SDSU

University Senate

Policy File

AY 2025-2026

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UNIVERSITY SENATE CONSTITUTION

Preamble

San Diego State University shall perform its educational mission guided by the principles of shared governance. Granted, therefore, that the Board of Trustees of The California State University invests responsibility for the operation of San Diego State University in the President of the university, the President shall be committed to formal consultation through shared governance: Accordingly, committees and councils shall advise the President either directly or through the University Senate, also called the Senate, a deliberative body that shall represent university faculty, administration, students, and staff.

1.0 Purpose

The San Diego State University Senate shall be the university's delegate assembly. Through this assembly the faculty in concert with the administration, staff, and students shall normally exercise its powers. The Senate shall have the power to act for the faculty on matters within the scope of the faculty when the action is approved by a majority vote of the members present after a quorum has been constituted.

2.0 Duties

2.1. The Senate shall consider policies with respect to the general welfare of the university. It shall review established policies, consider new policies, and study matters of concern to the students or faculty members.

2.2. It shall formulate educational policy, including admissions, curricula, and criteria for the granting of degrees. It shall analyze established and proposed policies of instruction and consider variations in policy in exceptional cases.

2.3. It shall advise the President in the selection of administrative personnel.

2.4. It shall maintain adequate communication within the university community. Any member of the university community may request a member of the Senate to transmit to the Senate for discussion and possible action topics coming under the jurisdiction of the Senate.

2.5. It shall appoint Senate and Senate-appointed university committees. It shall establish rules and procedures for Senate committees and shall establish procedures for the Senate.

2.6. The ultimate authority to recommend approval of candidates for graduation shall reside with the tenured and probationary faculty. Following formal advice of the tenured and probationary faculty, only the members of the Senate who are elected as tenured and probationary faculty shall vote in the matter of approving the list of candidates for graduation.

3.0 Calendar

The Senate year shall begin on the day following the last day of the spring semester.

4.0 Membership and Electorate

4.1. Elected Members

4.1.1. Tenured and Probationary Faculty

4.1.1.1. The electorate shall consist of all tenured and probationary members of the faculty, as defined in Bylaws 1.0, representing each of the following constituencies: College of Arts and Letters, Fowler College of Business, College of Education, College of Engineering, College of Health and Human Services, College of Professional Studies and Fine Arts, College of Sciences, Imperial Valley Campus, Library, and Student Service Professionals-Academic Related (SSP-AR).

4.1.1.2. Each of the constituencies outlined above shall elect the number of senators equivalent to nine percent (9%), rounded up to the nearest integer, of its tenured and probationary full time equivalent faculty positions. This method of apportionment shall always yield at least one elected senator for each constituency.

4.1.1.3. The term of office for Tenured and Probationary Faculty senators shall be three senate calendar years. A Tenured and Probationary Faculty senator shall serve no more than two consecutive complete terms. Service for a partial term and for terms served on the Academic Senate of The California State University (ASCSU) shall not be included in this calculation. So far as feasible, senate terms shall be arranged so that only one-third of the membership is elected annually in the spring.

4.1.2. Contingent Faculty (12). There shall be twelve elected Contingent Faculty senators, including one Lecturer from each of the following nine academic colleges/units: College of Arts & Letters, College of Education, College of Engineering, College of Health & Human, College of Professional Studies and Fine Arts, College of Sciences, Faculty Advancement & Student Success, Fowler College of Business and Imperial Valley; and three additional Contingent Faculty from any classification.

4.1.2.1. No more than one shall be a contingent Student Services Professionals-Academic Related (SSP-AR) faculty and no more than one shall be an assistant librarian.

4.1.2.2. The electorate shall consist of all contingent faculty members as defined in Bylaws 1.0.

4.1.2.3. The term of office for Contingent Faculty senators shall be three senate calendar years. A Contingent Faculty senator shall serve no more than two consecutive complete terms. Service for a partial term and for terms served on the Academic Senate of The California State University (ASCSU) shall not be included in this calculation. So far as feasible, senate terms shall be arranged so that only one-third of the membership is elected annually in the spring.

4.1.3. Faculty elected to serve the Academic Senate of the California State University (ASCSU) (4).

4.1.3.1. Three faculty shall be elected to serve in the ASCSU. Electorate for elected faculty ASCSU Senators shall be all faculty as defined in Bylaws 1.0.

4.1.3.2. One Contingent Faculty shall be elected as ASCSU Lecturer representative, and shall serve as a member of the Lecturer electorate for the ASCSU (one Contingent Faculty from each of the 23 campuses of the CSU). Electorate for this elected ASCSU representative shall be all Contingent Faculty.

4.1.3.3. Contingent Faculty eligible to serve in elected positions in the ASCSU shall have a minimum one-year appointment and be full-time or part-time with a time base entitlement of at least 0.6.

4.1.3.4. Delegates from this university to the ASCSU, whether as an ASCSU Senator or as a member of the ASCSU Lecturer Electorate, shall be considered elected members of the senate.

4.1.3.5. The term of office for faculty elected to serve in the ASCSU is three years. If the SDSU ASCSU Lecturer representative is elected to be one of three ASCSU Lecturer Senators, at any time during their three-year term, their term within the SDSU Senate shall be revised to align with their term as a senator of the ASCSU.

4.1.4. Staff. (8)

4.1.4.1. There shall be six non–Management Personnel Plan (MPP) staff senators as defined in Bylaws 1.2.1. One position shall be reserved for an SDSU Imperial Valley staff member. Only permanent staff are eligible to serve. The electorate shall consist of permanent and temporary non-MPP staff, including probationary staff.

4.1.4.2. There shall be two SDSU Auxiliary organization staff as defined in Bylaws 1.2.2.

4.1.5. Managers. There shall be two Managers. Only those in classes 1 and 2 of the Management Personnel Plan (MPP) are eligible. The electorate shall consist of all those eligible to serve.

4.2. Ex officio Members. The Senate may include ex officio, voting or non-voting, representatives as members. The ex officio members of the Senate shall be designated in the Bylaws.

4.3. Vacancies. Vacancies in Senate membership shall be filled in a manner prescribed by the Bylaws.

5.0 Officers and Parliamentarian

5.1. The Chair of the Senate, who shall be the Chair of the Faculty, shall be an elected senator. The Chair shall be annually elected to office by the majority of the elected senators. The Chair shall preside at all meetings of the Senate and may call special meetings of the Senate.

5.2. The Vice Chair of the Senate shall be an elected senator. The Vice Chair shall be annually elected to office by the majority of the elected senators. The Vice Chair of the Senate shall preside as the Chair of the Senate should the Chair be unable to fulfill the duties of the office.

5.3. The Secretary of the Senate shall be an elected senator. The Secretary shall be annually elected to office by the majority of the elected senators. The Secretary (a) shall prepare the agenda for all Senate meetings and notify all senators of these meetings; (b) shall keep roll and report in a manner prescribed by the Bylaws when, in accordance with Senate policy, a seat has become vacant through repeated absence; (c) shall maintain a complete record of Senate meetings and prepare summaries of Senate minutes; (d) shall supervise the distribution of copies of Senate resolutions and decisions to appropriate persons; (e) and shall annually compile and publish an index of Senate actions.

5.4. The Treasurer of the Senate shall be an elected senator. The Treasurer shall be annually elected to the office by the majority of the elected senators. The Treasurer (a) shall administer the Senate annual operating budget and oversee the financial affairs of the Senate, which includes drafting an annual budget for approval by the Senate Executive Committee and final proposed budget shall be presented to the Senate for approval by the end of the Spring semester; (b) report the state of the Senate budget at Senate and Senate Executive Committee meetings; and (c) shall act on the behalf of the Senate in meetings and serve on Senate committees that may require financial advice and oversight related to the Senate's annual budget.

5.5. The Parliamentarian, who need not be a member of the Senate, shall be appointed annually and shall advise the presiding officer on parliamentary issues.

6.0 Meetings and Quorum

6.1. Regular Meetings. The Senate shall regularly meet at least seven times during the academic year, and each academic year at least one regular Senate meeting shall be held at one of the SDSU Imperial Valley campuses.

