

**PERS** See Public Employees Retirement System

**PRTB** See Pre-Retirement in Time Base Program

**PARKING (8-2950)** A parking permit is required to park on campus. California State laws and university regulations that pertain to parking are enforced 24 hours per day, 365 days per year.

The university operates a diligent parking enforcement program to ensure that parking on campus is used in the best possible fashion. In order to achieve this goal, we apply certain university and State regulations to govern the use and misuse of parking facilities. Enforcement of these regulations is done through a citation process.

If you forget your permit or drive an alternate vehicle, a daily temporary permit for your assigned parking area may be obtained at the office of Parking and Transportation.

If you are unable to locate a convenient parking space, please do not park in an unauthorized area, which will result in a citation.

Employees with yellow permits who need to travel to distant areas on campus for job related duties might go to the office of Parking and Transportation to inquire about obtaining a daily alternate area transfer (blue map).

The responsibility for finding a legal parking space, as well as finding out where and when a parking permit is valid, rests with the motor vehicle operator. The purchase of a permit does not guarantee a space to park. Lack of parking spaces is not considered a valid reason for violating parking rules and regulations.

Under the authority delegated to the office of Parking and Transportation by the Chancellor of the California State University System, no individual or department other than the office of Parking and Transportation may grant parking privileges on campus. California State University, Fresno and the California Vehicle Code are applicable on campus. California State University, Fresno is authorized through California Vehicle Code section 21113(a) to establish independent parking regulations. All parking regulations are enforced through citations issued by California State University, Fresno parking enforcement.

The California State University System is not and shall not be liable under any circumstances for the loss of or damage to vehicles or contents thereof parked on campus by fire, theft, or any other cause what so ever not arising directly from the negligent acts of the California State University System or its employees acting within the scope of their employment. The University reserves the right to restrict the use of any parking stall, area, or surface lot at any time and temporarily relocate permit holders as necessary.

Faculty may purchase parking stickers on a semester or annual basis. The fee for parking is currently twelve dollars (\$12) per month. Faculty members are encouraged to purchase an annual permit. Although the cost is slightly higher, it allows access to the Library and other campus facilities in the summer without the necessity of purchasing daily permits. In order to purchase a parking permit, faculty members must receive employment verification from Academic Personnel Services prior to going to the cashier windows in Joyal Administration. Courtesy parking passes for visitors may be obtained from the Office of Parking and Transportation (8-2950).

**PARLIAMENTARY AUTHORITY** The Parliamentary Authority for the campus is *Roberts Rules of Order Newly Revised (1990 edition)*. The Parliamentarian of the Academic Senate is currently Dr. John Cagle, Professor of Communication.

**Reference:** [Parliamentary Procedures  
http://www.csufresno.edu/comm/cagle-p3.htm](http://www.csufresno.edu/comm/cagle-p3.htm)

**PART TIME APPLICANT POOL** Each department maintains a pool of candidates for part time temporary faculty positions. All nominations for a part-time temporary appointment to teach or offer any academic service under the auspices of California State University, Fresno must be made from the Part-time Applicant Pool. The department shall acknowledge receipt of all applications for the Part-time Applicant Pool.

Each applicant for membership in the Part-time Applicant Pool shall submit an application package which consists of (a) a standard SC-1 form, (b) a current vita, and (c) three (3) original letters of reference. Each applicant is given an Applicant Flow Form that is returned directly to the Affirmative Action Officer. Individual applicants are responsible for keeping their application current.

All applications are invalid after five (5) years. A new application package must be submitted for consideration for readmission to the Part-Time Applicant Pool. The new application package shall contain (a) a new SC-1 form, (b) an updated vita, (c) three (3) current letters of reference, and (d) a new Applicant Flow Form. If a department recommends an individual for inclusion in the Part-time Applicant Pool, a nomination is sent to Academic Personnel Services via the office of the dean. A completed pool form and a completed SC-1 form must be submitted. A person is nominated to teach only those courses authorized by the department committee and listed on the pool form. Deans are responsible for securing and maintaining appropriate references.

Selection of applicants to the Part-Time Applicant Pool shall follow normal department appointment policies, including an elected department review committee of full-time tenured faculty members. To protect the integrity of programs recognized administratively by the university as distinct programs located within departments, the tenured faculty in the program and the department chair shall constitute the review committee and determine the qualifications of candidates for part-time positions in the program.

Prospective part-time faculty members are approved for membership in the Part-Time Applicant Pool on the basis of their qualifications as university-level instructors. The department committee reviews the complete application package for each applicant. When a department review committee determines the suitability of an applicant for membership in the Part-time Applicant Pool, the department also determines which courses an applicant is qualified to teach.

Access to the information in the Part-time Applicant Pool is limited to persons authorized access in the conduct of University business. Individual applicants may not have access to the part-time faculty application files.

Applications for part-time positions are to be treated with the strictest confidentiality. All deliberations on applications for the part-time pool shall be conducted in executive session and remain confidential as provided by law.

**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)

[Policy on Part Time Temporary Faculty](#)

<http://www.csufresno.edu/aps/apm/307.pdf>

**PART TIME TEMPORARY FACULTY** See Lecturer

**PATENT POLICY** It is the policy of California State University Fresno to encourage research and provide the means by which inventions, technological designs and procedures, and new materials which ensue from such activities might be suitably developed so that the university, the inventor and the public are benefactors.

