

# **HANDBOOK FOR LECTURERS IN THE COLLEGE OF HUMANITIES, ARTS, BEHAVIORAL & SOCIAL SCIENCES (CHABSS)**

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## **ONBOARDING CHECKLIST**

- California Faculty Association (CFA) ([consider becoming a member](#))
- Human Resources Onboarding
  - Benefits Sign-up
  - PeopleSoft ID/email
  - Email Set-up
  - Employee ID#
  - Training Modules (check email for notification)
- Payroll Onboarding
  - Contract Signed (see [Lecturer Hiring & Evaluation](#))
  - [Direct Deposit](#)
- Office, Building, and Campus Access
  - Keys (check with AC)
  - Copier Code (from AC)
  - Microsoft Teams (see [IITS](#) for help)
  - Office Furniture (consider an [ergonomic evaluation](#))
  - Office Location (from AC)
  - Parking Pass (see [Parking & Parking Permits](#))
- Resources
  - Laptop from [IITS](#) (if desired)
  - Academic Senate ([join a committee!](#))
  - Faculty Center ([review opportunities](#))
  - Faculty/Campus ID (see [Media Library](#))
  - Professional Development (PD) Funds (check balance and deadlines)
- Classroom Prep.
  - Classroom Assignment (visit classroom, request change if desired)
  - Duo Set-up (see [myCSUSM](#))
  - Syllabus ([review requirements](#), submit copy to dept.)
  - Set up [Canvas](#)
- Gatherings/Meetings
  - Faculty Reception and Resources Fair (August)
  - Employee Convocation (August)
  - College Convocation (check email for announcements)
  - Faculty Meetings (not required for lecturers, but know the dates)
- WPAF (review policies, get started; see [Lecturer Hiring & Evaluation](#))

***Welcome to The College of Humanities, Arts, Behavioral and Social Sciences (CHABSS). CHABSS is home to several core disciplines in the arts, humanities, and social and behavioral sciences, as well as many interdisciplinary programs. Nearly every CSUSM undergraduate takes courses in the College, either through its many degree programs or General Education requirements. CHABSS currently offers 25 Bachelor of Arts (BA), 5 Master of Arts (MA), and 34 minors. The College contributes richly to CSUSM's General Education program, which serves all undergraduate students with coursework designed to develop broad knowledge and skills.***

**This handbook was prepared by members of the [Lecturer Advisory Committee \(LAC\)](#), a group of elected representatives from the Lecturer faculty of CHABSS who bring collective ideas, concerns, and issues to the Dean. The committee advocates for actions and policies to improve Lecturer work-life balance and promotes Lecturer professional development through gatherings and grant review. If you have questions, concerns, or ideas you would like LAC to take up with the Dean, please contact us at [chabsslac@csusm.edu](mailto:chabsslac@csusm.edu).**

**This handbook is optimized for use as a digital document with active links to additional information.**

**You can learn more about CHABSS at the following links:**

[CHABSS Mission Statement](#)

[CHABSS Strategic Plan](#)

[CHABSS Organizational Chart](#)

## **GETTING STARTED IN YOUR TEACHING APPOINTMENT IN CHABSS**

### **MyCSUSM - Human Resources**

MyCSUSM is the central online location for accessing all of your HR information. Login at <https://my.csusm.edu/> using your email user ID and password.

From the myCSUSM Homepage:

- “My HR Resources” — Benefits Summary, Paychecks/Pay Stubs, Training Summary, Absence Reporting, and more
- “Resources and Quick Links” — activate **multi-factor authentication** for a more secure login to CSUSM software (requires smartphone)
  - Open “Quick Links” tab in left sidebar
  - Click “[DUO Self Enrollment](#)”
- “Faculty and Staff” to access the classic myCSUSM homepage with same links

From the Faculty Homepage:

- “Faculty and Staff” — access the “classic” myCSUSM homepage
- “Faculty and Advising Center” — direct link to Student and Class Information (see Preparing for Class below for more)

## **LECTURER HIRING & EVALUATION**

### **Job Offer and Contract**

Though you are likely to receive your offer letter several months before the semester begins, you may not receive a contract until the second or third week of classes. Your contract should arrive sometime during the beginning of the semester as an Adobe Esign. Once you sign, you can (and should) save a copy for your files.

### **Pay Range**

- Pay range is determined by a number of factors including degree acquired, years of experience at a four-year college, and years of service at CSUSM.
- Actual pay also depends on the number of teaching units (WTUs) per semester
- After five academic years of service, you may be eligible for a [range elevation](#).