6.1.1. A regular meeting shall be a scheduled meeting and may continue beyond one day.

6.1.2. The agenda of each regular meeting shall be distributed to the members of the Senate at least four working days before the meeting.

6.1.3. A senator present for a portion of a meeting shall be recorded as present for the entire meeting.

6.2. Special Meetings. Special meetings of the Senate may be called in a manner prescribed by the Bylaws.

6.3. Records. The minutes of both regular and special meetings shall be made available to the university community. Complete copies of the minutes of the Senate shall be available to members of the Senate, and copies shall be distributed on request. A summary of the contents of the Senate minutes and of actions taken shall be available to all faculty members and to other CSU senates or councils. These records may be made available in electronic form and need not be stored in paper form.

6.4. Quorum. Two-thirds of the Senate shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum. If a senator is unable to attend, he or she may in accordance with the Bylaws appoint a substitute with the power to vote. Each senator who expects to be unavailable during the summer shall notify the Secretary of a proxy who may attend special meetings.

6.5. Meetings of the Faculty. Meetings of the faculty may be held in a manner prescribed by the Bylaws.

6.6. Faculty Review of Senate Actions. Any action of the Senate may be reviewed at a meeting of the faculty upon a written request signed by 10 percent of the tenured and probationary faculty and submitted to the Senate Chair. Such a meeting

of the faculty shall be called by the Chair within two weeks of the request.

7.0 Committees of the Senate

7.1. The Senate shall establish standing and other ad hoc or pro tempore committees as specified in the Bylaws.

7.2. Other committees and councils that report to or through the Senate shall be designated Senate-appointed university committees.

8.0 Bylaws

The Senate shall be responsible for constructing its own rules of operating procedure known as the Senate Bylaws.

9.0 Amendments

Amendments to this Constitution shall be initiated by a majority vote of the Senate after having been presented at the previous meeting. Proposed amendments shall be submitted in writing to the tenured and probationary faculty electorate (as defined in the Bylaws 1.0)[1]. The Senate shall conduct a ballot vote (via the web) on all proposed amendments. An amendment shall be adopted by an affirmative vote of a majority of those voting.

[1] The phrase "full-time faculty" was updated to "tenured and probationary faculty" as an editorial change based on the Committee for Constitution and ByLaws Committee's adjustment of ByLaws 1.0. This change was deemed editorial in consultation with the Senate Parliamentarian.

BYLAWS

1.0 Definitions

1.1. Faculty, defined as all members of Unit 3 in the current Collective Bargaining Agreement (CBA). Within the broader category of Faculty, the Senate identifies the following distinct subcategories:

1.1.1. Tenured and Probationary Faculty, defined as those that hold tenured or probationary AY, 10-month, or 12-month full-time faculty appointments as professors, librarians, or student services professionals academic-related (SSP-AR). They may be department chairs or school directors, but cannot hold a full- or part-time MPP (Management Personnel Plan) appointment.

1.1.2. Contingent Faculty, defined as those holding temporary appointments to a full- or part-time lecturer, librarian, or SSP-AR position.

1.1.3. Coaching Faculty, defined as those who hold full- or part-time coaching appointments and are members of Unit 3 according to the CBA.

1.1.4. Faculty on FERP appointments and all other members of Unit 3 who are not included in 1.1.1, 1.1.2, or 1.1.3 above.

1.2. Staff. Within the broader category of Staff, the Senate identifies the following distinct subcategories:

1.2.1. Non–Management Personnel Plan (non-MPP) staff. These are staff employed by SDSU who do not occupy a position classified under the CSU Management Personnel Plan.

1.2.2. Auxiliary organization staff. These are staff affiliated with SDSU but not employed by SDSU. They work for SDSU auxiliary organizations (Associated Students, Aztec Shops, Campanile Foundation, or Research Foundation). Managers as defined in Bylaws 1.3 and student employees are excluded.

1.3. Managers. Within the broader category of Managers, the Senate identifies the following distinct subcategories:

1.3.1. SDSU employees that hold a full or part time position as Management Personnel Plan (MPP) employee. This excludes Department Chairs and School Directors.

1.3.2. Management and Fair Labor Standard Act exempt supervisory personnel of auxiliary organizations.

1.4. Major Academic Unit. Unless otherwise stipulated, “major academic unit” shall refer to each college, the Library, University Services (which includes Counseling and Psychological Services, Test Office, Educational Opportunity Program, and Health Services), and SDSU Imperial Valley.

1.5. Ex officio members of the Senate. The following shall be ex officio members of the Senate:

1.5.1. Voting:

1.5.1.1. President of the University or designee, Provost and Senior Vice President, Vice President for Research and Innovation, Vice President of Student Affairs and Campus Diversity, Associate Vice President for Faculty Advancement and Student Success, Dean of the College of Graduate Studies, and Dean of Global Campus.

1.5.1.2. Seven students chosen by Associated Students:

1.5.1.2.1. Five students from the San Diego Campus, two of the five being graduate students. Associated Students may consult the Dean of Graduate Studies when necessary according to the Bylaws of Associated Students in San Diego.

1.5.1.2.2. Two students from the Imperial Valley Campus chosen by Associated Students at SDSU Imperial Valley.

1.5.1.3. A professor emeritus chosen by procedures specified in the Bylaws of the San Diego State University Retirement Association.

1.5.1.4. A member of the Department of Athletics appointed by the Athletics Director.

1.5.1.5. The above ex officio members of the Senate have full voting rights, with the provision that they shall not vote in the elections where the Constitution specifies that only the Elected members may vote (examples: election of Senate Officers or faculty members to the Senate Executive Committee).

1.5.2. Non-Voting

1.5.2.1. Vice President of Business and Financial Affairs;

1.5.2.2. Vice President for University Relations and Development;

1.5.2.3. Vice President of Information Technology

1.5.2.4. Vice Provost for Academic Affairs;

1.5.2.5. Associate Vice President for Curriculum, Assessment and Accreditation;

1.5.2.6. President or designee of each of the collective bargaining agents on campus.

1.5.2.7. The Immediate Past Chair of the Senate may serve as a non-voting ex officio member of the Senate for one year, if qualified to serve in the Senate and not otherwise serving.

1.5.2.8. Two individuals who are current members of the SDSU Alumni Association shall be chosen by the SDSU Alumni Association. These individuals shall be non-voting ex officio members of the Senate.

1.5.3. Excessive absences (as defined in Bylaws 4.0) of ex-officio senators (voting and nonvoting) shall be addressed by the Chair of the Senate.

2.0 Committees

2.1. Types of Committees

2.1.1. Senate Committee. A Senate Committee has certain functions to perform that are essential or useful for shared governance. It is established by the Senate for an indeterminate period.

2.1.2. Senate Core Committee. Senate Core Committees are deemed to be critical to shared governance within the university. The work of Senate Core committees helps to form, shape, and direct most of the policies, recommendations, and resolutions emanating from the Senate. The chairs of Senate Core Committees shall serve as members of the Senate Executive Committee. MPP-classified members on any Senate Core Committee cannot exceed 25% of the total listed membership of the committee. Senate Core Committee charters are maintained in the bylaws.

2.1.3. Senate Executive Committee. The Senate Executive Committee comprises the chairs of all the Senate Core Committees, as well as additional elected and ex officio members. The role of the committee board is to manage and organize the work of the Senate. It can also act on behalf of the Senate if needed. The Senate Executive Committee charter is maintained in the bylaws.

2.1.4. Senate-affiliated Campus Committee. A Senate-affiliated Campus committee is a

non-Senate committee with Senate representation. It is established by and reports to a non-Senate office. The Senate, and the Senate policies governing election and appointment of members, are involved in appointing a subset of members and its charter is included in the Senate policy file.

2.1.5. Senate Ad Hoc (Pro Tempore) Committee. An Ad Hoc committee is created to perform a specific task and is dissolved when the task is completed, and the final report is given.

2.2. Appointments

2.2.1. Members of Senate and Senate-appointed university committees shall be nominated or appointed by the Senate either by the Chair or Vice Chair at the Senate's direction or by the Committee on Committees and Elections. Procedure for electing nominees for committees shall be prescribed by the Committee on Committees and Elections in accordance with these Bylaws.