The campus policy provides for the review and determination of the rights and equities to patentable inventions, facilitates the patent application process and the orderly determination of licensing and royalty collection procedures. The policy applies to all university employees who participate alone or in association with others in inventions, which involve the use of university time, facilities or materials or while being funded through the university or its organizations.

**Reference:** [CBA Article 39 Intellectual Property  
http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article39.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article39.shtml)

[Patent Policy \(APM\)  
http://www.csufresno.edu/aps/apm/540.pdf](http://www.csufresno.edu/aps/apm/540.pdf)

**PATERNITY LEAVE** See Maternity/Paternity Leave

**PAY** See Salary Schedule

**PAY PERIODS** All faculty members are paid once a month at the end of each pay period. Pay periods normally consist of twenty-one or twenty-two workdays. However, *Title 5* allows the first pay period of the semester to consist of a longer period of time. Payroll Services provides employees with a calendar indicating paydays.

Paychecks are generally available on the last day of the pay period after 3:30 p.m. either in the department office or at the Cashier's Window in the Joyal Administration Building. Employees can also take advantage of direct deposit. Employees are required to present their employee identification cards before pay warrants can be issued.

Faculty employees who work the Fall Term receive pay warrants at the end of September, October, November, December, January, and the following August. Faculty employees who work in the Spring Term are paid at the end of February, March, April, May, June and July.

New faculty should be aware that the first pay warrant will not be issued until the end of September. Tenure-track faculty who begin their university employment with the beginning of the Spring Term will not receive a check at the end of August since they would not have worked the previous Fall Term. This situation also affects benefits coverage for the month of September. Faculty should plan for these contingencies by contacting the Benefits Office.

**PAY WARRANTS, LOST OR STOLEN** The Payroll Office must be notified *immediately* if a pay warrant is lost or stolen. A stop-pay warrant must be completed, and the employee must sign a letter, which will be prepared by the Payroll Office upon request, to the State Controller certifying the loss and requesting a duplicate warrant. There is normally a delay of two or three weeks before a replacement warrant is issued.

**PAYROLL *Prior to the commencement of employment***, all new employees are required to comply with federal and state requirements. Appointments are contingent on meeting the conditions of employment including taking the Oath of Allegiance to the state and federal constitutions, and providing documentation demonstrating verification of eligibility to work in the United States pursuant to the Immigration and Control Act of 1986.

**PAYROLL DEDUCTIONS** Payroll deductions appear on the “Statement of Earnings and Deductions” issued with each pay warrant. Mandatory deductions for federal and state income tax, PERS, Social Security (OASDI), agency fee, and, possibly health insurance premiums will be deducted automatically. Faculty may also request deductions for additional insurance coverage, tax shelters, savings bonds, credit unions, faculty organization dues, contributions, parking fees, etc. All deductions requests and any problems are processed through the provider or organization involved.

**PAYROLL, STATE CONTRIBUTIONS** In addition to the contributions of individual to PERS, OASDI and any health insurance premiums, the state makes additional contributions to these programs. Additionally, the costs to the state for dental and vision care are noted. This information can be found on the pay warrant.

**PEACE GARDEN** In the words of Dr. Sudarshan Kapoor, Professor of Social Work, who was the leader of the group to dedicate a site for a Peace Garden, the garden is a place “where we have something symbolic ... of each ethnic and cultural group on campus...” It is a place where members of the university community can gather together for reflection, contemplation, and a peaceful dialogue in a serene environment.

The garden currently contains sculptures honoring Mahatma Gandhi, Cesar Chavez, and Martin Luther King, Jr. The following information is provided about the sculptures:

Gandhi Bust	Artist: James Zeri Smith	Dedicated: October 2, 1990
Cesar Chavez	Artist: Paul Suarez	Dedicated: March 31, 1996
Martin Luther King Jr.	Artist: Richard Blake	Dedicated: January 18, 1999

On May 4, 1999, Ford Plaza, in the center of the Peace Garden, was dedicated in memory of Dr. Richard D. Ford. Dr. Ford had served the university as Dean of the School of Social Work and later as Dean of the School of Health and Social Work. Campus architect, Robert Boro, designed the plaza.

**PEER EVALUATION OF INSTRUCTION** In addition to student evaluations of instruction, faculty members will have their instruction evaluated by his/her peers on a regular basis. Peer evaluations of instruction are meant to complement student evaluations of instruction and assure the highest quality of instruction. Peer evaluations are described in detail in the Policy on the Assessment of Teaching Effectiveness.

**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>

**PEER REVIEW COMMITTEE** A peer review committee is a personnel committee composed of tenured faculty members which has been formed to make a personnel recommendation regarding appointment, retention, tenure, promotion, leaves, etc. Depending upon the university policy affecting the personnel issue, the peer review committee may be at the department, college/school or university level. No faculty member may sit on more than one level of peer review regarding a personnel recommendation.

**Reference:** [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](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml)

**PERIODIC EVALUATION OF TENURED FACULTY** Tenured faculty have the right to continued employment. In light of the special nature of the tenured appointment, periodic evaluation of instruction are formative in nature since the focus is upon maintaining a high level of instructional performance.

Tenured faculty members are expected to participate in this comprehensive evaluation at least once every five years. The departments and schools are encouraged to schedule periodic evaluations so that not all faculty are considered at the same time.