### **Working Personnel Action File (WPAF)**

The WPAF contains evaluations of your activities and accomplishments related to teaching effectiveness, scholarly/creative activities, and service, as well as evidence of those activities and accomplishments and a written reflection on them.

- Link to policy: <https://www.csusm.edu/fa/facultyresources/evaluationprocedures.html>
- You will assemble documentation in an electronic container created for you by IITS.
  - You will receive a link to your file 2-to-3 months before the first WPAF deadline

- Begin collecting materials at the beginning of the semester, including syllabi, lesson plans, assignment prompts, graded student assignments with identifying information redacted, Canvas screenshots, etc.
- Consider working with a mentor or attending a WPAF training session at the Faculty Center. (Look for these announcements in your campus email.)
- Be prepared to explain the meaning and significance of each item in your WPAF—Leave nothing to stand on its own merits!
- Consider adding a Cultural Taxation Statement to your WPAF.
  - According to [Cecil Canton](#), cultural taxation is “the obligation to show good citizenship towards the institution by serving its needs for ethnic representation on committees, or to demonstrate knowledge and commitment to a cultural group, which, though it may bring accolades to the institution, is not usually rewarded by the institution on whose behalf the service was performed.”
  - A statement on cultural taxation should demonstrate the ways in which faculty have been called upon to serve the university and its students because of their identity status or cultural expertise. This is especially significant for lecturers, whose only official responsibility is teaching.

### **PAYDAY & PAY WARRANTS**

- CSUSM distributes paycheck on a six-month calendar that varies based on appointment
  - If you are a **one-semester Fall employee**, you will receive your first paycheck the last week of September. Your last paycheck will be in February.
  - If you are a **one-semester Spring employee**, you will receive your first paycheck the last week of February. Your last paycheck will be in July.
  - If you end up with **back-to-back one-semester appointments**, you will not get paid double in February; instead, you will receive your last Fall – yes, Fall – paycheck in August.
  - Lecturers with **one-year or three-year appointments** receive paychecks at the end of each month, August-July.
- For information on when pay warrants will be issued, please consult the [payroll calendar](#). Different departments have varying policies on distributing live checks or Direct Deposit stubs. Please contact your AC for further information.

### **UNEMPLOYMENT ELIGIBILITY**

“All part-time lecturers on contingent appointments and all lecturers on 1-year full-time appointments in a single department are eligible for Unemployment Insurance (UI) benefits during all semester/quarter breaks” ([CalFac.org](#)). For more information about eligibility and instructions on how to apply, contact the [California Faculty Association](#). You can also apply directly at [CA.gov Employment Development Department \(EDD\)](#).

## **PROFESSIONAL DEVELOPMENT FUNDS (PD FUNDS)**

In addition to activities related to faculty development (i.e. [FLCs](#)) and curriculum planning, you may receive professional development funds from your department to aid your teaching, research, and service. Purchases using PD Funds (or other university funds) are strictly limited by the State of California, so be sure to review the guidelines closely before submitting a [request form](#). Suggested purchases include conference attendance, research travel, professional memberships, books, and classroom-specific supplies. Check with your AC to determine the balance and deadlines for spending these funds.

## **FACULTY ID**

The Media Library, located in Kellogg Library, Room 2100 issues all campus IDs until 5:00 pm, Monday through Friday; tel. (760) 750-4370. You can also create a digital ID through the campus app or by visiting [Campus ID](#) online.

## **PARKING & PARKING PERMITS**

Faculty must pay to park on campus. Parking permits are available on the [website](#) or the [app](#). Log in using your PeopleSoft ID for more options. You can find out more about parking lot designations or find an interactive parking map here:  
<https://www.csusm.edu/parking/parkinglotdesignations.html>.

## **LECTURER OFFICES**

You will be assigned to an office that may be shared with other faculty members. Office hours are usually coordinated to provide each professor individual time in the office. Check with your Administrative Coordinator (AC) regarding office assignments and availability.

## **KEYS**

Your AC will coordinate your access to a key for department office(s) and workrooms and can help you fill out a [key request form](#). During regular weekday hours, campus buildings are unlocked. If you anticipate being on campus after-hours or on weekends, pick up a slide access card to access the campus buildings at the University Services Building (USB) off of Barham Drive and La Moree Road. USB will ask to see your faculty ID or a CA driver's license.