2.2.2. The Committee on Committees and Elections shall see that committees reflect overall an unbiased and reasonable representation of the faculty.

2.2.3. Each duly elected senator shall serve on a Senate or Senate appointed university committee.

2.2.4. Senate and Senate-appointed university committees should seek student participation when the committees deem it desirable. The Associated Students shall recommend students to the Committee on Committees and Elections, and such students shall be in academic good standing.

2.2.5. All committees reporting to or through the Senate shall be authorized by the Senate.

2.3. Times of Nomination and Appointment. The Committee on Committees and Elections shall be constituted for the upcoming academic year at the final regularly scheduled Senate meeting of the previous academic year. The committee shall have presented a full slate of nominees to Senate and Senate-appointed committees by the last Senate meeting of each academic year.

2.3.1. All terms of office begin June 1, or at the time of appointment, and conclude May 31 in the final year of the term.

2.4. Referrals

2.4.1. Items shall be referred to committees by the Senate Chair, in consultation with the other Senate officers, by the Executive Committee, or by the Senate. An item referred to a committee by the Executive Committee shall be referred to another committee only through the Executive Committee.

2.4.2. Items shall be referred to existing committees whenever possible.

2.4.3. The Senate Chair's additional communications to committees regarding referred items shall be reported at the next Executive Committee meeting.

2.4.4. A committee may use subcommittees or may invite non-voting members to participate in its work.

2.5. Records and Reports

2.5.1. Each committee chair shall transmit records and pertinent information to the incoming chair.

2.5.2. Each Senate and Senate-appointed committees shall submit a summary report of its activities annually by May 1.

2.6. Committee Operation

2.6.1. Rules: Senate rules shall apply to the operation of Senate or Senate appointed university committees. Exceptions to these rules may be noted in sec. 25 of Robert's Rules of Order Newly Revised. Specific stipulations for a given committee regarding authority, tenure, duration, scope, and objectives shall be available in the Senate office.

2.6.2. Committee Chairs

2.6.2.1. Election: Unless otherwise specified, committees shall elect a chair annually by April 1 for the upcoming academic year. The current chair will oversee the election. The voting members of the committee shall elect the chair. The Chair of the Committee on

Committees and Elections and the Secretary of the Senate shall be notified and included in the committee's annual report, or when any change in committee leadership occurs.

2.6.2.2. An ex-officio member shall not be named chair unless otherwise specified by the committee's charter.

2.6.2.3. If no member of the committee is willing to serve as chair, the Chair of the Committee on Committees and Elections or the Chair of the Senate may appoint a new chair. This appointment may result in a member being replaced by a chair from outside the committee.

2.6.2.4. A chair can be vacated by a majority vote of the entire voting membership of the committee.

2.6.2.5. When the chair is vacated before the expiration of a term, the remaining committee members elect a new chair.

2.6.3. Meetings and Quorum: Meetings shall be called by the chair, who shall preside over the meeting. Should the chair fail or decline to call meetings with sufficient frequency to accomplish committee objectives, two members may call a meeting, provided that all members including the chair are given at least three working days' notice. A majority of the members shall constitute a quorum of a committee.

2.6.4. Hearings and Deliberations: A committee should, where time permits, hear all testimony relevant to its assignment. All meetings shall be open to the university community unless called into executive session by the chair for purposes in concert with current statutory requirements for open meetings. The chair's decision to call an executive session shall be subject to challenge and may be overruled by a majority of the committee members present.

2.6.5. Record of Proceedings: The chair of the committee shall keep records of all actions of the committee or shall ensure that they be kept by a committee secretary. The agenda for each committee meeting should be made available in the Senate office at least three working days in advance of the meeting. Persons wishing to be heard on an item should notify the chair of the committee.

2.6.6. Reporting: All Senate and Senate-appointed committees shall report to the Senate. Committees that do not report directly to the Senate may be invited to the Senate to discuss or clarify their activities. The type of report will depend on the status of the committee or body and the nature of its task.

2.6.6.1. If the report contains information only, no action by the Senate is required, but may be moved to the floor for action by a majority vote.

2.6.6.2. If the report contains statements of policy or opinion, these should be stated at the end of the report, and the proper motion is to accept the report. If accepted, the policies or opinions shall become those of the Senate.

2.6.6.3. If the report contains resolutions or recommendations wherein the Senate has power to act, these should be stated at the end of the report, and the proper motion is to adopt the report. If adopted, the resolutions or recommendations shall become policy pending approval or lack of denial by the President of the university.

2.6.7. Dissolution: Senate committees shall be dissolved by amending the Bylaws. Senate-approved university committees shall be dissolved by Senate action. Ad hoc or pro tempore committees shall be dissolved when they rise and report or at the end of the academic year in which they were appointed, whichever comes first, unless specifically extended by action of the Senate Chair, in consultation with the other Senate officers.

2.6.8. Terms of Service on Senate and Senate-Appointed University Committees

2.6.8.1. Unless otherwise specified, committee members shall serve three-year terms. A committee member may be reappointed. During a committee's initial three years, or as needed to ensure term staggering that is healthy for the continuity of the committee, the Committee on Committees and Elections shall specify

members with one-, two-, and three-year seats.

2.6.8.2. Removal: The Committee on Committees and Elections may recommend the removal of a committee member. Accordingly, the committee member shall be told of the reasons for the proposed removal and shall be given at least two weeks in which to respond. If the Committee on Committees and Elections then determines that removal of the member is in the best interests of the affected committee and of the Senate, it shall recommend to the Senate the name of a replacement member. Appointment of the new nominee by the Senate shall constitute removal of the previous member.

2.6.8.3. Leave: As soon as a committee member is certain of being granted leave from duties at the university, that member shall in writing, so inform the chair of that committee, who in turn shall immediately inform the Secretary of the Senate and the Chair of the Committee on Committees and Elections. If the leave is one semester, the Committee on Committees and Elections, in consultation with the committee chair, shall recommend to the Senate a temporary replacement. If the leave is longer than one semester, the Committee on Committees and Elections shall recommend to the Senate a permanent replacement selected according to normal criteria and procedure.

3.0 Senate Executive Committee and Senate Core Committees: Charters

3.1. Senate Executive Committee

3.1.1. Membership (24): The Senate Executive Committee shall consist of 21 ex officio members and three elected members.

3.1.1.1. Ex officio (voting): Chair of the Senate (who shall be the Chair of the Senate Executive Committee); Senate Vice Chair; Secretary of the Senate (who shall be the Secretary of the Executive Committee); Treasurer of the Senate; the Chairs of all Senate Core Committees: (a) Academic Policy and Planning, (b) University Resources and Planning, (c) Faculty Affairs, (d) Committees and Elections, (e) Constitution and Bylaws, (f) Undergraduate Curriculum, (g) Diversity, Equity, and Inclusion, (h) Undergraduate Council, (i) Graduate Council, (j) Lecturer Affairs, (k) Staff Affairs, and (l) Sustainability; an ASCSU Senator chosen from and by the CSU Academic Senators; Provost and Senior Vice President; and the President of the Associated Students.

3.1.1.2. Ex officio (non-voting): President of the university's chapter of the faculty unit's collective bargaining agreement; the Immediate Past Chair of the Senate.

3.1.1.3. Elected (voting): Three faculty senators elected from and by the elected members of the Senate, with no more than one from a college or equivalent academic unit.

3.1.1.4. The Senate Parliamentarian, the Senate Analyst and Instructional Technology Services staff support the function of the committee, and as such may attend regular and confidential meetings; however they are not active members of the committee. They may not vote or make motions, and may only address the body by invitation of the Senate Chair.

3.1.2. Functions

3.1.2.1. The Senate Executive Committee may consider all matters within the purview of the Senate.

3.1.2.2. The Senate Executive Committee may formulate recommendations and opinions on Senate matters and shall report them to the Senate or

refer them to the appropriate committees.

3.1.2.3. The Senate Executive Committee shall be empowered to act for a committee in lieu of referral; such action shall be reported at the next regular meeting of the Senate.

