



California State University SAN MARCOS

College of Education, Health and Human Services

Lecturer Handbook

Developed by the CEHHS Lecturer Advisory Council

2023-2024



California State University
SAN MARCOS

**COLLEGE OF EDUCATION,
HEALTH & HUMAN SERVICES**

Lecturer Advisory Council

College of Education, Health, and Human Services Mission

CEHHS strives to be responsive to the needs of our community by advancing innovative, evidence-based, socially just, reflective practices in the fields of education, health, and human services.

Greetings and Welcome to CSUSM!

On behalf of the CSUSM community, welcome to the College of Education, Health, and Human Services (CEHHS)! We hope your teaching experience at Cal State San Marcos is highly rewarding and that you will find opportunities to become engaged in campus life. Lecturer Faculty at CSUSM are an integral part of the University's landscape and their contributions to the positive development of student scholarship at CSUSM are many. To support lecturers at CSUSM, CEHHS recently developed a Lecturer Advisory Council (LAC) whose purpose is to represent the needs of lecturers within the college and to orient new lecturers to the CSUSM campus. The LAC comprises lecturers representing all Departments and Schools within the college, whose members are available to mentor newly hired lecturers within CEHHS.

This handbook is intended to serve as a guide for newly hired lecturers at CSUSM, to assist with understanding departmental processes, policies and campus resources needed for instructional purposes. This handbook also contains information and links to medical, retirement, and other benefits, human resources, and various personnel issues relevant to lecturer faculty.

The handbook is divided into sections; the first of which contains basic operating procedures and, in some cases, information specific to individual departments within the college. Most operating procedures are uniform throughout the college and the larger university; however, some information is unique to a particular department and thus a page has been created that contains department-specific information. Unless otherwise noted, information contained herein pertains to processes and policies that adhere to the larger university operating procedures. Whenever possible, web links have been provided in this handbook which are easily accessible when viewing this document in electronic form.

We look forward to building support and an enhanced sense of community for our lecturers within CEHHS.

Best,

The Lecturer Advisory Council

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LECTURER ADVISORY COUNCIL MENTORS

Lecturer Advisory Council mentors are available to newly hired lecturers to support their transition into the college. Please contact a mentor if you have questions, need assistance, and/or would like to make new professional contacts within your department!

The mentoring program was created to assist new faculty members adjust to their new work environment. This is a voluntary program through which experienced faculty knowledgeable about the campus and academic life are paired with new faculty to offer invaluable guidance and assistance by orienting them to CSUSM, informing them about campus support services, and assisting them in the early stages of their academic careers at CSUSM.

For a list of members from each department, please visit the LAC website:

<https://www.csusm.edu/cehhs/facultyandstaff/governance/lac.html>

PROCEDURES

CEHHS Organizational Chart

Please visit the following link for the CEHHS organizational chart.

<https://www.csusm.edu/cehhs/about/organizationchart.html>

- Absences from Instruction

If you need to absent from teaching for any reason (e.g., illness/emergency), as soon as possible, notify the Academic Coordinator and the Department Director/Chair.

- Class Schedule and Classrooms

The Director/Chair develops class schedules. Once the final semester schedule has been created, you will receive an email with the location and time of each class you will teach. This information will also be available on MyCSUSM (PeopleSoft).

- Canvas / Cougar Courses

Also known as Cougar Courses is a web-based space for instructors to post syllabi, as well as course readings and assignments for each course taught each semester. Faculty assignments are handled automatically by the system. A fully functional course space, called a “shell,” provides tools for displaying content, interacting with students, and assessing students’ work. Cougar Courses supports various media types for creating engaging content, such as the following:

- Audio and video, for example YouTube videos and Echo360 Lecture Capture for more engrossing lectures.
- Discussion and journaling tools for interacting with students and encouraging them to engage with the content.
- A powerful, interactive grade center and assessment tools enable instructors to record and assess students' work in a variety of ways.

The university offers workshops on using Canvas before or at the start of each semester through the instructional development services (IDS). Whether you are a novice looking for some basic training, or an experienced user, wanting to explore new features or create multimedia learning objects, the professionally trained and highly experienced Instructional Development Staff will provide you with personalized support. They are located in Kellogg Library, 2414 (Technology Resource Center). Contact helpdesk@csusm.edu for instructional tech support.