## **EMAIL**

Email is the university's primary method of communicating important information regarding contracts, evaluations, grants, meetings, events, significant deadlines, and other official business. Plan on checking email regularly for information relevant to your employment, responsibilities, and opportunities. Consider favoriting, pinning, or VIPing [Faculty Senate](#), [Faculty Center](#) and [Academic Affairs](#) in your email interface of choice.

**PHOTOCOPYING**

Each department has a copier/scanner located in a common work space. Check with your AC for the location and a copier code. Copiers are often busy during the first week of classes.

**SUPPLIES**

Common-use supplies such as whiteboard markers, erasers, chalk, pens, pencils, folders, and note pads may be available through your unit's AC upon request.

**MAILBOXES**

You will likely be provided a department mailbox by your department AC. Please check it regularly.

**[ACADEMIC CALENDAR](#)**

Find important dates related to semester start/end, holidays, and finals week.

**[CAMPUS MAP](#)**



## **PREPARING FOR CLASS**

### **myCSUSM - Students, Classes, Advising**

The PeopleSoft Faculty Center, known as MyCSUSM, is the central online location for accessing course management information. Login at <https://my.csusm.edu/> using your email user ID and password.

Access Students, Rosters, and Advising

- From the myCSUSM homepage, use “Faculty and Staff” — i.e. classic myCSUSM — then select “Faculty Self-Service”
- From the Faculty homepage, use “Faculty and Advising Center” for direct access
  - the “Faculty and Staff” tile is also available here

### **Faculty Self-Service Options**

- Use **Faculty Center** to view teaching schedules, classes rosters and waiting lists, email students, retrieve permission numbers, and submit final grades.
  - **Permission Numbers** — Students who wish to add your class after the enrollment period will need a permission number from you. From Faculty Center, click on the “class permissions” icon (a puzzle piece) next to your course. Provide students with a six-digit code from the list.
  - **Final Grades** — Click on the grade roster icon next to each course. When you have finished entering grades, change the approval status from “not reviewed” to “approved” and save. If you need to change a grade before it has been posted, you can change the approval status back to “not reviewed,” make changes, and change the status to “approved.”
- The **Advisor Center** provides student academic information, enrollment appointments, unofficial transcripts, degree progress, transfer credit reports, student addresses, and student emergency contacts.
- Use **Search** to find the schedule of classes and information about faculty

### **Mid-semester Review**

Mid-Semester Evaluations monitor student progress and are part of proactive retention strategies for students who participate in specialized retention and advising services. To access “Mid-Semester Evaluations,” use the “Faculty and Staff” tile, either on the myCSUSM homepage or the Faculty homepage.

### **COUGAR COURSES (CANVAS)**

Cougar Courses (Canvas) is an online, web-based container or “shell” that is available for each course at <https://cc.csusm.edu/>. The username and password are the same as those used for

MyCSUSM. Ideally, all content posted after 2012 should be compliant with [campus policies on accessibility](#).

Cougar Courses workshops are offered before the start of each semester through the [Instructional and Informational Services \(IITS\)](#) department. Email [cchelp@csusm.edu](mailto:cchelp@csusm.edu) for information on training and virtual and drop-in support hours. For tutorials and other information about Cougar Courses, click on the Faculty Help tab in Cougar Courses.

For specific issues related to your course, contact [IITS](#) or visit the [Technology Resource Center](#); Kellogg Library 2414.

### **CLASSROOM ASSIGNMENT**

To request a classroom change, fill out a Room Change Request Form: <https://www.csusm.edu/par/acdsched/roomchange.html>.

### **SYLLABUS REQUIREMENTS**

The Academic Senate at CSUSM requires that faculty provide students with a copy of the course syllabus no later than the first class meeting. Providing a copy on Cougar Courses is also recommended. The Senate provides specific guidelines for items to be included in a course syllabus, including office hours and policy statements. For the complete list, see the Senate syllabus policy here: <https://csusm.policystat.com/policy/8009217/latest/>. Please pay special attention to the [University Credit Hour Policy](#).

### **TEXTBOOKS**

[CSUSM Bookstore](#) — for most courses, you will need to place a textbook order directly with the campus bookstore. The easiest way to place an order is through the [online adoptions link](#). You may also email [1259txt@follett.com](mailto:1259txt@follett.com) or phone (760) 750-4734. If you have not submitted your adoptions or book order to the bookstore, please do so as soon as possible.