Student and peer evaluations of instruction should be done according to the Policy on the Assessment of Teaching Effectiveness.

**References:** [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](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml)

[Periodic Evaluation of Tenured Faculty \(APM\)](http://www.csufresno.edu/aps/apm/328.pdf)  
<http://www.csufresno.edu/aps/apm/328.pdf>

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

[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>

**PERSONAL HOLIDAY** Faculty members are entitled to one Personal holiday during a calendar year. The scheduling of a personal holiday shall only be made with the mutual agreement of the appropriate administrator. It is presumed that, in the interest of the instructional program, teaching faculty will seek to take the holiday at a time, which does not disrupt the education of their students. If a faculty member fails to take the Personal Holiday before the end of the calendar year, the holiday is forfeited.

**Reference:** [CBA Article 33 Holidays](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article33.shtml)  
[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article33.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article33.shtml)

**PERSONAL LEAVE WITHOUT PAY** Personal leaves without pay are for purposes of unpaid sick leave, outside employment, an extended maternity/paternity leave, or other purposes of a personal nature. Individuals on a personal leave without pay do accrue service credit toward probation, sabbatical eligibility, service salary adjustment eligibility, or seniority. A faculty member taking a personal leave should contact the Benefits Office concerning any rights under the federal Family and Medical Leave Act of 1993 (FMLA).

**Reference:** [CBA Article 22 Leaves of Absence Without Pay  
http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article22.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article22.shtml)

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

[Leave Forms  
http://www.csufresno.edu/aps/forms/leaves.html](http://www.csufresno.edu/aps/forms/leaves.html)

**See Also:** Family Medical Leave Act (FMLA)

**PERSONAL PROPERTY** Neither the state nor the university assumes responsibility or liability for personal property left on campus. Faculty members are advised to exercise care about what they decide to leave in their offices and to secure appropriate insurance for personal possessions kept on university property.

**PERSONAL RISK** See Field Experiences With Contracting Agencies Under Conditions of Personal Risk, Participation In

**PERSONNEL ACTION FILE** See Open Personnel File

**PERSONNEL COMMITTEE OF THE ACADEMIC SENATE (8-2743)** The Personnel Committee of the Academic Senate handles recommendations regarding personnel policy and procedures related to all academic and academically related employees of the university, including academic freedom and responsibility, faculty morale, professional development, matters pertaining to appointment, reappointment, tenure, promotion, leaves, evaluation and review of faculty and administrators, and other personnel matters as requested by the Academic Senate or administration.

The committee consists of seven faculty members, no more than one from any school, elected by the faculty at large. The Associate Vice President for Academic Personnel is an ex-officio member of the committee.

The committee meets regularly on Tuesdays from 9 a.m. to 11 a.m. in UC 203.

**Reference:** [By-Laws of the Academic Senate \(APM\)  
http://www.csufresno.edu/aps/apm129.pdf](http://www.csufresno.edu/aps/apm129.pdf)

**PETERS BUSINESS BUILDING** Completed in 1988, the Peters Business Building houses the Sid Craig School of Business, the University Business Center, the departmental and faculty offices of a number of departments from around campus as well as computer labs and classrooms.

The building is named for Mr. Leon Peters, local philanthropist and long time university supporter.

**PETS ON CAMPUS** See Animals on Campus

**PETRUCCI LIBRARY (8-5388)** Named for Dr. Vincent J. Petrucci, noted enologist and Professor of Viticulture from 1948 to 1993, the collection is located in the Viticulture and Enology Research Center. The collection emphasizes research in the areas of viticulture and enology.

**PHI KAPPA PHI** The purpose of Phi Kappa Phi (Chapter 062) at California State University, Fresno is to recognize and promote academic excellence at the university through public recognition of those students who have achieved superior scholarship and of those individuals who have gone beyond the confines of their positions to improve the academic environment for students on the campus.

The purpose of Phi Kappa Phi is also to provide guidance to others; individuals, Phi Kappa Phi Chapters, and other honor society's chapters, whose purpose is also to recognize and promote academic excellence on their campuses.

National academic recognition of students by an organization first began at Fresno State College on October 19, 1929. *The Key* was founded under the auspices of the Alumni Association of Phi Beta Kappa of the San Joaquin Valley. The first president of *The Key* was William Motier Tucker, Professor of Geology. The first student president was Lee Cronbach for the 1933/34 academic year.

*The Key* functioned continuously from its inception until 1952. During this time, the curriculum at Fresno State College developed beyond the initial emphasis of arts, humanities and education. An agricultural emphasis developed as well as areas within the health sciences, natural sciences, engineering and business. As this occurred, the need for an organization which recognized a broad range of academic disciplines became apparent.

As a result, the faculty and administration petitioned the Honor Society of Phi Kappa Phi to take over the more limited function of *The Key* as expressed in the constitution under the auspices of Phi Beta Kappa. On March 31, 1952, University President Arnold E. Joyal, petitioned the National Society for membership. This petition led to the installation of Chapter 062 on April 22, 1953. Phi Kappa Phi has since served the campus as the honor society that recognizes academic excellence achieved by the students in all fields of academic endeavor. It is the oldest and longest lived organization at the university.