▪ Email

CSUSM uses Microsoft Exchange and/or Outlook for our Faculty and Staff email services. Lecturers must use this CSUSM email account for all official business and check it daily while on contract. If you are an Outlook email user, contact the Faculty and Staff Help Desk to schedule a time to set up your Outlook email account on your primary computer. If you are not at your primary computer, or if you are off campus, please use the Web version of Outlook called Exchange [Online](https://exchange.csusm.edu) (<https://exchange.csusm.edu>). Exchange Online allows you to view your e-mail via a web browser (i.e., Internet Explorer, Firefox, Safari, etc.). After you enter <https://exchange.csusm.edu> into a web browser, you will get a login box. Please enter username@csusm.edu and your password in the Password box.

▪ Keys

When you are authorized to have a key, you can get keys to classrooms, offices, desks, cabinets, etc., by completing the [on-line key request form](#). You will receive an email when your key request has been approved. Faculty are responsible to pick up assigned key(s) at the Facilities Services Building located on the far northeastern corner of the campus at 441 La Moree Rd. When you pick up your key(s) at facilities, you will be asked to provide your Campus ID number, phone, email, and name of person authorized to approve your key request (Dean, Dept. Chair). You will need to provide your Campus ID number, phone, email, and the name of the person authorized to approve your key request (Dean, Dept. Chair), etc. You are responsible for the keys you sign out and you will be charged for the keys that you lose. Keys must be returned when your employment at the University ends, or you may face a fine. Exchange and loan of keys is prohibited. Report lost or stolen keys to your Academic Coordinator **AND** to the Facility Services Department (**ext. 4600**).

- Mailboxes

Faculty mailboxes are in the Department for your use. The Academic Coordinator distributes mail each day that arrives from the main campus mail station. If you have an outgoing letter or package that is for business purposes, the department will pay for postage. Requests for postage are granted by the Academic Coordinator.

- Office Hours and Office Space

Please check with your department chair/director for office availability and plan to hold office hours when students are available. Please inform the Academic Coordinator of the days and times you will hold office hours. Please note that in many departments, this may be a shared office with other lecturers in the department.

- Parking Permits – Faculty and Visitors

- Faculty/Staff parking permits are valid in general and non-reserved Faculty/Staff spaces in lots B, C, E, F, H, J, K, N, O, X, Y, Z, Parking Structure 1 and Parking Structure 2.

Faculty/Staff may purchase semester parking permits online or in the Parking and Commuter Services office located in the Public Safety Building (PSB 63). Prior to a new employee purchasing a Faculty/Staff parking permit, Parking Services must have a computer-generated verification from the hiring department

- Faculty/Staff with a twelve-month contract or longer can purchase an annual permit or use payroll deduction. Faculty/Staff with less than twelve-month contracts are eligible to purchase semester or temporary monthly permits, depending on contract length. The cost of parking permits varies by bargaining unit.
- Please visit [Parking and Commuter Services](#) for current prices and purchase your permit. Permits are for the exclusive use of the registrant. Permits may not be sold, exchanged, given away, or purchased from any person or agency other than California State University San Marcos Parking and Commuter Services.

- Acronyms

For a list of commonly used acronyms on campus please visit the following link.

<https://www.csusm.edu/staffcenter/acronyms.html>

- Dining Options on Campus

Please visit the following link for dining options on campus.

<https://www.csusm.edu/dining/index.html>

- Paycheck Distribution

The university also has a direct deposit program, which allows for the automatic deposit of your net earnings into a checking or savings account at the financial institution of your choice. Only one account at a single financial institution may be used for direct deposit enrollees. To enroll in the program, employees must complete a [9](#) and submit the original completed form to the Payroll Office. For additional Payroll Information, please visit the [Payroll Department Website](#).

- Academic Paydays

Lecturers can distribute paychecks on a 12-month schedule or a 10-month schedule. Please visit the following link for payday posting dates and other payroll resources.
<http://www.csusm.edu/payroll/calendars.html>

- PeopleSoft Faculty Center (myCSUSM)

The PeopleSoft Faculty Center is the central online location for accessing course management information and where all HR information is stored. This can be found on the CSUSM website by going to the **Faculty and Staff** page; clicking this link will take you to the login page: <https://my.csusm.edu/psp/SMO91PRD/EMPLOYEE/EMPL/?cmd=login>. Your User ID and Log In for my CSUSM is the same as your email user ID and password. Clicking on that link brings you to the People Soft Faculty Center self-service page. Once on the faculty self-serve page there are six subtabs: 1) my schedule, 2) class roster, 3) grade roster, 4) advisor center, 5) faculty center, and 6) search.

