Library and in the Office of the Provost and Vice President for Academic Affairs. *Title 5* should not be confused with the *Education Code* that contains statutory or legislative provisions.

Reference: [California Code of Regulations
http://www.calregs.com](http://www.calregs.com)

TITLE 5 SECTION 42701 The basic principle upon which all faculty consultation including personnel recommendations are made is stated by the CSU Board of Trustees in Section 42701 Title 5 of the *California Code of Regulations* which reads as follows:

42701 It is the policy of the Trustees that faculty be consulted on academic personnel matters. Each campus shall develop campus-wide procedures whereby only members of the faculty who are tenured, and such department chairmen and academic administrators as the campus procedures shall provide, may participate at any level of consideration in deliberations or vote on recommendations relating to appointment, retention, tenure or promotion of faculty. The procedures shall provide that those faculty making such recommendations should consider information from other faculty members and any other source, including but not limited to students. The campus-wide procedures shall be consonant with the regulations, policies, and procedures of the Board of Trustees and the Chancellor and shall be approved by the President.

This principle is embodied in a number of documents governing the affairs of the university.

References: [CBA Article 12 Appointment
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article12.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article12.shtml)

[CBA Article 15 Evaluation
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml)

[Constitution of the Academic Assembly, California State University Fresno](#)

<http://www.csufresno.edu/aps/APM/127.pdf>

Bylaws of the Academic Senate
<http://www.csufresno.edu/aps/APM/128.pdf>

Policy on Academic Organization
<http://www.csufresno.edu/aps/apm/113.pdf>

Policy on Faculty Consultation and Voting
<http://www.csufresno.edu/aps/apm/114.pdf>

TITLE IX The university is committed to the principles and policies of gender equity pursuant to Title IX of the Education Amendments of 1972. Inquiries regarding Title IX enforcement should be directed to the Director of Human Resources at 8-2364.

Reference: Title IX Resource Site
<http://bailiwick.lib.uiowa.edu/ge/>

TRAVEL Regardless of the source of the travel funds, all travel away from campus during an academic term must receive *prior approval* by the appropriate administrator. Travel must be approved because, even if the faculty member is bearing the cost of the travel, the use of time paid by the state remains an expenditure of state funds. Approval is given only if the requested travel meets university criteria for travel, is reasonable in time span, funds are available, and another faculty member can cover the faculty member's responsibilities. Compliance with travel regulations and prior approval are essential to protect the faculty member's personal and family interests (i.e. worker's compensation coverage, death benefits to family, etc. when performing university business away from campus).

Reference: CBA Article 25 Professional Development
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article25.shtml

CSU Policy and Procedures governing Travel and Relocation Reimbursement
HR 2001-02
<http://www.calstate.edu/HRAAdm/pdf2001/HR2001-02.pdf>

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

TRAVEL CREDENTIALS Faculty members can obtain a letter verifying university employment for the purpose of identification while on professional travel from Academic Personnel Services (8-3027).

TRAVEL FUNDS Requests for travel funds (whether in state or out of state) should be submitted to the department chair and/or dean. Departments and/or colleges/schools should have a policy regarding the distribution of available funds.

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

TRAVEL REIMBURSEMENT In-state travel funds are allocated to the schools on a programmatic basis for instructional travel and on the basis of allocated full-time equivalent faculty positions for

travel related to professional growth and development. Out of state travel funds are allocated on the basis of allocated full time equivalent positions.

Faculty members are reimbursed from instructional travel funds for personal expenses for the following types of instructional activities.

1. Student Teaching Supervision
2. Regularly Scheduled Off-Campus Instruction
3. Supervision of Work Experience and Internships - where frequent and regular visitation is required
4. Field Trips - which represent a primary and substantial portion of a course and which are basic to the content of the course. Occasional field trips or field trips which constitute an enrichment rather than a basic component of the course will not be reimbursed.

TRAVEL STUDY The university provides opportunities for students and participating faculty to experience other cultures. Participating university instructors design cultural programming to include a variety of interactive and experimental learning activities while residing in a foreign country. The programs for travel study include a CSU system-wide program; the campus semester programs to China, London, and the South Pacific; and the University Studies Abroad Consortium (USAC).

China Semester (fall) is offered through the International Programs Office, 278-6452.

London Semester (spring), which includes numerous opportunities to travel in England, Scotland, Wales, and on the European Continent, is available from the College of Arts and Humanities at 278-3056.

South Pacific Semester (every other spring) is which offers travel opportunities to New Zealand and the South Pacific is offered through The College of Science and Mathematics at 278-3936.

Faculty interested in participating in these programs should contact the appropriate office.

TRUSTEES, CSU The Board of Trustees of the California State University is responsible for the management, administration and control of the California State University. The Board is composed of four ex-officio members, the Governor, the Lieutenant Governor, the Superintendent of Public Instruction, and the Chancellor; and sixteen appointive members chosen by the Governor and confirmed by the State Senate for eight year terms with reappointment possible. In addition, the Board has three trustees, an alumni trustee, a faculty trustee, and a student trustee, appointed by the Governor for a two year term. Dr. Lyman Heine, Professor of Political Science, has had the honor of being a Faculty Trustee.

Reference: [Trustee Biographies
http://www.calstate.edu/PA/bios/csubio.shtml](http://www.calstate.edu/PA/bios/csubio.shtml)

TUITION WAIVER See Fee Waiver
Non-Resident Tuition Waiver for Family Members