The Charter members include individuals long associated with the university and now memorialized in Fresno and California State University, Fresno history. Irwin Oliver Addicott, Arch R. Addington, Rannie Bell Baker, Harold James Beatty, Arnold P. Biella, Gertrude Billard, Marjorie Brewster, Mitchell Pirie Briggs, Karl L. Falk, McKee Fisk, Ellen Boulton Herndon, Arnold Edward Joyal, Albert R. Lang, Clair E. Nelsen, Donald S. Piston, George M. Stanley, William E. St. John, Dallas A. Tueller and Francis A. Wiley.

In the mid 1950's, the members of Chapter 062 composed and incorporated into their initiation a pledge. *The Pledge of Chapter 062* has since served as the guiding principles upon which the chapter and the members strive to meet the mission and the purpose and motto of Phi Kappa Phi. The pledge has recently served as the guiding foundation for the new national pledge for Phi Kappa Phi being developed by the national office.

In 1996, the chapter commissioned one of the member's, John Marshall Bliss, to compose a march to be entered in the national competition for the centennial celebration. John's composition

won the contest and now serves as the official ceremonial march for The Honor Society of Phi Kappa Phi. *The Phi Kappa Phi Centennial March* is proudly played on the university's carillon bells both randomly throughout the year, every day during National Phi Kappa Phi Week and every day during Chapter 062's initiation and week-long activities.

During the Centennial Celebration, held during August of 1997 in New Orleans, Chapter 062 presented the first national display that received many compliments and set the precedence for the chapter to continue national displays. The chapter's display at the 1998 Triennial Conference was one of the most visited displays and received more requests for information than could be handled during the conference.

The Centennial Celebration also recognized Chapter 062 as the national winner in the categories of: The Best Activities for Freshman and Sophomores; The Best Fund Raising Activities; The Best Public Relations Activities; and The Best National Centennial Week Activities. The chapter also received Awards of Excellence in the categories of: The Best Initiation Event and The Best Promotion of Academic Excellence. Because of these award presentations, Chapter 062 led the nation as the chapter to receive the most awards of any chapter during the national Centennial Celebration.

For the 1998 Initiation held on April 30, national president Ann McNalley, gave a welcoming introductory speech and, at the conclusion of the event, inducted the new officers. Following the event, she expressed to the chapter that, in her estimation, we produced and hosted the best and most impressive initiation event in the country, a complement the chapter will always strive to live up to.

To celebrate National Phi Kappa Phi Week this year, the chapter launched and published the university's home page for all honor societies at California State University, Fresno.

**Reference:** [Phi Kappa Phi](http://www.csufresno.edu/honorsocieties/phi_kappa_phi/)  
[http://www.csufresno.edu/honorsocieties/phi\\_kappa\\_phi/](http://www.csufresno.edu/honorsocieties/phi_kappa_phi/)  
[Honor Societies](http://www.csufresno.edu/honorsocieties/default.html)  
<http://www.csufresno.edu/honorsocieties/default.html>

**PLAGIARISM**, See Cheating and Plagiarism

**PLANT OPERATIONS (8-2373)** Maintenance services generally is of two types, custodial services and repairs/alterations.

*Custodial Service:* Requests for minor service may be made directly to the supervising custodian. Transfer of equipment or similar projects involving interruption of the usual routine of custodians should be entered on a requisition form through the department office and sent to the Director of Plant Operations.

*Repairs and Alterations:* Service requisition forms for special services and repairs may be obtained through the Office of Plant Operations. Completed forms should be signed by the dean and submitted to the director. The cost of all repairs and alterations will be billed to the department or school.



**POLICE (8-2132; in an emergency, 911)** The University Police Department is authorized by both the *Education Code* and the *Penal Code* to maintain peace and safety on the campus. Campus police officers are fully sworn peace officers in the State of California and have the full authority vested in any law enforcement officer in the state. Directions of campus police should be followed without hesitation.

Call the University Police Department at (209)-278-2132 to report a crime or request assistance. Emergency assistance on campus may be obtained by dialing 911 on **any university phone**. The 911 number connects the caller immediately with the University Police Department emergency dispatcher.

The system is set up to provide you with emergency assistance (e.g. Paramedics, Ambulances, Fresno Fire Department, First Aid, police protection, etc.)

In the event that an emergency situation occurs where a standard telephone may not be available, you may use an EMERGENCY TELEPHONE. Emergency telephones are located throughout campus and are clearly marked with blue lights. These telephones will immediately connect you with an emergency dispatcher at the University Police Department.

**WHEN CALLING:**

- \* Give your name, telephone or extension number.
- \* Give your location (building name, room number, or other specific location).
- \* Describe the condition clearly and accurately.
- \* DO NOT HANG UP.... Let the person helping you end the conversation, as other information may be needed

**Reference:** [University Police](http://www.csufresno.edu/police/)  
<http://www.csufresno.edu/police/>

[Crime Statistics](http://www.csufresno.edu/police/report.htm)  
<http://www.csufresno.edu/police/report.htm>

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

**See Also:** Campus Safety; Escort Service

**POLITICAL ACTIVITIES** Employees of the California State University are subject to provisions of law relating to elections and political activities applicable to all persons and are included within the provisions of the California *Government Code* respecting support of activities of any foreign government and the advocacy of the overthrow of the government. While employees not only have the right but also are encouraged to be involved in the political process, neither state time nor state resources are to be used to advance a particular political cause, candidate, or ballot measure. State resource includes the use of electronic mail to advocate, solicit support or contributions, or otherwise advance a political cause.