There are 2 main functions of PeopleSoft; 1) an HR function where you can view and update all your HR information, and 2) course/student management information to include:

- View class schedule
- Search class schedule
- View/Print class rosters
- Retrieve class permission numbers
- Email a portion or entire class
- Enter grades
- Advising functions
- Student Academic Information
- Student Address
- Student Emergency Contacts
- Enrollment Appointments
- Unofficial Transcript
- Degree Progress

Transfer Credit Report

- Photocopying and Duplicating

A multi-function copier is located in each department. To access the photocopier, you will need to obtain a copier code from the department Administrative Coordinator. **Please note that there is a page limit on photocopies per month.** Photocopy services are also available in the University Library's copy center.

- Textbooks

The Cougars Affordable Learning Materials Program (CALM) is part of the CSU Affordable Learning Solutions initiative started in 2010. CALM aims to aid faculty in replacing costly textbooks with lower cost alternatives by using high-quality, open education. Please visit this [Page](#) for additional information. Faculty is asked to identify textbooks early so that students can make their course selections.

- Telephones

IITS transitioned faculty and staff to the Teams phone service that will add campus extensions to any device with the Teams app. In a first for our campus, Teams phones will allow all lecturers to have their own extension, which they can utilize even when not physically on campus. For more phone options or to set up your team's phone, please visit the CSUSM Telephone System Site.

- [CSUSM Teams Calling - Quick Reference Guide](#)
- [Placing a Call](#)
- [Conference Calling](#)
- [Transferring a Call](#)
- [Transfer Call with Assistance](#) (speak to transferring party prior to transfer)
- [Changing your Teams Settings for Calls & Status](#)
- [Voicemail Settings](#)
- [Retrieving Voicemail](#)

LECTURER SERVICES

California Faculty Association

The California Faculty Association represents all faculty, which includes lecturers in the CSU. The CFA relationship with the CSU administration is governed by the Collective Bargaining Agreement (CBA), which covers lecturer rights including appointment, evaluation, and benefits and more. Please visit the [CSUSM CFA LINK](#) for information on the bargaining agreement, updates, and information on how to join the CFA union.

Center for Children and Families (CCF)

CCF provides childcare for ages 6-weeks to prekindergarten. Please visit the [CCF PAGE](#) for additional information regarding enrollment, fees, etc. You can also contact them by phone: (760) 750-8750

453 La Moree Road San Marcos, CA 92078

Hours: Monday-Friday 7am-6pm

Employee Assistance Program

CSUSM and the CSU provide a wide variety of employee assistance programs (EAP) to assist with various needs like counseling, leaves, salary continuation, childcare, tutoring, senior care and more.

CSUSM EAP [LINK](#):

https://www.csusm.edu/hr/benefits/other_programs/employee_assistance_program.html

Faculty Center

The Center for Faculty Development is located on the second floor of the library (entrance is in the stairwell) and offers individual and group programs aimed supporting the professional development of faculty in the areas of teaching and learning, research, and service. The Faculty Center offers a variety of programs and activities during the academic year. See the calendar for times and locations. The Faculty Center offers coffee, a quiet place to work (including a beautiful patio), a pedagogical library, and the opportunity to meet colleagues informally.

Please visit the Link for the [Faculty Center](#) which has teaching support resources, and multiple asynchronous training videos on many topics, including Canvas, Teams, etc.

Faculty Recreational Activities and Facilities

A variety of facilities, activities, special classes, recreational clubs, and intramural tournaments are available for faculty and staff. Contact the [Athletics Department](#)

Identification (Photo Services)

Faculty Photo Identification cards are required to conduct business at CSUSM. You may have your photo ID taken in the Kellogg Library Media Center (second floor),
You can also set up a digital photo ID on the following [Campus ID Page](#).