3.1.2.4. The Senate Executive Committee shall act for the Senate on all matters that call for immediate action or attention. Such action shall require an absolute two-thirds majority vote of the entire membership of the Executive Committee and shall be reported to the Senate as a specific agenda item at its next meeting.

3.1.3. Meetings

3.1.3.1. The Senate Executive Committee shall meet at least one week preceding each regular meeting of the Senate. The Committee shall meet at other times as necessary at the call of the Chair of the Senate or at the request of the President of the university.

3.1.3.2. The Senate Executive Committee may meet with the President of the university, at the initiative of the Committee or the President, to consider problems or issues of the university.

3.1.4. Senate Agendas

3.1.4.1. At the second fall meeting of the Senate, the Senate Executive Committee shall present an annual agenda for the Senate. This agenda shall address major concerns and outline problems for Senate attention during the academic year.

3.1.4.2. The Senate Executive Committee shall provide the Secretary with the regular agenda to be distributed to the Senate and instruct the Secretary to request the presence of such personnel as may be needed to facilitate the business of the Senate.

3.1.4.3. Challenge and Censure. A senator may challenge an action taken by the Senate Executive Committee on behalf of the Senate. The matter shall be immediately submitted to a vote. A simple majority vote of the Senate shall uphold the action of the Senate Executive Committee.

3.1.4.4. The Senate Executive Committee shall be censured for its actions by a two-thirds majority vote of the Senate present and voting.

3.2. Committee on Academic Policy and Planning

3.2.1. Membership (18)

3.2.1.1. Ex officio: the Provost and Senior Vice President or designee, the Associate Vice President for Faculty Advancement and Student Success, the Senate Chair (or designee), and the Dean of Graduate Studies (or designee).

3.2.1.2. Appointed: eleven faculty members, one from each academic college, the Library, and SDSU Imperial Valley, at least two of whom shall be elected senators, and two open faculty seats, one of whom shall be a contingent faculty member; one staff member; and two students.

3.2.2. Functions: The Committee shall consider and make recommendations to the Senate and, within policy guidelines established by the Senate, to appropriate administrative officers concerning the following: (a) issues of academic philosophy, standards, and conduct; appropriateness of present and proposed programs, degrees, majors, options, and concentrations; (b) faculty-student relations; (c) the governance of the university; and (d) other matters of academic policy. All such recommendations made to administrative

officers without prior Senate approval shall be submitted to the next meeting of the Senate for its consideration.

3.3. Committee on University Resources and Planning

3.3.1. Membership (17)

3.3.1.1. Ex officio (5) : Vice President for Academic Affairs, or designee; Vice President for Business and Financial Affairs, or designee; Vice President for Student Affairs and Campus Diversity, or designee; Vice President for Research and Innovation, or designee; and the University Senate Treasurer.

3.3.1.2. Appointed (12): nine faculty members, one from each college, the Library, and SDSU Imperial Valley, nominated by the Committee on Committees and Elections and appointed by the Senate, at least two of whom shall be elected senators; one staff member selected by the Staff Affairs Committee in consultation with the staff senators and confirmed by the Senate, and two students appointed in accordance with procedures established by the Associated Students.

3.3.2. Function

3.3.2.1. The Committee shall make recommendations to the Senate and, within the policy guidelines established by the Senate, to appropriate administrative officers concerning the allocation of university resources;

3.3.2.2. The Committee shall act as the deliberative body of the Senate on all issues pertaining to, but not limited to, university budgets, allocation of facilities and positions, and allocation of special funds;

3.3.2.3. The Committee shall review and recommend budget allocations, shall review patterns of previous expenditures and propose changes as they may affect instructional programs, and shall make general policy recommendations regarding present and future resource decisions.

3.3.2.4. The Chair of the Committee shall concurrently send to the Senate Chair all of its written communications sent to or received from administrative officers.

3.3.2.5. All recommendations made to administrative officers without prior Senate approval shall be submitted to the next meeting of the Senate following the recommendation for the consideration of the Senate. The Committee shall inform faculty and students about resource issues by providing information reports to the Senate.

3.4. Committee on Faculty Affairs

3.4.1. Membership (15):

3.4.1.1. Ex officio (non-voting): Associate Vice President for Faculty Advancement and Student Success or designee, Associate Vice President for Student Affairs and Campus Diversity-Faculty/Staff or designee, and the Director of the Center for Teaching and Learning or designee.

3.4.1.2. Appointed: nine tenured or probationary faculty, one from each college, the Library, and SDSU Imperial Valley; one Lecturer; one tenured and probationary or contingent Student Services Professional Academic-Related (SSP-AR) faculty member; and one contingent faculty (Lecturer, Assistant Librarian, or SSP-AR) or coaching faculty member. All shall be nominated by the Committee on Committees and Elections and appointed by the Senate for three year

terms; at least three shall be elected senators.

3.4.2. Functions: In conformance with the Unit 3 faculty Collective Bargaining Agreement (CBA), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university. Among its considerations shall be policies concerning the selection and evaluation of faculty, e.g., academic tenure, promotions, sabbaticals, academic privilege, and separation from the university.

3.5. Committee on Committees and Elections

3.5.1. Membership (15):

3.5.1.1. Appointed (13): nine faculty senators, one from each academic college, SDSU Imperial Valley, and the Library; three additional faculty, one each from the College of Arts and Letters, the College of Professional Studies and Fine Arts, and the College of Sciences[2], all selected by their respective college senators; and one staff member. These members shall be affirmed by vote of the Senate.

3.5.1.2. Ex-officio (2): Senate Secretary, or designee; and the President of Associated Students, or designee.

3.5.1.3. The term of office shall be for one year and begins at the last regular spring meeting of the Senate; it may be extended.

3.5.1.4. The first meeting of each term shall occur immediately following the last spring meeting of the Senate and the outgoing chair shall chair it. The business of the first meeting shall be to elect a successor to the outgoing chair.

3.5.2. Functions: The Committee on Committees and Elections shall submit for confirmation by the Senate its nominees for members and chairs of Senate and Senate-appointed university committees as openings arise. It shall make nominations as needed for ad hoc and pro tempore committees established by the Senate, shall fill vacancies that may occur in committees, and may inquire into the activities of committees to determine their continued usefulness. The Committee shall observe the following in nominating or appointing members for Senate or Senate-appointed university committees:

3.5.2.1. The Committee on Committees and Elections shall operate as a committee of the whole.

3.5.2.2. Committees shall consist of at least three members.

3.5.2.3. Each elected senator shall serve on at least one Senate or Senate-appointed committee.

3.5.2.4. Administrative officers of the university may be named as members of Senate or university committees or councils.

3.5.2.5. An ex officio member shall not be named chair of any committee, unless otherwise provided.

3.5.2.6. No faculty member shall be nominated or appointed to membership on more than one Senate committee except for members of the Senate Executive Committee who may be appointed or elected to one other committee.

3.5.2.7. The entire personnel of a committee shall not be changed from one year to the next; terms shall be staggered.

3.5.2.8. The chair of a committee shall normally be chosen from the

[2] CAL, SCI, and PSFA have historically held the largest FTEF and are thus accorded an additional member to assist with committee staffing. This is consistent with the CSU Academic Senate, which allots two senators to each campus, and three senators to the largest of the campuses.

committee membership of the preceding year. Whenever possible, the chair shall be an elected senator.

3.5.2.9. The chair of a committee may request the Committee on Committees and Elections to replace a committee member for cause. The committee member shall be sent a copy of the request.

3.5.3. Duties

3.5.3.1. The Committee on Committees and Elections shall devise procedures for and shall supervise and administer all elections of members of the Senate.

3.5.3.2. The Committee shall devise procedures for and shall supervise and administer all elections within the Senate, including elected officers and elected members of committees, except for the Committee on Committees and Elections.

3.5.3.3. The Committee shall certify vacancies in the Senate and in Senate and Senate- appointed university committees.

3.5.3.4. The Committee shall supervise and administer the elections of Academic senators and of members to boards and selection committees, and it shall supervise and administer the elections or appointments of others to various positions as directed by the Senate or by the Senate Executive Committee.