- *Price Match* – The bookstore offers students a "price match guarantee" program on the purchase or rental of textbooks. If a student finds an identical in-stock textbook at Chegg, Amazon, or Barnes & Noble at a lower price, the Bookstore will match that price immediately at the register or within 7 days of the original transaction.

*Affordable Learning Materials* — CSUSM faculty are encouraged to keep textbooks affordable through participation in [CALM \(the Cougars Affordable Learning initiative\)](#). Some ways to CALM a course include [library e-reserves](#) and [Open Education Resources \(OER\)](#). You can apply for [CALM Professional Development funds](#) and/or you may also suggest materials for library purchase. Librarians have an annual budget to purchase materials for the Library collection to support your courses. For questions, email [reserve@csusm.edu](mailto:reserve@csusm.edu).

## STUDENT WORKLOAD

For each hour spent in class, students are expected to spend a minimum of two hours outside of the classroom each week for each unit of credit engaged in learning. For a 3-hour lecture class, there should be 6-9 hours per week of work completed outside of class.

- **Online Courses** — Must describe the activities that the student will be required to complete as part of the course and indicate the expected minimum time (at least 45 hours for each unit of credit) that students will need to devote to the course.
- **Hybrid Courses** — Must describe how the combination of face-to-face time, out-of-class time associated with the face-to-face sessions, and online work will total at least 45 hours per unit of credit.

## WRITING REQUIREMENT

CSUSM has an all-university writing requirement. This means that every student is expected to write a minimum of 2,500 words in each 3-unit course.

## GRADES

California State University San Marcos requires that every student in each course will have all work evaluated and reported by the faculty using letter grades or administrative symbols. Questions on grading may be directed to Admissions & Records at (760) 750-4800.

- **Plus/Minus Grading** — At instructor discretion; A+, F+, and F- are not available.
- **Grade Changes** — It is University policy that once a final course grade has been assigned, it may not be changed unless a clerical error was made (see the General Catalog). Students may not complete additional work after the course has ended.
  - If it is within 60 days of the deadline, faculty can change grades directly on myCSUSM, selecting a reason from the dropdown menu.
  - If it is more than 60 days past the deadline, the grade change form must be submitted to the Dean's Office for review. Grade change forms can be obtained from your department staff, department chair, or the Dean's Office.
- **Withdraws and Incompletes** — When a student does not complete a course, or withdraws, faculty may assign an administrative symbol in lieu of a grade.
  - **I (Incomplete)**: Students may request an incomplete when a portion of required course work has not been completed and evaluated in the prescribed period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit.
    - Note: It is very important that you complete a written contract with the student, being careful to note the work that should be completed with

specific deadlines. A link to the contract may be found in the Grade Roster, next to the student's grade/administrative symbol.

- **RP (Report in Progress):** This is used when courses extend beyond one academic term. It indicates that work is in progress but assignment of a final grade must await completion of additional work.
- **WU (Unauthorized Withdrawal):** A WU indicates that an enrolled student did not officially withdraw from the course but failed to complete course requirements. It is used when the student failed to complete at least 60% of the course (e.g., stopped attending prior to the end of week 9 of the term, but did not officially drop the class).
- **RD (Report Delayed):** The Office of Registration and Records assigns an RD when the instructor has not yet reported a grade.
- **W (Withdrawal):** The Office of Registration and Records assigns a W when a student dropped the course after the second week of instruction.

## **ADA STATEMENT**

*Example:* CSUSM is committed to improving educational access for people with disabilities. Students with disabilities who require reasonable accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Administrative Building 4300, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive accommodations should meet with me during my office hours in order to ensure confidentiality.

## **ACADEMIC DISHONESTY**

Academic dishonesty (plagiarism, cheating, etc.) is a very serious offense and all instructors are urged to [report academic dishonesty](#) to the [Office of the Dean of Students](#). Include information on your syllabus regarding your policy on [academic dishonesty](#).

## **STUDENT PROBLEMS AND COMPLAINTS**

*For immediate concerns involving student and faculty safety, contact University Police at 4567 or, in an emergency, call 911.* Otherwise, the first place to attempt to resolve classroom problems is at the student-instructor level. If a resolution can't be found, the department chair will assume responsibility; if a problem can't be resolved at the chair level, it will go to the Associate Dean for Instruction and Academic Programs. Contact us if you are unsure if a student problem is academic or conduct related, or to ask for guidance if you are concerned that a student may be entering a complaint about you.