Political neutrality and evenhandedness is particularly important in the educational setting. Faculty members who have discussions of candidates or ballot measures in class are expected to take great care to see that the representative views of all students are expressed. The distribution of material in **exclusive support** of a particular political party, candidate or ballot measure during a class session is prohibited.

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

[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)

**POLITICAL REFORM ACT OF 1974** See Management Personnel Plan, Financial Disclosure

**PORTERVILLE COLLEGE** Located seventy-three miles southeast of Fresno in a rural area of Kern County, Porterville College serves a student populace from an economically disadvantaged region. Many of the students who attend Porterville College are first generation college students.

**Reference:** [Porterville College  
http://www.pc.cc.ca.us/](http://www.pc.cc.ca.us/)

**POST OFFICE** A full service Post Office for personal business is located in the Pavilion between the USU and the Kennel Bookstore.

**POST TENURE REVIEW** See Periodic Evaluation of Tenured Faculty

**PRE-EMPLOYMENT FILE** This file consists of information on full time faculty received as part of the pre-employment search process. Information includes confidential letters of reference, summaries of telephone reference checks, and other pre-employment data. This data is retained in Academic Personnel Services until the individual receives tenure or five years from the date of separation.

As a subset of this record system, this information on part time faculty and adjunct employees in the offices of the school deans; and for members of the part time pool in department offices and in Academic Personnel Services.

The individual faculty member does not have access to this information.

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

**PREREQUISITE REQUIREMENTS** (1) Course or courses that must be completed before a higher-level course may be taken, sometimes allowed by the instructor to be taken concurrently. (2) Courses outside the major department that must be completed before admission to the major. Students who do not meet the prerequisite requirements for a course may be disenrolled by the instructor or by the university.

**PRE-RETIREMENT REDUCTION IN TIME BASE PROGRAM (PRTB)** Full time tenured faculty who have reached the age of 55 with ten years of service in the CSU, **the last five in continuous full time service**. Qualified employees may reduce their employment to 1/3, 1/2, or 2/3 time during the five years immediately preceding retirement.

Participants retain full retirement, health, and other benefits normally provided full-time employees. Faculty should request participation in the program at least six months in advance of the effective date of the reduction. Prior to making a decision to enter the program, faculty should consult with Academic Personnel Services (8-3027) and the Benefits Office (8-2155).

**Reference:** [CBA Article 30 Pre-Retirement Reduction in Time Base \(PRTB\)](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article30.shtml)  
[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article30.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article30.shtml)

**PRESIDENT** The President is the Chief Executive Officer of the university and is responsible for the overall direction and management of the university. The CSU Board of Trustees appoints the President after a national search. The composition of the search committee is determined by Trustee Policy but does include faculty representation.

The seventh and current President of the University is Dr. John D. Welty. Dr. Welty assumed his position in July 1991. The other university presidents were:

1911 - 1927 Charles L. McLane  
1927 - 1948 Frank W. Thomas  
1948 - 1964 Arnold E. Joyal  
1964 - 1969 Frederick W. Ness  
1969 - 1970 Karl Falk (Acting)  
1970 - 1979 Norman A. Baxter  
1980 - 1991 Harold H. Haak

The Chancellor evaluates the President annually. Every five (5) years, there is a comprehensive review of the President involving input from all university constituencies including faculty.

**Reference:** [Board of Trustees Policy for the Selection of Presidents](http://www.calstate.edu/datastore/PresidentialSearch.shtml)  
<http://www.calstate.edu/datastore/PresidentialSearch.shtml>

[CSU Criteria for Presidential Assessment](http://www.calstate.edu/datastore/PresCriteria.shtml)  
<http://www.calstate.edu/datastore/PresCriteria.shtml>

**PRESIDENT, OFFICE OF (8-2324)** The President's office is located on the southeast corner of the Thomas Administration Building.

**PRESIDENT'S GALLERY** Located outside the President's Office, this gallery features a number of exhibits throughout the year. It is used for receptions and other gatherings.

**PRESIDENTS, PORTRAITS OF** The portraits of former university Presidents are on display above the main stairway in the Madden Library.

**PRESIDENT'S QUINTET** Established by President Haak in 1983, the quintet is an honors chamber ensemble for scholarship students, selected by audition only. The quintet is available to perform at official university functions and for the School of Arts and Humanities. For more information, contact the Music Department.

**PRINTING SERVICES (8-2740)** Printing Services is available to produce high quality, cost effective printing and bindery for instructional materials, brochures, business cards, university letterheads and envelopes, vacancy announcements, quick copy, and, on a limited basis, computer desktop typesetting.

A signed Print Shop requisition form must accompany all requests for services. For security purposes, examinations must be delivered and picked up by the faculty member or department administrative assistant.

**PRIVACY OF STUDENT RECORDS** See Student Records

**PROBATIONARY FACULTY** A probationary faculty member is an individual who holds a tenure-track appointment prior to the granting or denial of tenure. The normal probationary period is six years, including any service credit. For purposes of calculating the probationary period, a year of service is an academic year beginning in the fall semester. For faculty who are appointed at the beginning of a spring semester, the first year of probationary status continues until the end of the subsequent academic year.