3.5.3.5. Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.

3.5.3.6. The Committee shall decide in cases of doubt the eligibility for election or membership in the electorate.

3.5.3.7. The Committee shall conduct all referenda to amend the Constitution.

3.6. Committee on Constitution and Bylaws

3.6.1. Membership (10):

3.6.1.1. Ex officio (voting): Secretary of the Senate, Professor Emeritus Senator.

Appointed (8): six faculty members, including at least one contingent faculty member, one non-MPP staff member, and one student appointed in accordance with procedures established by Associated Students. Members with previous or current senate experience are preferred. At least two of the appointed members shall be senators.

3.6.2. The parliamentarian, while not a member of the committee, shall be invited to the meeting in an advisory capacity.

3.6.3. Functions

3.6.3.1. The Committee shall review periodically the Constitution and Bylaws of the Senate and university policies, and it shall recommend to the Senate such changes as desirable. It shall report to the Senate its recommendations with respect to proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the Senate or by the Senate Executive Committee.

3.6.3.2. Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee.

3.6.3.3. Interpretations by the Committee shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by

action of the Senate.

3.6.3.4. The Committee shall consider each year, as may be necessary, revision of the list of Senate and Senate-appointed university committees and of the membership and functions of each committee. It shall present its recommendations to the Senate in the first Senate meeting held after April 1.

3.7. Undergraduate Curriculum Committee

3.7.1. Membership (13): Provost and Senior Vice President or designee, Associate Vice President for Curriculum, Assessment and Accreditation or designee, one representative from each college, the Library, and SDSU Imperial Valley selected by the Committee on Committees and Elections, and two students named in accordance with procedures approved by the Associated Students.

3.7.2. Functions

3.7.2.1. The Committee shall review all undergraduate curricula proposals to include additions, deletions, and changes in curricula, with special consideration to items of an interdepartmental or university-wide interest. The Committee shall report all changes to the Senate.

3.7.2.2. Undergraduate curriculum proposals reviewed by the deans, and by the Undergraduate Council when appropriate, shall be forwarded by the Office of the Provost to the Committee.

3.7.2.3. Except for approval of the use of courses in the graduate program, approval by the Committee shall be the final step required for including an undergraduate curriculum proposal in the General Catalog. Proposals for new programs and deletion of programs shall be forwarded to the Senate as action items. At the request of four members of the Committee, a proposal shall be placed on the Senate agenda for final action.

3.7.2.4. A person, department, dean, or college curriculum committee may request the Committee to review a decision on a curriculum proposal. The Committee may agree to review the matter and inform all interested parties of the decision to review and of the date set for the review, or the Committee may decide not to review and promptly inform the appellant of its decision.

3.8. Committee on Diversity, Equity, and Inclusion

3.8.1. Membership (23):

3.8.1.1. Ex officio (11): Chair of the Senate, or designee; Provost and Senior Vice President, or designee; Vice President for Student Affairs and Campus Diversity (Chief Diversity Officer), or designee; Senior Associate Vice President for Campus Diversity, or designee; Associate Vice President for Faculty Advancement and Student Success, or designee; Associate Vice President for Enrollment, or designee; Director/Title IX Coordinator - Center for Prevention of Harassment and Discrimination, or designee; Tribal Liaison, or designee; Associate Chief Diversity Officer for HSI and Regional Affairs; Director of the Center for Human Resources, or designee; and the Director of Student Ability Success Center, or designee.

3.8.1.2. Appointed (12): nine faculty members, one of whom shall chair, including one from each college, the Library, and SDSU Imperial Valley, at least one of whom shall be a Senator nominated by the Committee for Committees and Elections (CCE) and appointed by the Senate; one staff member selected by the Staff Affairs Committee in

consultation with the staff senators and confirmed by the Senate; and two students, including a representative from the Associated Students appointed in accordance with procedures established by the Associated Students.

3.8.1.3. Appointed faculty members shall serve three-year, staggered terms.

3.8.1.4. Membership on the committee shall include representation from diverse campus groups.

3.8.1.5. The chair of the Committee, in consultation with the President, may request the service and advice of educational and community leaders.

3.8.2. Reporting: The Committee shall report to the Senate and advise the President.

3.8.3. Functions

3.8.3.1. The Committee shall review university-wide programs for the recruitment and retention of faculty, staff, and students.

3.8.3.2. Subject to the approval of the President, the Committee shall advise the university administration regarding prohibited discrimination, equal opportunity, outreach, and related matters.

3.8.3.3. Additional duties of the Committee shall be: (a) to advise the President regarding the university's conformity or potential lack thereof with California State University policies and with legislation on nondiscrimination and equal opportunity in admissions and employment, (b) to recommend policies and procedures to recruit students for matriculation and to retain students for graduation, (c) to work with Enrollment Services, diverse student organizations, and interested community persons and groups to coordinate activities to enhance the recruitment of diverse students, (d) to review and assist in coordination of programs for advising and mentoring diverse students, (e) to assist departments in reviewing and modifying their curricula in order to incorporate multicultural materials, (f) to promote faculty and staff involvement in addressing the educational needs of diverse students, (g) to disseminate information concerning funding for equity programs within the university, (h) to advise the Office of Employee Relations and Compliance and the Chief Diversity Officer regarding policies, procedures, and outcomes of the university's diversity programs.

3.9. Graduate Council

3.9.1. Representing the interests of the university in graduate studies, the Graduate Council shall be responsible to the university administration, the Dean of the College of Graduate Studies, the Senate, academic units, faculty members, and students. The university-wide jurisdiction of the Council shall derive from the President, the Senate, and the faculty.

3.9.2. Membership (30): Voting members include fifteen tenured and probationary faculty, two from each of the seven academic colleges and one from SDSU Imperial Valley; Dean of the College of Graduate Studies or designee, who shall chair; Provost and Senior Vice President for Academic Affairs, Dean of the Library (or designee), and two classified graduate students in good standing. Non-voting members include Associate and Assistant Deans of the College of Graduate Studies; Vice President for Research and Innovation; Director of Graduate Life and Diversity; two Enrollment Services representatives (Graduate Admissions Lead and Associate Director); and four additional representatives from the College of Graduate Studies, appointed by the Dean of the College of Graduate Studies.

3.9.2.1. Faculty members shall be active in graduate programs of their colleges and schools or departments. They shall serve staggered three-year terms and may

immediately succeed themselves for one term. Nominations shall originate in colleges, and the Committee on Committees and Elections shall consult with the Dean of the College of Graduate Studies before recommending nominees to the Senate.

3.9.2.2. Student members shall be appointed for a one-year term (renewable for one year) by the Associated Students in consultation with the Dean of the College of Graduate Studies. The Dean of the College of Graduate Studies shall submit nominations from graduate advisers to the Associated Students, who shall appoint two graduate students (one to represent a doctoral program and one to represent a master's program).

3.9.3. Functions. The Council shall be responsible for the development of policy on (a) graduate programs, (b) graduate student affairs, (c) graduate research and scholarship, and (d) faculty participation in graduate programs. Duties also include the review and approval of new and modified graduate courses and graduate program proposals.

3.9.3.1. Graduate Programs

3.9.3.1.1. The Council shall encourage colleges, schools, and departments to develop criteria and procedures to ensure the quality of their programs and to provide guidance and oversight in developing new programs.

3.9.3.1.2. The Council shall review these criteria and procedures, approve new graduate programs, review and approve new graduate curricula and changes in existing curricula, and review existing graduate programs.

3.9.3.1.3. Both the Council and the Undergraduate Curriculum Committee shall review courses that will become available to both undergraduate and graduate programs.

3.9.3.1.4. The Council shall distribute its minutes concerning curricula and programs simultaneously to members of the Senate and the Council.

3.9.3.1.5. The Council shall follow the procedures as outlined in the "University Policies" section titled "Curriculum Changes, Undergraduate, and Graduate."

3.9.3.2. Graduate Student Affairs

3.9.3.2.1. The Council shall recommend university-wide academic policies and standards for the admission and retention of graduate students and for assistantship, scholarship, and fellowship programs.