Consider including a Grade Dispute Policy in your Syllabus, outlining a process for students to request a re-grade. For instance, you might require students to wait at least 48 hours after

receiving a grade before they dispute it. Consider referring the student to the [Cougar Care Network](#) for resources and support for personal, academic, financial or other challenges.

### **MANDATED REPORTING**

Executive Order 1083 provides systemwide direction to the CSU campuses on implementing the California Child Abuse and Neglect Reporting Act (CANRA). All CSU employees are mandated reporters. As a designated mandated reporter, whenever an employee, in his/her professional capacity or within the course of his/her employment, has knowledge of or reasonably suspects child abuse or neglect has occurred, the employee must report the incident.

### **GRADUATION CEREMONIES**

Lecturers are not required to attend student commencement, but they are welcome and encouraged to attend. Look for an email from the Dean's Office and Academic Affairs in early Spring with information about volunteering and [borrowing graduation gowns](#).

### **ABSENCE/LEAVE FROM CLASS**

Under the provisions of the Collective Bargaining Agreement, faculty are provided various types of leaves, e.g. sick leave, emergency leave, medical leaves, as well as time away from classes to engage in professional development activities.

**Absence from classes for any reason should be reported.** Absence from class for reasons other than illness or emergency requires prior permission from the Department Chair and the Dean. Classes should be canceled only in exceptional circumstances. Every effort should be made to provide appropriate coverage for all classes, through alternative assignments, activities, and/or a substitute instructor. The department chair/dean must be notified in advance of the class support. The form is available at: [Absence From Class/ Class Support Form](#).”

### **STUDENT OPINION SURVEYS**

Student opinion surveys are administered in every course, every semester, via email directly to students. Students can also access the online evaluations directly using Cougar Courses. After each semester ends, instructors will receive two reports. One report contains copies of the student evaluations. The other report compares the individual instructor's scores compared to the department averages. The results of Student Opinion Surveys are included in, and considered as part of, a faculty member's Working Personnel Action File (WPAF). Learn more about online opinion surveys on the [Course Evaluation](#) page. When you receive these reports, be sure to save copies of both reports. You will need to upload copies of these reports from all semesters to your WPAF file.

## **LECTURER RESOURCES**

### **CALIFORNIA FACULTY ASSOCIATION**

CFA represents all faculty in the CSU, including lecturers. The CFA's relationship with the CSU administration is governed by the Collective Bargaining Agreement. Consider joining [CFA](#).

### **FACULTY AFFAIRS**

Faculty Affairs is a resource for information about lecturer hiring, lecturer evaluation procedures, leaves of absence, and other faculty policies. They are located in Administrative Building 5210; (760) 750-4052.

### **FACULTY AND STAFF RESOURCES**

A list with links to resources, COVID-19 guidance, offices, and departments, along with a calendar of campus events.

### **FACULTY CENTER**

The Faculty Center, located on the second floor of the library, offers programs, activities, and [resources](#) to support the professional development of faculty in teaching and learning, research, and service. The FC also offers a quiet place to work and a pedagogical library. Be sure to check out the Faculty Center's annual offering of [Faculty Learning Communities](#), which come with a stipend allocated to your [Professional Development Fund](#). You can contact the Faculty Center at: (760) 750-4019 or [facctr@csusm.edu](mailto:facctr@csusm.edu).

### **FACULTY CENTER HANDBOOK**

A general handbook curated by the Faculty Center that includes additional information applicable to all faculty, including lecturers.

### **FACULTY HELP DESK**

For questions related to your faculty email, setting-up your technological devices (including classroom technology), contact IITS at x.4790. Most campus classrooms have a phone with a "Help Desk" button; (760) 750-4790. You can also email the help desk: [helpdesk@csusm.edu](mailto:helpdesk@csusm.edu).

### **TECHNOLOGY RESOURCE CENTER**

Next door to the Faculty Center, the TRC is available to all instructors. It has Windows and Mac computers, printers, as well as digital video and audio editing stations. There are also Document Scanners, Scantron, ParScore, and ScanMark equipment in the TRC.

## **CAMPUS RESOURCES AND DEPARTMENTS**

### **ACADEMIC DISHONESTY**

Report every instance (rather than handling the situation yourself) to ensure the university can maintain an accurate database of students who commit such offenses and underscore the severity of this offense. For information on how to report academic dishonesty, see:

<http://www.csusm.edu/dos/facstres/reportdishonesty.html>.