Instructional and Information Technology Services (IITS)

[IITS](#) offers a wide range of computing support to faculty. They also offer technical assistance and instructional support. The Technology Resource Center (TRC), part of IITS, in Kellogg 2414, is available to all instructors. [The Technology Resource Center \(TRC\)](#) offers virtual support via Zoom Monday through Friday, 10:00 am to 4:00 pm.

LIBRARY SERVICES (FOR FACULTY)

The [Library](#) offers numerous services, including an in-house print collection, book requests from other universities through the Circuit, interlibrary loan of other materials, a reserves collection of library material required by course syllabi (print and electronic) and including Video on Demand, and in-class library/information literacy instruction. For general information contact the Library Access Services (ext. 4348) and for in-class information literacy instruction contact the Information Literacy Program (ext. 4345). Many computers are located on the second floor of the Kellogg Library and are available for general use. For a list of Faculty tools, please visit the [Library Faculty Toolkit](#) page

UNIVERSITY POLICIES AND PROCEDURES – ACADEMIC

A list of Academic Policies can be accessed on the following [LINK](#).

Absence/Leave from Class

Under the Collective Bargaining Agreement (CBA), faculty are provided various types of leaves, such as sick leave, emergency leave, medical leave, and time away from classes to engage in professional development activities. Absence from class for reasons other than illness or emergency requires prior permission from the chair/dean. Every effort should be made to provide appropriate coverage for all classes, through alternative assignments, activities, and/or a substitute instructor. Informal voluntary substitution by a university colleague IS permissible, but the chair/dean should be notified in advance. Faculty members must report any absence from class (other than illness or emergency), on the [my.csusm attendance reporting Tab](#).

Adding/Dropping Courses

Students may adjust their schedules by adding or dropping courses **DURING THE FIRST TWO WEEKS OF THE SEMESTER**. For information on the add/drop procedures visit the Office of the Registrar's website: https://www.csusm.edu/enroll/enrollment/add_drop/index.html

Grading System

The [Office of Registrar Grading Page](#) contains information about grading. Please visit the link for policies related to grading, and grade changes.

Off-Campus Field Trips – Liability

Please visit the following [LINK](#) for local field trips and liability forms. Contact your school/department Academic Coordinator for securing the required documents needed.

DISCRIMINATION AND HARASSMENT

<https://calstate.policystat.com/policy/10926024/latest/>

All individuals have the right to participate fully in CSUSM programs and activities free from Discrimination, Harassment, and Retaliation. The CSU prohibits Harassment of any kind, including Sexual Harassment, as well as Sexual Misconduct, Dating and Domestic Violence, and Stalking. Please refer to the following [CSU Policy](#) prohibiting discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking and retaliation.

SYLLABUS GUIDELINES

CSUSM Syllabus Policy

CSUSM establishes guidelines on what material must be included in the syllabus. Please visit the [Syllabus Policy Page](#) to learn about required elements of the syllabus. You can also obtain additional wording suggestions on academic honesty and classroom expectations on the following [Syllabus Suggestions Link](#).

STUDENT COURSE EVALUATIONS/STUDENT OPINION SURVEYS

Course evaluations/Student Opinion Surveys will remain fully online in AY 2022-23. Please visit the Evaluation Page for more information about the electronic course evaluation process and for tips to help increase engagement and response rates in an online environment.

Check language related to student opinion survey-senate language

UNIVERSITY POLICIES REGARDING STUDENTS AND RECORD MANAGEMENT

University policies regarding students are available on the following [LINK](#). This includes various policies, including grading, academic honesty, adding/dropping classes, etc.

Management of Course Records

Instructors are responsible for ensuring confidentiality of the student records to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA 1974). Student records are defined as any documents (including electronic) that include identifying student information (e.g., name with social security number, student ID number, or grade).

Documents include graded class assignments, homework, tests, letters of recommendation and roster printouts showing student name and any other type of personally identifiable information (e.g., social security number, student ID number). Please visit the above [link](#) for additional information regarding management of course records and student confidentiality.

CSU BENEFITS

Available on the web at:

<http://www.csusm.edu/hr/benefits/index.html>.

As an employee of the California State University (CSU) you have a comprehensive program of benefits available to you and in many instances, your family. Employment benefits are an important part of your CSU compensation package. Lecturers who teach at least 6 units in semester qualify for full benefits. Below are some of the types of benefits the University provides, depending on your type of appointment, though updated information is available at the link above.