3.9.3.2.2. The Council shall develop policy to assist schools and departments in ensuring an equitable resolution of differences and issues that may arise between graduate students and the faculty.

3.9.3.2.3. The Council shall ensure opportunities for participation by graduate students in the development of policy concerning graduate student issues by providing for such membership on its pertinent standing committees.

3.9.3.3. Faculty: The Council shall encourage departments, schools, and programs to develop criteria and standards for participation in their graduate programs. It shall ensure that department, school, and program standards accord with university policy.

3.9.3.4. Policy Management:

3.9.3.4.1. The Chair shall develop agenda items and coordinate the activities of the Council.

3.9.3.4.2. The Council shall consult with all relevant stakeholders (e.g. students, faculty, administration, college deans, school directors and department chairs) before bringing policy to the Senate.

3.9.3.4.3. The Council shall route all new policy and policy changes through the Senate for approval.

3.9.3.4.4. The Council shall ensure that all stakeholders are informed of policy changes in a timely manner and publish policies online in collaboration with the College of Graduate Studies, Curriculum Services, the University Senate and others as appropriate.

3.10. Undergraduate Council

3.10.1. Membership (17): nine faculty, including one from each academic college, the Library and SDSU Imperial Valley; Associate Vice President for Faculty Advancement and Student Success or designee, who shall chair; Associate Dean (FASS); Assistant Dean of Undergraduate Studies (FASS); Assistant Dean of Student Success (FASS); Vice President of Student Affairs and Campus Diversity, or designee; Associate Vice President for Enrollment; and two undergraduate students.

3.10.2. Functions: The Council shall:

3.10.2.1. Oversee an integrated approach to undergraduate excellence at San Diego State University,

3.10.2.2. Recommend policy for the Office of Faculty Advancement and Student Success,

3.10.2.3. Propose changes in policy for undergraduate programs

3.10.2.4. Forward to the Senate the annual report on retention and graduation in the fall of each academic year.

3.10.2.5. Supervise specific university-wide undergraduate programs such as, but not limited to, the General Education Curriculum Committee and the Graduation and Retention Subcommittee.

3.10.3. Subcommittees of Undergraduate Council:

3.10.3.1. The Graduation and Retention Subcommittee

3.10.3.1.1. The Graduation and Retention Subcommittee shall be a permanent subcommittee of the Undergraduate Council.

3.10.3.1.2. Membership (22)**:** all members of the Undergraduate Council; the Associate Vice President for Student Life and Dean of Students or designee; the Assistant Vice President of Analytic Studies and Institutional Research or designee; the Director of Institutional Research or designee; the Director of Testing, Assessment, and Research; and two additional, at-large faculty members appointed by the Senate.

3.10.3.1.3. Functions: The Subcommittee

3.10.3.1.3.1. Shall oversee a systematic approach to the retention and timely graduation of undergraduates;

3.10.3.1.3.2. Shall recommend to the Undergraduate Council policy changes that promote the timely progress of undergraduate students to graduation;

3.10.3.1.3.3. Shall produce an annual report on retention and

graduation during the fall semester.

3.10.3.2. Special Topics Subcommittee

3.10.3.2.1. The Special Topics Subcommittee shall be a permanent subcommittee of the Undergraduate Curriculum Committee.

3.10.3.2.2. Membership (5): three faculty who are members of the Undergraduate Curriculum Committee, one of whom shall chair; the Associate Vice President for Curriculum, Assessment and Accreditation and the Associate Vice President for Enrollment or designee.

3.10.3.2.3. Function

3.10.3.2.3.1. The Subcommittee shall review course proposals identified as 296, 496, 580, and 596, and General Studies 250, 350, and 550. Courses numbered 550, 580, and 596 shall be forwarded to the Graduate Council for an additional review. Although the Subcommittee may apply different criteria to these, it shall retain the same standards of regular courses.

3.10.3.2.3.2. The Subcommittee shall encourage experimental and interdisciplinary courses.

3.11. Lecturer Affairs Committee

3.11.1. Membership (13-20):

3.11.1.1. Ex Officio (13): All Contingent Faculty serving on the SDSU University Senate, including the elected ASCSU Lecturer representative.

3.11.1.2. Appointed (0-7): Up to seven additional at-large Contingent Faculty members from across the university, including Librarian and Student Services Professionals - Academic Related (SSP-AR) faculty members.

3.11.1.3. Members must have a minimum one-year appointment, or have a reasonable expectation that they will be appointed to work during both the fall and spring semesters.

3.11.1.4. Terms for all members shall be three year renewable terms.

3.11.1.5. Quorum requires the presence of at least seven (7) members.

3.11.1.6. No college or unit may have more than 25% of members on the committee at any one time.

3.11.1.7. Each year, the chair shall appoint a member of the committee to concurrently serve on the Faculty Affairs Committee.

3.11.1.8. A chair shall be elected by members in March of each year to serve for the next academic year.

3.11.2. Functions. The committee shall:

3.11.2.1. Meet regularly to identify, discuss and organize around campus issues that impact the Contingent Faculty constituency.

3.11.2.2. Develop new policy or make recommendations for revisions to existing policy related to Contingent Faculty affairs.

3.11.2.3. Advocate for the inclusion of the Contingent Faculty constituency as part of the decision making and governance on campus, including identifying and recommending Contingent Faculty for placement on senate and other campus committees.

3.11.2.4. Organize the Senate caucus for Contingent Faculty senators.

3.11.2.5. Engage regularly with the Contingent Faculty constituency.

3.11.2.6. Perform other functions that may be required in service of the Contingent Faculty constituency.

3.11.2.7. Known topics that impact the Contingent Faculty constituency include, but are not limited to:

- Service and work completed outside of the scope of contracted teaching. Inclusion in department meetings, collaborations, and decision-making processes.
- Training.
- Contingent Faculty planning and hiring at the university and departmental levels.
- Collecting Contingent Faculty feedback (e.g. surveys) for collaborative decision making, etc.
- Perform a periodic assessment of Contingent Faculty seats on Senate committees to ensure Contingent Faculty interests are represented on key groups and regarding key issues.
- Make recommendations to the Committee on Committees and Elections (CCE) and/or Senate leadership regarding Contingent Faculty participation on Senate committees.

3.11.3. The Chair (or designee) shall report the business of the committee to the Senate.

3.12. Staff Affairs Committee

3.12.1. Membership fifteen (15): Fourteen (14) open seats for permanent Non–Management Personnel Plan (non-MPP) staff from across the institution, one (1) open seat for an auxiliary organization Staff Senator as defined in Bylaws 1.0.

3.12.1.1. At least four (4) members of the committee shall be current Staff Senators.

3.12.1.2. Membership shall serve staggered three-year terms and may immediately succeed themselves for one term. Nominations shall originate as open calls to all permanent non-MPP staff.

3.12.1.3. A chair shall be elected by members in March each year to serve for the next academic year. When possible, the chair shall be a current or former Senator. The chair may be re-elected for a total of three consecutive terms.

3.12.1.4. The chair (or designee) shall serve as ex officio voting member of the Senate Executive Committee and report committee business to the Senate Executive Committee and the University Senate.

3.12.1.5. Staff representatives on Senate Core Committees, Senate Committees, Senate-affiliated Campus Committees and staff senators are invited to present relevant committee information at the Staff Affairs Committee.

3.12.2. Function: The committee shall:

3.12.2.1. Be the appointive authority for staff representation on committees. As such, the committee will appoint staff to fill vacancies to Senate Core Committees, Senate Committees, and Senate-affiliated Campus Committees by campuswide announcement for nominations and simple majority vote of the committee.

3.12.2.2. Meet regularly during the academic year to identify, discuss, and organize around university issues that impact the staff constituency.

3.12.2.3. Develop new policy or make recommendations for revisions to existing policy-related to staff affairs.

3.12.2.4. Engage regularly with the staff constituency and advocate for the inclusion of the staff constituency as part of the decision-making and shared governance on campus.

3.12.2.5. Organize the Senate caucus for staff senators.

3.12.2.6. Nominate emeritus staff to the Senate Executive Committee and the University Senate in accordance with the University Policies: Emeritus Employees.