**References:** [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](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article13.shtml)

[Policy on Probationary Plans and Faculty Mentoring \(APM\)](http://www.csufresno.edu/aps/apm/324.pdf)  
<http://www.csufresno.edu/aps/apm/324.pdf>

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

**PROBATIONARY PLANS** The university is committed to providing a positive probationary experience where the criteria and standards are available to the probationary faculty member. All probationary faculty employees receive an initial two year appointment, regardless of service credit. During the first year of the appointment, a mandatory probationary plan setting out the criteria and standards for tenure is developed and approved. Subsequent probationary evaluations are completed in relation to the progress being made toward achieving the criteria and standards set forth in the plan.

**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>

[Policy on Probationary Plans and Faculty Mentoring \(APM\)](http://www.csufresno.edu/aps/apm/324.pdf)  
<http://www.csufresno.edu/aps/apm/324.pdf>

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

**PROBATIONARY PERIOD** The probationary period is the period of service, prior to the granting or denial of tenure, credited to a faculty unit employee who has received a probationary appointment. The normal period of probation is a total of six (6) years of full-time probationary service and credited service, if any.

For the purpose of calculating the probationary period, a year of service commences with the first fall term of appointment. A year of service for a faculty member in an academic year (9 month) position is two (2) consecutive of employment within an academic year. A year of service for a faculty member in a twelve (12) month position is any consecutive twelve (12) months of full-time employment. A year of service for a faculty member in a ten (10) month position is ten (10) months of full-time employment within a twelve (12) month period of time. The (10) months of required service for each twelve (12) month period shall be determined by the President upon appointment of the faculty member.

A year of service may be accrued while on a Professional Leave without Pay.

**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 22 Leaves without Pay  
http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article22.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article22.shtml)

**PROFESSIONAL COMPETENCE** Faculty members are expected to remain current in developments in their discipline and maintain a high level of competency in their teaching and research through study, travel, presentation at professional meetings, attendance at professional conferences, maintenance of appropriate licensures, and other professional activities to assure students the most current and appropriate knowledge available in the field.

**PROFESSIONAL DEVELOPMENT** A number of different types of professional development opportunities are available to both full-time and part-time faculty members. Among these are:

- a. a fee waiver program;
- b. sabbatical leaves;
- c. difference in pay leaves;
- d. professional leaves without pay;
- e. short-term absence with pay for approved conferences, workshops, and other professional meetings;
- f. faculty exchange programs within and outside the CSU;
- g. administrative intern programs;
- h. assigned time to pursue scholarly activities, training or retraining of benefit to the CSU;
- i. specialized work schedules to pursue scholarly activities, training or retraining of benefit to the CSU;
- j. workshops and training through the Academic Innovative Center and the Center for Enhancement of Teaching and Learning

**References:** [CBA Article 25 Professional Development  
http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article25.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article25.shtml)

[CBA Article 26 Fee Waiver  
http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article26.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article26.shtml)

CBA Article 27 Sabbatical Leaves

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article27.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article27.shtml)

CBA Article 28 Difference in Pay Leaves

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article28.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article28.shtml)

Policy on Faculty Leaves of Absence (APM)

<http://www.csufresno.edu/aps/apm/361.pdf>

Policy on Professional Travel (APM)

<http://www.csufresno.edu/aps/apm/362.pdf>

Policy on Assigned Time

<http://www.csufresno.edu/apm/354.pdf>

Academic Innovation Center

<http://www.csufresno.edu/aic/>

Center for Enhancement of Teaching and Learning

<http://www.csufresno.edu/cetl/>

Policy on Center for Enhancement of Teaching and Learning (APM)

<http://www.csufresno.edu/apsapm//357.pdf>

**PROFESSIONAL LEAVE WITHOUT PAY** Professional leaves without pay may be for purposes of research, advanced study, professional development, or other purposes beneficial to the university. Individuals on a professional leave without pay accrue service toward probation, sabbatical eligibility, and service salary adjustment for a maximum of one year regardless of the length of the leave. Professional leaves must be followed with a report of leave activities; service credit is forfeited in cases where the President may determine that the conditions of the leave were not met.

**Service credit is not accrued toward retirement in PERS.** After concluding a Professional Leave of Absence without Pay, a faculty member should contact the Benefits Office (8-2155) about buying service credit from PERS for the period of the leave. Postponement of buying back service credit will significantly increase the future cost of such buyback.

**Reference:** CBA Article 22 Leaves of Absence without Pay

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article22.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article22.shtml)

Policy on Faculty Leaves of Absence (APM)

<http://www.csufresno.edu/aps/apm/361.pdf>

Leave Forms

<http://www.csufresno.edu/aps/forms/leaves.html>

**PROMOTION, POLICY ON** This policy details the criteria and standards for promotion as well as the procedures that are used. A copy of this policy can be found in the *Academic Policy Manual* or obtained upon request from Academic Personnel Services. Annual workshops are held to assist faculty in understanding and preparing for the promotion process.

Briefly, the process consists of recommendations being made at the department, college/school, and university levels prior to the final decision by the Provost. All recommendations must be based on the contents of the RTP File, which is prepared by the candidate for promotion and the department.

There are separate recommendations from the department peer review committee, the department chair (optional), the college/school peer review committee, and the dean. The University Board on Promotion serves as the university peer review committee making recommendations directly to the Provost.

Based on the teacher – scholar model, the criteria for promotion consist of performance standards in three broad areas: (1) teaching effectiveness (scholarship of teaching); (2) professional growth and scholarly/creative activities (scholarship of discovery, application, and/or integration); and (3) university and public service.

