

GUIDELINES FOR SELECTING FACULTY CHOICE FURLOUGH DAYS

- Academic year faculty unit employees, tenure track and part time, shall be subject to eighteen (18) furlough days during the 2009/2010 academic year. The pattern of days shall include no more than nine (9) furlough days per semester. This includes FERP Faculty and those on Sabbatical for Academic Year 2009/10.
- The President has designated two (2) furlough days for the Fall 2009 semester as Common Faculty Furlough Days (indicated in orange on the certification form). These days will be taken by all Academic Year Faculty. The President is allowed to designate two common faculty furlough days in one week and has designated November 24th and 25th as those two days. Faculty may take **an additional two days in November** per the agreement which allows up to four (4) furlough days in a single calendar month for the duration of the furlough agreement.
- In addition to the two common days, faculty are to select seven (7) academic days (indicated in green on the certification form) for the Fall Semester. These days may be a combination of **instructional days, faculty preparation days, final exam days, or evaluation days.** (See Academic Calendar on page 3 for these specific types of days.)
- The Furlough Program allows a Faculty Unit employee to observe up to four (4) furlough days in a single calendar month for the duration of the furlough agreement. These four days may be taken in a single week. With the exception of this one-time observance, no employee shall take or be subject to more than two (2) furlough days in any calendar month or be permitted to observe more than one (1) furlough day in a week. If a faculty member chooses November as the month to observe their one time exception, they are only allowed to choose up to two (2) days in addition to the President's two (2) designated days.
- When selecting instructional days as furlough days, faculty should make every effort to maintain student instruction at a level at which student learning outcomes and course objectives continue to be met and not disproportionately affect any one class.
- Grants: If your project has been awarded a grant, your furlough days will be reduced pro-rata relative to the grant resources used to fund your salary. Please contact your Dean to confirm the number of furlough days you should schedule.
- Certification forms are due to the appropriate administrator by August 26, 2009. Forms may be turned in as either a hard copy or an electronic copy. If forms are submitted electronically the email shall serve as the signature. Please write "see email" on the signature line.
- Meeting this deadline is important. After consultation (when needed) with your administrator (by email, phone, or in person) your furlough schedule will be finalized. If a faculty member fails to submit the furlough certification, the CFA-CSU furlough agreement allows for the administrator to assign furlough days for that faculty member.
- For planning purposes, please note that the common furlough dates for Spring 2010 semester are: January 19th, March 26th, and April 5th.
- Appropriate administrators are as follows:
 - COAS – COAS@csusm.edu (in the subject line, please say "Furlough-Your Department")
 - COBA – Department Chairs
 - COE – Mark Baldwin, Dean, College of Education
 - SON – Judith Papenhausen, Director, School of Nursing



**CALIFORNIA STATE UNIVERSITY SAN MARCOS
2009 – 2010 FACULTY FURLOUGH PROGRAM**

CERTIFICATION BY ACADEMIC YEAR FACULTY MEMBER

DUE BY AUGUST 26, 2009

Fall Semester teaching schedule
(course, day, time): _____

**Place your furlough dates
on the appropriate line.**

		AUGUST/SEPTEMBER							OCTOBER						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S
August	_____	23	24	25	26	27	28	29	4	5	6	7	8	9	10
	_____	30	31	1	2	3	4	5	11	12	13	14	15	16	17
	_____	6	7	8	9	10	11	12	18	19	20	21	22	23	24
September	_____	13	14	15	16	17	18	19	25	26	27	28	29	30	31
	_____	20	21	22	23	24	25	26							
	_____	27	28	29	30										
October	_____														
	Nov 24 and 25														
November	_____	1	2	3	4	5	6	7	6	7	8	9	10	11	12
	_____	8	9	10	11	12	13	14	13	14	15	16	17	18	19
	_____	15	16	17	18	19	20	21	20	21	22	23	24	25	26
December	_____	22	23	24	25	26	27	28	27	28	29	30	31		
	_____	29	30												

TOTAL FURLOUGH DAYS = 9

Green Days = Instructional Days

Pink Days = Holidays

Orange Days = Common Faculty Furlough Days

In accordance with Paragraph 5.b. of the Furlough Agreement dated July 28, 2009, between The California State University and the California Faculty Association, I certify that:

- I. I will not work on mutually agreed or assigned furlough days; and
- II. I will not work beyond the duties assigned for any week in which I have one or more furlough days.

Print Name: _____

Department: _____

College: _____

Signature: _____ Date: _____

APPROVED:

Department Chair: _____

Date: _____

Dean/Director's Signature: _____

Date: _____

Academic Calendar 2009-10

Faculty Preparation Day (includes Convocation)
(Weekday) Instructional Day
Saturday class day; (not counted as an Academic Work Day)
Final Exam Day (note that Saturday is an Academic Work Day)
Evaluation Day, "Other Days," and Grades Due Day
Commencement (not an Academic Day)
University Holiday (Date required by Board of Trustees Policy)
University Holiday (May have been moved from some other holiday date)
Spring Break Week

August 2009

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2010

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					