3.12.3. Elect staff seats on ad hoc committees.

3.12.3.1. Search Committees: The Staff Affairs Committee shall coordinate filling any search committee vacancy with the Senate Committee on Committees and Elections. The announcement shall explain the duties of the Search Committee and ask for nominations for each vacancy. All permanent non-MPP staff employees within the unit or division (e.g., individual colleges, Academic Affairs, Business and Financial Affairs, Research and Innovation, Information Technology, Student Affairs and Campus Diversity, University Relations and Development, etc.) in which the search is conducted shall be eligible to serve; only non-MPP staff from within the unit or division shall be eligible to nominate and vote. When nominating someone other than oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each nomination shall include contact information, department, and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, a second voting announcement shall be made with the list of nominees (including their statements). Voting shall be open for five (5) business days. Selection shall be determined by the plurality of received votes.

3.12.3.2. Administrator Review Panels: The Staff Affairs Committee shall coordinate filling any Search committee vacancy with the Senate Committee on Committees and Elections. The announcement shall explain the duties of the Administrator Review Panel and ask for nominations for each vacancy. All permanent non-MPP staff employees within the unit or division (e.g., individual colleges, Academic Affairs, Business and Financial Affairs, Research and Innovation, Information Technology, Student Affairs and Campus Diversity, University Relations and Development, etc.) in which the search is conducted shall be eligible to serve; only non-MPP staff from within the unit or division shall be eligible to nominate and vote. When nominating someone other than oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each nomination shall include contact information, department and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, a second voting announcement shall be made with the list of nominees (including their statements). Voting shall be open for five (5) business days. Selection shall be determined by the plurality of received votes.

3.12.3.3. Auxiliary Review Panels: The Staff Affairs Committee shall coordinate filling any review panel vacancy with the Senate Committee on Committees and Elections. The announcement shall explain the duties of the Auxiliary Review Panel and ask for nominations for each vacancy. All permanent non-MPP staff employees within the unit or division (e.g., individual colleges, Academic Affairs, Business and Financial Affairs, Research and Innovation, Information Technology, Student Affairs and Campus Diversity, University Relations and Development, etc.) in which the search is conducted shall be eligible to serve; only non-MPP staff from within the unit or division shall be eligible to nominate and vote. When nominating someone other than oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each nomination shall include contact information, department and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, a second voting announcement shall be made with the list of nominees (including their statements). Voting shall be open for five (5) business days. Selection shall be determined by the plurality of received votes.

3.12.4. Subcommittees

3.12.4.1. Staff Honors and Awards Subcommittee

3.12.4.1.1. Membership twelve (12): eight (8) permanent staff members selected from bargaining units 1, 2, 4, 5, 6, 7, 8, 9, and one (1) confidential staff; one student selected by Associated Students, one (1) Administrator I or II (staff MPP classification), and one (1) Auxiliary organization staff as defined in Bylaws 1.0. In the event that the subcommittee cannot meet these requirements the subcommittee chair may fill vacancies as best as possible. The subcommittee chair shall be a member of the Staff Affairs Committee. The remaining staff members shall be from as many areas of campus (including Imperial Valley) as possible.

3.12.4.1.2. The subcommittee chair shall be identified during the fall semester from among existing Staff Affairs Committee members by majority vote.

3.12.4.1.3. Membership shall be a one-time term from December through August when the awards are announced. Members may be re-elected for a total of three consecutive terms.

3.12.4.1.4. The Staff Affairs Committee shall coordinate filling the subcommittee with the Senate Committee on Committees and Elections. The announcement shall explain the duties of the Staff Honors and Awards Subcommittee and ask for nominations for each vacancy outside of the subcommittee chair (e.g., if the chair is in unit 7 then the announcement will go out to the other membership groups in 3.12.4.1.1.). All permanent non-MPP staff employees, the Administrator I or II, and the Auxiliary staff in which the search is conducted shall be eligible to serve; only the eligible nominee pool shall be eligible to nominate and vote. When nominating someone other than

oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each nomination shall include contact information, department, and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, a second voting announcement shall be made with the list of nominees (including their statements). Voting shall be open for five (5) business days. Selection shall be determined by the plurality of received votes.

3.12.4.1.5. Functions: The committee shall provide recommendations to the University President regarding the Staff Excellence Awards program as defined in University Policies: Staff Awards 1.0.

3.13. Sustainability Committee

3.13.1. Background/Purpose: Sustainability refers to practices designed to meet the needs of the present without compromising the ability of future generations to meet their own needs. It encompasses teaching, research, and practice in a variety of areas including but not limited to policy development, building design and construction, waste management and recycling, energy production and use, water use, and transportation.

3.13.2. Membership (21**):** ten faculty members, including one from each academic college, the SDSU Library, SDSU Imperial Valley and one contingent faculty member; one staff member; Vice President for Student Affairs and Campus Diversity, or designee; Associate Vice President for Curriculum, Assessment and Accreditation, or designee; Director of Energy and Sustainability, or designee; Associate Vice President for Real Estate, Planning and Development, or designee; Associate Vice President for Business Operations, or designee; SDSU Research Foundation Director of Facilities, or designee; KPBS General Manager, or designee; CEO of Aztec Shops, or designee; two students.

3.13.3. Functions. The Committee shall:

3.13.3.1. Study, track and review sustainability issues related to the campus and make recommendations to improve sustainable practices.

3.13.3.2. Coordinate with campus units and the community to ensure that sustainability is taken into consideration.

3.13.3.3. Communicate with the Committee on Environment and Safety and the Campus Development Committee to ensure that sustainability is taken into consideration in the deliberations of those bodies.

3.13.3.4. Receive copies of Executive Orders or other instructions to the campus dealing with sustainability and report on them to the Senate.

3.13.3.5. Serve as a resource to faculty, staff and students wishing to undertake research, or propose curricular changes, or pursue sustainable practices.

3.13.3.6. Communicate these activities and outcomes to the Senate, campus, and the broader community.

4. Elections

4.1. General Procedures

4.1.1. All nominations and elections for which the Committee on Committees and Elections is responsible shall be by secret ballot.

4.1.2. The chair of the Committee on Committees and Elections shall maintain a record of each election. The results of each election by numerical count of votes received by each candidate shall be posted in the Senate office by the chair of the Committee on Committees and Elections as soon as the count has been completed and verified. The chair of the Committee on Committees and Elections shall retain for 30 days all ballots, or electronic records of ballots, cast during an election. If the results of the election are formally protested during that time, the ballots shall be retained until the protest is resolved. The results of each election by numerical count of the votes shall be kept on file in the Senate office for three years.

4.1.3. The period of time for casting ballots shall be five working days with the deadline at noon on the last day. The poll closing time shall be clearly stated on the ballot. Only ballots received via the online polling site by the poll closing time shall be counted.

4.2. Elections to the Senate

4.2.1. The regular annual elections to the Senate shall occur during the spring. There shall be no elections to the Senate during the summer. Elections to fill uncompleted terms shall be conducted as directed in Sections 6.1, 6.22, and 6.32.

4.2.2. For purposes of determining the number of college senators, faculty positions per major academic unit shall be the total Tenured and Probationary Faculty positions filled by the college.

4.2.3. The number of senators to be elected by a major academic unit as authorized in Sec. 4.0 of the Constitution shall be determined once each year immediately before the regular annual elections.

4.2.4. A faculty member shall not serve as a representative to the CSU Academic Senate (ASCSU) while serving as a faculty representative in the SDSU University Senate.

4.2.5. The election of senators shall be conducted in three steps as indicated below unless the election is terminated earlier as provided. Throughout this section, fractional numbers of candidates shall be considered as the next larger integer.

4.2.5.1. The availability of Senate seats shall be publicized to the university community. Electronic means of publicizing shall be acceptable, as long as all members of the various electorates are reached in this fashion. The election call shall request nominations to be submitted to the Senate office. Electronic submission shall be accepted. Self-nominations are acceptable. Those nominated shall have their names placed on the ballot for the next step of the election, unless the nominee requests that his or her name be withdrawn or the Committee on Committees and Elections determines that the nominee does not meet the criteria to be elected.