Eligibility for promotion is determined as follows:

- (1) Normally promotion **does not occur** during the probationary period
- (2) Faculty who are considered for and awarded tenure may be considered for and awarded promotion at the same time
- (3) Only faculty who are tenured or receiving tenure simultaneously may be promoted from the rank of Associate Professor to Professor or equivalent.
- (4) **Tenured faculty** must hold the same rank for four years, are eligible be considered for promotion in their fifth year and promoted effective at the beginning of the sixth year.

The Collective Bargaining Agreement requires that promotion decisions be made no later than June 15. However, it is the established practice of the campus that every effort is made to announce promotion decisions prior to the end of the academic year. All promotions take effect at the beginning of the next academic year.

**Reference:** [CBA Article 14 Promotion](#)

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article14.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article14.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)

[Final Report of the Faculty Scholar Blue Ribbon Committee \(APM\)](#)

<http://www.csufresno.edu/aps/apm/321.pdf>

[Policy on Promotion \(APM\)](#)

<http://www.csufresno.edu/aps/apm/327.pdf>

[RTP Forms](#)

[http://www.csufresno.edu/aps/forms/rtp\\_forms.html](http://www.csufresno.edu/aps/forms/rtp_forms.html)

**PROPERTY, PERSONAL** Neither the state nor the university assumes responsibility or liability for personal property left on campus. Faculty members are advised to exercise care about what they



decide to leave in their offices and to secure appropriate insurance for personal possessions kept on university property.

**PROPERTY, STATE OR UNIVERSITY** Faculty members are provided state resources for the purpose of conducting university business. Faculty members are responsible for any university property provided to them. No university property should be removed from the campus without prior approval from the appropriate administrator. Faculty members are required to return all university property in their possession upon separation from the university.

**PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS** The Provost is the chief academic officer of the university and designated as the first officer of the university after the President. This person is authorized by the President to exercise wide discretion in the management of faculty affairs including making the final decisions regarding retention, tenure and promotion.

The position of Provost has evolved with the growth of the university. Originally designated as the Dean of Instruction, the position was changed to Vice President for Academic Affairs in 1965. The current designation was made in 1992.

#### Vice President for Academic Affairs

1965 - 1969	Dallas Tueller
1969 - 1970	Norman A. Baxter
1970 - 1971	Horace Schorling / David Clark (Acting)
1971 - 1973	Harold H. Haak
1973 - 1976	Charles Swanson (Acting 1973-74)
1976 - 1979	Louis D. Volpp
1979 - 1980	David Clark (Acting)
1980 - 1983	Tomas Arciniega
1983 - 1984	David Clark (Acting)
1984 - 1991	Judith Kuipers
1991 - 1992	Alexander Gonzalez (Acting)

#### Provost and Vice President for Academic Affairs

1992 - 1997	Alexander Gonzalez
1997 - 2003	J. Michael Ortiz (Interim 1997-99)
2003 -	Jeronima Echeverria

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



**PROVOST'S AWARD FOR EXCELLENCE IN TEACHING (8-2326)** The purpose of this award is to honor those full-time faculty members that clearly surpass the standard expected at California State University, Fresno. The awards are announced in the Spring Semester. The first awards were presented in the 1993-1994 academic year.

Outstanding faculty may be honored in any or all of the following current categories:

(a) **Excellence in Teaching** This award signifies the highest honor that can be bestowed upon a faculty member by the Provost. The award is given to that faculty member whose overall exceptional performance in the classroom generates student enthusiasm and increases knowledge and awareness of the subject matter. There is a \$5500 honorarium that accompanies the award.

1993-1994	Stephen Rodemeyer	Chemistry
1994-1995	Carolyn B. Jackson	Child, Family and Consumer Sciences
1995-1996	Roland Brady III	Geology
1996-1997	James B. Tucker	Mass Communication and Journalism
1997-1998	Carlos Muller	Enology,
1998-1999	Al McLeod	Sociology
1999-2000	Gail Tompkins	Literacy and Early Education
2000-2001	Lillian Faderman	English
2001-2002	Ross LaBaugh	Library
2002-2003	Charles Arokiasamy	Counseling, Special Education and Rehabilitation
2003-2004	Susan Harris	Curriculum and Instruction

(b) **Educational Technology** This award signifies an individual who makes effective and innovative use of emerging technologies as tools in the teaching / learning process. There is a \$1000 stipend that accompanies the award.

1993-1994	Karen Jensen	Communicative Sciences and Disorders
1994-1995	Gregory D. Lewis	Mass Communication and Journalism
1995-1996	David L. Frank	Chemistry
1997-1998	Michael W. Thomas	Animal Science and Agricultural Education
1998-1999	Elizabeth (Sam) Wilkerson	Nursing
2000-2001	Ron Parker	Communicative Disorders and Deaf Studies
2001-2002	Roy Bohlin	Curriculum and Instruction
2002-2003	Hye Ok Park	Digital Campus / Library
2003-2004	John Moghaddam	Management

(c) **Graduate Teaching and Mentoring** This award signifies excellence in graduate level teaching, with particular emphasis on the special mentoring that results in the exemplary professional development and scholarly achievement of graduate students. There is a \$3000 stipend that accompanies the award.