For faculty resources related to academic dishonesty, see:

<http://www.csusm.edu/dos/facstres/index.html>

[The Dean of Students Office](#) is located in the University Student Union, Suite 3500 (760) 750-4935; [dos@csusm.edu](mailto:dos@csusm.edu).

### **CENTERS FOR LEARNING AND ACADEMIC STUDENT SUCCESS (CLASS)**

Housed in the [Office of Undergraduate Studies](#), CLASS offers student academic programs to enhance learning and strengthen campus retention and graduation rates.

#### **[Academic Success Center \(ASC\)](#)**

[NetTutor](#) (free tutoring service for CSUSM students)

#### **[Math Lab](#)**

#### **[STEM Center](#)**

#### **[Supplemental Instruction \(SI\)](#)**

#### **[Writing Center](#)**

### **[COUGAR CARE NETWORK](#)**

CCN serves as a safety net to assist students who may be experiencing challenges inside or outside of the classroom. Faculty should fill out a CCN referral when they have concerns about:

- Poor academic performance (e.g., disruptive behavior, stopped attending class, etc.)
- Personal challenges or concerning behavior (e.g., family crisis, death in the family, significant life changes, etc.)

Students will be notified via phone or email that they have been referred to CCN and faculty will receive an acknowledgement of their referral and the resources offered to the student. If reasonable, inform the student you are referring them to Cougar Care. You can contact Cougar Care at (760) 750-SOAR (7627).

## **DEAN OF STUDENTS**

The Office of the Dean of Students provides information on campus policies, procedures, and regulations. This office handles grade appeals, student grievances, and student conduct issues, including violations of academic dishonesty. Information on Student Conduct can be found here: <http://www.csusm.edu/dos/conduct/index.html>

## **DISABLED STUDENT SERVICES**

DSS supports students with disabilities and provides testing accommodations. At the start of the semester, students with documented disabilities should provide you with a form from DSS detailing their accommodations. Please see Syllabus section of this handbook for information on the required statement regarding DSS (#19 ADA Statement) that should appear in all syllabi. You can contact DSS at (760) 750-7905 or [dss@csusm.edu](mailto:dss@csusm.edu).

## **LIBRARY**

The Kellogg Library offers numerous services including an in-house print collection, book requests through Circuit (USD, UCSD, SDSU, San Diego County), interlibrary loan, and a reserves collection of library material required by instructors (print & electronic).

- Your department has a [dedicated librarian](#), who can help you find sources, set up reserves, and set up [course-specific library guides](#) for students.
- To put textbooks on course reserve you can utilize the [Media Requests Form](#) or visit the Reference desk.
- For general information contact Library Access Services (760) 750-4348.
- To schedule an in-class information literacy instruction session, contact the Information Literacy Program (760) 750-4345.
- For questions about course materials and copyright:  
<https://libguides.csusm.edu/copyright/home>

## **THE OFFICE OF GLOBAL EDUCATION**

Representatives from Global Education will come to your class to present on Study Abroad opportunities. You can schedule a classroom visit here:

<http://www.csusm.edu/global/faculty/studyabroadclassvisit.html>

## **STUDENT HEALTH AND COUNSELING SERVICES**

In addition to providing a range of medical and psychological services to students, Student Health offers flu shots at low-cost for faculty on a seasonal basis. Faculty may also request a [classroom presentation](#) from SHCS on various health topics.

(760) 750-4915



## **ADDENDA**

### **CHABSS Instructional Units**

- [American Indian Studies](#)
- [Anthropology](#)
- [Art, Media, and Design](#)
- [Child & Adolescent Development](#)
- [Cognitive Science](#)
- [Communication](#)
- [Dance Studies](#)
- [Economics](#)
- [Environmental Studies](#)
- [Ethnic Studies](#)
- [Film Studies](#)
- [Global Studies](#)
- [History](#)
- [Liberal Studies](#)
- [Literature and Writing Studies](#)
- [Modern Language Studies](#)
- [Music](#)
- [Philosophy](#)
- [Political Science](#)
- [Psychology](#)
- [Social Sciences](#)
- [School of Arts](#)
- [Sociology](#)
- [Theatre Arts](#)
- [Women's Gender, and Sexuality Studies](#)

## **CHABSS-RELATED ABBREVIATIONS**

(Date of last edit: 9/25/23)