Health Care

- A variety of medical plans
- Two comprehensive CSU-paid dental plans
- CSU-paid vision plan

Disability, Life, & Accident Insurance

- CSU-paid basic disability and life insurance for eligible employee groups
- Voluntary Long Term Disability Insurance
- Voluntary Life Insurance
- Voluntary Accidental Death & Dismemberment Insurance

Other Benefits

- Flexible Spending Accounts
- Employee Assistance Program
- Employee-paid Legal Plan
- Employee-paid Critical Illness Insurance
- Tuition and Fee Waiver Program

- Flexible Spending Accounts for Health Care Expenses and Dependent Care costs

CSU Retirement Plan Benefits

- California Public Employees Retirement System (CalPERS) (To qualify for CalPERS lectures need to teach 7.5 units for three semesters to qualify for CalPERS. In other words, lectures qualify for CalPERS membership commencing with the third consecutive semester appointment at half time or more. This qualification is vital to obtaining future retirement benefits.
- Part-Time, Seasonal, Temporary, Retirement Plan (PST) (for those not yet eligible for CalPERS)

CSU Supplemental Savings Programs

- Savings Plus Program (457 Deferred Compensation Plan and the 401(k) Thrift Plan)
- Tax Sheltered Annuity (403b)

Leave Programs

- Bereavement and Funeral Leave
- Catastrophic Leave
- CSU Family Medical Leave (FML)
- Maternity/Paternity/Adoption Leave
- Military Leave
- Nonindustrial Disability Insurance

Additional Optional Employee-Paid Benefits

- Auto and Homeowners Insurance
- Pet Insurance

LECTURER EVALUATION PROCEDURES

[The Lecturer Resources Link](#) contains valuable information about lecturer evaluations. Lecturer performance is periodically evaluated using guidelines established by the Collective Bargaining Agreement (CBA) between the California State University and the California Faculty Association. Lecturers must submit evaluation documents in the Working Action Personnel File (WPAF) and understand the WPAF evaluation procedures and timelines for submission.

The faculty Center offers workshops for lecturers to aid in the development of the WPAF. Please consult the Faculty Center website for dates/times of this training. Additionally, please see the WPAF Frequently [Asked Questions](#). It is usually offered once per semester. Please consult your Department Chair/ Director should any questions arise regarding

lecturer evaluation procedures and policies.

LECTURER PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The lecturer Resources page also contains valuable information regarding professional development opportunities through the CEHHS. These funds are offered to lecturers annually and can be used for various professional development such as attendance in workshops, professional memberships, etc.

The Faculty Center also provides opportunities for professional development annually. You can visit the Professional Development [Grant](#) page for additional information.

STUDENT RESOURCES

Please use the following resources to support students

[Cougar Care Network](#): Provides information, connection to resources, advocacy and support for students dealing with personal, academic, financial, or other challenges
Student Health and Counseling.

[Student Health Services](#): Provides health and counseling services.

[Student Life Centers](#): Promote a successful and involved student experience comprised of the following areas: Associated Students Inc., [Black Student Center](#), [Campus Recreation](#), [Cross-Cultural Center](#), [Latinx Center](#), [LGBTQA+ Pride Center](#), [Student Leadership & Involvement Center](#), [the University Student Union](#), [Women & Gender Equity Center and Veterans and Military-Connected Services](#).

OTHER RESOURCES

[Discrimination, Harassment and Retaliation](#)- CSUSM is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect.

[Title IX](#)- CSUSM does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus) that receive Federal financial assistance. Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual misconduct.

EMERGENCY MANAGEMENT

Updated Emergency Management plans and procedures can be reviewed on the [Emergency Management Website](#). California State San Marcos has established procedures

for you to follow so that the effects of emergency situations can be minimized. Your cooperation is critical to the emergency preparedness efforts of the campus. Please visit the Emergency Management website for a complete list of procedures, including emergency evacuation plan and emergency notification

POLICE, FIRE, AND MEDICAL EMERGENCIES: 911 or (760) 750-4567

24-7 NON-EMERGENCY LINE: (760)750-4567. TDD For the deaf or hard of hearing: 760-750-3159



CSUSM Map

<https://www.csusm.edu/guide/maps.html>