1994-1995	Wallace M. Harmon	Biology
1995-1996	Shirley A. H. Kovacs	Biology
1996-1997	David L. Chesemore	Biology
1997-1998	Karen Carey	Psychology
1998-1999	Diane Yerkes	Educational Research Administration and Foundations
1999-2000	Scott Stevens	English

2000-2001	Gerado Munoz	Physics
2001-2002	Ali Peyvandi	Accountancy
2002-2003	Sharon Brown-Welty	Educational Research Administration and Foundations
2003-2004	Alice Wright	Biology

(d) **Faculty Service** This award signifies outstanding service to the university community and the community-at-large. Activities include demonstrates ratable participation and contribution to department, school, and university committees, and documented contributions to the community-at-large, which are related to one's discipline or position. There is a \$3000 stipend that accompanies the award.

1994-1995	Dewey E. Johnson	Management
1995-1996	Barlow DerMugrdechian	Armenian Studies
1996-1997	Melanie M. Bloom	Communication
1997-1998	Jerome E. Jackson	Criminology
1998-1999	Sudarshan Kapoor	Social Work Education
1999-2000	Glen Doyle	Gerontology
2000-2001	Richard Berrett	Child Family and Consumer Sciences
2001-2002	Charles Sherwood	Marketing and E-Business
2002-2003	Peggy Trueblood	Physical Therapy
2003-2004	Donald Wise	Educational Administration and Research

(e) **Distinguished Achievement in Research and Scholarship** This award recognizes distinguished achievement in research over an extended period of time. There is a \$3000 stipend that accompanies the award.

1998-1999	Dickran Kouymjian	Armenian Studies
1999-2000	Sergio Aguilar-Gaxiola	Psychology
2000-2001	K. C. Chen	Finance and Business Law
2001-2002	Barbara Owen	Criminology
2002-2003	Phyllis Kuehn	Educational Research Administration and Foundations
2003-2004	Charles Krauter	Plant Science

There is no requirement that any category be awarded each year. Previous recipients are eligible for consideration.

Additionally, the following individuals have been honored in categories that are no longer used:

**1993-1994 Innovation in Teaching**

Deanna Evans-Schilling Counseling and Special Education

**1995-1996 Graduate Program Award**

Thomas Mallory, Chair / Ray Uphold, Coordinator	Biology
Brent Auernheimer, Chair / Henderson Yeung, Coordinator	Computer Science
Harvey Wallace, Chair / Les Pincu, Coordinator	Criminology

**1996- 1997 Graduate Program Award**

Howard Ono, Chair / Ronald Mahrenke, Coordinator Chemistry

**1997-1998 Graduate Program Award**

Stuart Ritterman, Chair / Steven Wadsworth, Coordinator Communicative Sciences and Disorders

**PROXY, VOTING BY** Voting by proxy is prohibited under all circumstances.

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

**PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)** University employees appointed to at least a .5 position for at least one year are enrolled in the Public Employees Retirement System, a state retirement system. Employees are also covered by the Social Security System (OASDI). The two systems are independent.

As a member of PERS, the employee makes monthly retirement contributions based on 5% of the monthly gross beyond the first \$513.00. The state contributes an equal or greater amount. Each employee receives an annual statement of retirement contributions, interest earned, and years of service credit toward retirement. The money is withdrawn from pay warrants as pre-tax income.

If the faculty member leaves state service prior to retirement, only the employee's contributions plus interest are returned. If an employee with at least five years of full-time equivalent service terminates employment, retirement contributions and accumulated interest may be left on deposit for a later retirement allowance.

One major benefit of a PERS retirement is lifelong health benefits for retirees. However, in order to receive health benefits through PERS, a separated employee must retire in PERS within 120 days of separation.

To be eligible for retirement benefits in PERS, an individual must have been a full time member for 5 years and have reached age 50. The formula for retirement is based on 2% at age 55. The retirement benefit structure of PERS appears simple, however the exceptions, modifications, and options to the basic formula can be very complex. For specific PERS information, contact the Benefits Office (8-2155).

Faculty members are now able to register to view their latest Annual Member Statement online. Once in the website, click on Personal Access and follow the register now instructions to have a PIN number mailed to you. Once you receive a PIN number, you can view your Annual Member Statement, which is updated each October.

**Reference:** [Cal PERS](http://www.calpers.ca.gov/)  
<http://www.calpers.ca.gov/>

**PUBLIC SAFETY** See Police; Campus Security

**PUBLIC SERVICE ANNOUNCEMENTS** See University Relations

**PURCHASING (8-2111)** The Purchasing Department serves as the university agent in procuring services and materials under guidelines established by the state, the CSU and the university. The Purchasing Department is responsible for policies with respect to vendor relationships to promote economy by consolidating purchases and guiding user departments in the selection of goods and services. The department maintains files on vendor information, purchase records, market conditions, etc. and may suggest alternate methods of sources for procurement.

**All correspondence, negotiations, and agreements with suppliers must be made through Purchasing.** All purchases [including contracts and lease agreements] of goods, equipment, or services may only be made by the Purchasing Department. Essential information about procedures, forms, timetables, etc. is available from this office.

**QUESTIONAIRES** All surveys and questionnaires, which require the cooperation of persons outside the university, should be reported to the dean.

**Reference:** [Research and Protection of Human Subjects \(APM\)](http://www.csufresno.edu/aps/apm/516.pdf)  
<http://www.csufresno.edu/aps/apm/516.pdf>