**AA:** Academic Affairs  
**AB:** California State Assembly Bill  
**AC:** Administrative Coordinator  
**ACD:** Academic Hall  
**AD:** Associate Dean  
**AE:** Additional Employment  
**AIS:** American Indian Studies  
**A & L:** Arts and Lectures  
**AMD:** Art, Media, & Design  
**ANTH:** Anthropology  
**AP:** Academic Programs  
**APC:** Academic Policy Committee (Academic Senate)  
**ARAB:** Arabic  
**ARACSJ:** Anti-Racism, Anti-Colonialism, and Social Justice Committee (Academic Senate)  
**AS:** Academic Senate  
**ASI:** Associated Students, Incorporated  
**AT:** Assigned Time  
**AY:** Academic Year  
**BC:** Budget Committee (CHABSS)  
**BLP:** Budget and Long-Range Planning Committee (Academic Senate)  
**BRS:** Border Studies  
**C&JS:** Criminology & Justice Studies  
**CAPC:** Curriculum & Academic Policy Committee (CHABSS)  
**CBA:** Collective Bargaining Agreement  
**CCC:** College Coordinating Committee (CHABSS)  
**CCFWG:** Climate Change Faculty Working Group  
**CCN:** Cougar Care Network  
**CEHSS:** College of Education, Health & Human Services  
**CFA:** California Faculty Association  
**CHABSS:** College of Humanities, Arts, Behavioral & Social Sciences  
**CHAD:** Child & Adolescent Development  
**CICSC:** California Indian Culture and Sovereignty Center  
**CJRN:** Convergent Journalism  
**CO:** CSU Chancellor's Office  
**COBA:** College of Business Administration  
**COG SCI:** Cognitive Science  
**COMM:** Communication  
**CR:** Course Release  
**C&JS:** Criminology & Justice Studies  
**CSTEM:** College of Science, Technology, Engineering & Mathematics  
**D&E:** Diversity and Equity Graduation Requirements  
**DC:** Department Chair

**DEI:** Diversity, Equity, and Inclusion  
**DEIAR:** Committee on Decolonization, Equity, Inclusion and Anti-Racism  
**DFW:** Letter grades of “D,” “F,” and Withdrawal  
**DNCE:** Dance Studies  
**DO:** Dean’s Office  
**DoS:** Dean of Students  
**DP:** Degree Planner  
**ECON:** Economics  
**EIARC:** Equity, Inclusion, and Anti-Racism Committee (CHABSS)  
**EL:** Extended Learning  
**ELB:** Extended Learning Building  
**ENVS:** Environmental Studies  
**ETST:** Ethnic Studies  
**EC:** Executive Committee (Academic Senate)  
**FA:** Faculty Affairs  
**FAC:** Faculty Affairs Committee (Academic Senate)  
**FAR:** Faculty Activity Report  
**FC:** Faculty Center  
**FDC:** Faculty Development Committee (CHABSS)  
**FERP:** Faculty Early Retirement Program  
**FDIWG:** Faculty Development and Inclusion Working Groups  
**FLC:** Faculty Learning Community  
**FMST:** Film Studies  
**FREN:** French  
**FSA:** Faculty and Staff Association  
**FTES:** Full-Time Equivalent Student  
**FTEF:** Full-Time Equivalent Faculty  
**GBST:** Global Studies  
**GCC:** Global Commitment Committee (CHABSS)  
**GE:** General Education Graduation Requirements (see list at end for specific areas)  
**GEC:** General Education Committee (Academic Senate)  
**GEO:** General Education Oral  
**GEOG:** Geography  
**GESLO:** General Education Student Learning Outcomes  
**GEW:** General Education Writing  
**GIS:** Geographic Information Systems  
**GRMN:** German  
**HAPC:** Hiring & Academic Planning Committee (CHABSS)  
**HSI:** Hispanic Serving Institution  
**HIST:** History  
**HR:** Human Resources  
**ID:** Interdisciplinary  
**IDC:** Indirect Costs  
**IDS:** Instructional Design Services  
**IITS:** Instructional & Information Technology Services  
**IRA:** Instructionally Related Activities

**IPA:** Institutional Planning and Analysis  
**JDEI:** Justice, Diversity, Equity, and Inclusion  
**LAC:** Lecturer Advisory Committee (CHABSS)  
**LAMP:** Long-Range Academic Master Plan  
**LBST:** Liberal Studies  
**LC:** Lecturer Committee (Academic Senate)  
**LAEP:** Learning-Aligned Employment Program  
**LING:** Linguistics  
**LOTER:** Language Other than English Requirement  
**LTWR:** Literature & Writing Studies  
**MDIA:** Media Studies  
**MCC:** MiraCosta Community College  
**MLAN:** Modern Languages  
**MLS:** Modern Language Studies  
**MSJCC:** Mt. San Jacinto Community College  
**MUSC:** Music  
**NEAC:** Nominations, Elections, Appointments & Constitution Committee (Academic Senate)  
**NFI:** New Faculty Institute  
**NLRC:** National Latino Research Center  
**NCHEA:** North County Higher Education Alliance  
**OGSR:** Office of Graduate Studies & Research  
**OIE:** Office of Inclusive Excellence  
**OUGS:** Office of Undergraduate Studies  
**PAC:** Program Assessment Committee (Academic Senate)  
**PAF:** Personnel Action File  
**Palomar/PCC:** Palomar Community College  
**PD:** Professional Development or Program Director  
**PETF:** Periodic Evaluation of Tenured Faculty  
**PI:** Principal Investigator  
**PLC:** Professional Leave Committee (Academic Senate)  
**PHIL:** Philosophy  
**PRC:** Peer Review Committee  
**PS1:** Parking Structure 1 (Near SBSB)  
**PS2:** Parking Structure 2 (Near ELB)  
**PSCI:** Political Science  
**PSLO:** Program Student Learning Outcomes  
**PSYC:** Psychology (Dept) or Psychological Science (Major/Minor)  
**PT:** Part-time Faculty, also Lecturers  
**PTC or P&T:** Promotion and Tenure Committee (Academic Senate)  
**RFP:** Request for Proposals  
**RTP:** Retention, Tenure, & Promotion process  
**SAC:** Student Affairs Committee (Academic Senate)  
**SASTF:** Student Academic Success Task Force (CHABSS)  
**SBSB:** Social & Behavioral Sciences Building  
**SFR:** Student/Faculty Ratio  
**SLO:** Student Learning Outcome

**SOA or SofA:** School of Arts  
**SOC:** Sociology  
**SOE:** School of Education  
**SPAN:** Spanish  
**SSCI:** Social Sciences  
**TA:** Theatre Arts  
**TPAC:** Technology Policy & Advisory Committee (Academic Senate)  
**TRC:** Technology Resource Center  
**TT:** Tenure Track Faculty  
**UCC:** University Curriculum Committee (Academic Senate)  
**U-Hall:** University Hall  
**WGSS:** Women's, Gender, & Sexuality Studies  
**WPAF:** Working Personnel Action File  
**WTU:** Weighted Teaching Unit

**GENERAL EDUCATION GRADUATION REQUIREMENTS ABBREVIATIONS** (Note that this is not a list intended for student advising. Requirements have changed over time and **the list below contains both old and new abbreviations** as we still use some of the old requirements when we refer to grandfathered students, advising, transcripts, etc... If you need a list of current GE requirements see <https://www.csusm.edu/ge/gradreq.html> )

**LDGE: Lower-Division General Education**

**Area A: Basic Skills**

**A1:** Oral Communication  
**GEO:** General Education Oral Communication  
**A2:** Written Communication  
**GEW:** General Education Writing

**A3:** Critical Thinking

**Area B: Mathematics & Natural Sciences**

**B1:** Physical Science  
**GES:** General Education Science  
**B2:** Life Science  
**GES:** General Education Science  
**B3:** Laboratory  
**B4:** Mathematics/Quantitative Reasoning

**Area C: Arts & Humanities**

**C1:** Arts  
**C2:** Humanities  
**C3:** Language other than English Requirement (LOTER)

**Area D: Social Sciences**

**Dh:** U.S. History  
**Dc:** U.S. Constitution  
**Dg:** U.S. Government  
**D7:** Interdisciplinary Social Science

**Area E: Lifelong Learning and Information Literacy**

**GEL:** General Education Lifelong Learning

**Area F:** Ethnic Studies

**UDGE:** *Upper-Division General Education*

**BB:** Upper-division Mathematics/ Natural Sciences

**CC:** Upper-division Arts/Humanities

**DD:** Upper-division Social Sciences

***University Graduation Requirements:***

**DEu:** Diversity & Equity: U.S. Context

**DEg:** Diversity & Equity: Global Context

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**B2:** Life Science

**GES:** General Education Science

**B3:** Laboratory

**B4:** Mathematics/Quantitative Reasoning

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