4.2.5.2. The second step shall provide the electorate with a ballot that lists all candidates nominated in accord with sec. 4.2.5.1. The candidates' names shall be listed in random sequence as determined by lot. To allow faculty and staff to vote for candidates not duly nominated, the ballot shall also include a number of spaces for write-in nominees equal to the total number of vacant seats. On this and successive ballots, write-in nominees, without regard to their accumulated votes, shall be considered candidates of standing equal to those nominated in accord with sec. 4.2.5.1. The electorate may vote for as many candidates as there are vacant seats, but it shall vote for no more candidates than vacant seats. Ballots containing more votes than the number of vacant seats shall be voided. Candidates shall be elected to fill vacant seats in a descending order of votes cast until all vacant

seats are filled.

4.2.5.3. Successive ballots shall be cast to eliminate ties for remaining vacant seats. Each ballot shall include only those candidates who have tied for the last vacant seat on an immediately preceding ballot.

4.2.5.4. Whenever feasible, staggered terms shall be arranged so that only one-third of the senators of each major academic unit are elected to a three-year term in the spring. When the election involves terms of different lengths, the candidates who receive the greatest number of votes on the ballot resulting in their being elected shall receive the longest term available. Ties shall be broken by lot. Service for a short term shall be considered a partial term; therefore, the person elected remains eligible to serve two additional consecutive full terms.

4.2.5.5. Vacant seats resulting from the application of Sections 4.2.5.1.–2.5.4. above shall be conducted as directed in Sections 6.1, 6.2.2., 6.3.2.

4.2.6. The Senate seat of an elected member shall become vacant when the individual (a) resigns from the Senate, (b) becomes an ex officio member of the Senate, (c) is elected as a member of the Senate representing another employee group, (d) is absent and unrepresented for more than two regular meetings during the academic year, (e) is absent with or without representation for more than four regular meetings during the academic year, (f) becomes ineligible due to change in classification or job status, (g) separates from the university, or (h) dies.

4.2.7. Members that fail to meet the eligibility criteria due to a change in job status (e.g. a tenured and probationary faculty member becoming a member of MPP or entering FERP) may finish serving the current year of their term in the Senate, but if they hold a position of officer, they shall relinquish that position immediately. Likewise, those who are no longer eligible to serve in a Senate Committee due to a change in job status can finish the current year of their term, but if they hold the position of a committee chair, they shall relinquish that position immediately.

4.3. Filling Temporary Vacancies: The Secretary of the Senate shall report leaves and extended absences of senators to the Committee for Committees and Elections, which shall certify the existence of a vacancy and proceed to fill it as prescribed in Sec. 4.2.5.

4.4. Elections within the Senate

4.4.1. The annual election of the Chair, the Vice Chair, the Secretary, and the Treasurer of the Senate, and of the elected members of the Senate Executive Committee shall be conducted during the spring following the regular annual election of members of the Senate. Eligible electors shall consist of the members of the Senate for the ensuing Senate year.

4.4.1.1. The Committee on Committees and Elections shall conduct the elections in the following order: (a) Chair, (b) Vice Chair, (c) Secretary, (d) Treasurer, (e) three Executive Committee members.

4.4.1.2. Officers and committee members elected in accordance with sec. 4.41 shall serve for one Senate year.

4.4.1.3. A nominating caucus held prior to the election shall submit at least one nominee for each position to be elected. Attendance at the caucus shall be open to all outgoing and incoming Senators.

4.4.1.4. Elections shall be conducted at the last regular spring meeting. In addition to those nominated by the caucus, nominations may be made from the floor prior to each election. A majority of votes cast shall be required for election on the first ballot. If a majority is not obtained for each position, a runoff election shall be held among the n + 1 candidates receiving the most votes where n is the remaining number of positions to be filled.

4.4.1.5. The numerical results of all ballots shall be available to senators through the chair of the Committee on Committees and Elections.

4.5. Elections to the Academic Senate of The California State University (ASCSU)

4.5.1. The Committee on Committees and Elections (CCE) shall devise procedures for and shall supervise and administer all elections of representatives from San Diego State University to the Academic Senate of The California State University (ASCSU). Elections shall be held each spring by April 15 for ASCSU senators with terms to start the upcoming academic year.

4.5.2. Eligibility to serve as an elected member in the ASCSU is defined in Constitution 4.0.

4.5.3. The electorate is defined in Constitution 4.0.

4.5.4. The CCE shall resolve any dubious or disputed eligibility for election to the Academic Senate or membership in the electorate.

4.5.5. The election shall be conducted in a manner similar to the provisions of Sec. 4.2.

4.5.6. The two runners-up from the last regular yearly election of ASCSU senators are considered "Alternates," and are qualified to serve as a substitute for an ASCSU Senator. If an "Alternate" is not available to serve as substitute, the Chair of the Senate shall appoint a substitute. Any appointed substitute must meet the eligibility requirements in 4.5.2.

4.5.7. In the event that an elected member will be absent for one semester or longer a replacement shall be elected by all faculty for the duration of the absence or the end of the term. Any elected replacement must meet the eligibility requirements in 4.5.2.

4.6. Nomination of Faculty Trustee

4.6.1. A tenured and probationary faculty member with no administrative position other than department chair or equivalent may stand to be submitted as a candidate for the position of Faculty Trustee. Nomination shall require the signed concurrence of at least 10 percent of the tenured and probationary faculty or 50 such faculty members, whichever number is smaller.

4.6.2. At a regularly scheduled meeting, the Senate may nominate candidates to serve as a Faculty Trustee. The nominees shall have previously agreed to serve and to submit all required materials. Nominations from the Senate floor shall require a three-fourths affirmative vote of the senators present at the meeting.

4.7. Nomination of Faculty to Advisory Committee to the Trustees Committee for the Selection of the President (ACTCSP)

4.7.1. The Committee on Committees and Elections shall provide notice to the faculty of the formation of the search Committee and shall invite nominations to the ACTCSP of tenured or probationary faculty.

4.7.2. Nominations shall be made by interested faculty submitting a request, endorsed by 10 faculty members, at least five of whom are tenured or tenure-track, for placement on the ACTCSP selection ballot. Eligible nominees are tenured and probationary faculty as defined by these Bylaws, in Sec. 1.2. The period for submitting these requests shall be not less than two or more than five weeks.

4.7.3. At the next regular Senate meeting following the close of the initial nominating period, additional nominations (with the consent of the nominee) shall be added to the ballot by a simple majority vote of the senators present.

4.7.4. To conduct the election, the Committee on Committees and Elections shall prepare a ballot with the names of all nominees, in an order determined by lot. The electorate shall include all faculty, as defined by Bylaws 1.0. The two faculty members with the highest vote counts shall have been elected, provided that no more than one shall serve from any college.

4.7.5. The sitting Senate Chair shall serve as an ex officio member of the ACTCSP.

4.8. Nomination of non-MPP Staff to the Advisory Committee to the Trustees Committee for the Selection of the President

4.8.1. The Committee on Committees and Elections shall provide notice to the staff of the formation of the search committee and shall invite nominations to the ACTCSP of non-MPP staff.

4.8.2. Nominations shall be made by petition endorsed by 10 staff for placement on the selection ballot. The period for submitting these requests shall be not less than two nor more than five weeks.

4.8.3. To conduct the election, the Committee on Committees and Elections shall prepare a ballot with the names of all nominees in an order determined by lot. The electorate shall include all non-MPP staff, including probationary staff. The staff member with the highest vote count shall be elected.

5. Substitutes

5.1. Senators and members of Senate and Senate-appointed committees may appoint a substitute if they cannot attend a meeting, unless specified otherwise.

5.1.1. A substitute serves for a single meeting.

5.1.2. The substitute may attend the meeting and shall have the same speaking and voting privileges as the member.

5.2. Eligibility

5.2.1. General eligibility

5.2.1.1. Appointed and elected members may appoint someone from their same constituency, unless otherwise stated in the policy file.

5.2.1.2. Ex officio members may appoint someone from their same administrative area, unless otherwise stated in the policy file.

5.2.2. Senate Executive Committee: Ex officio members that chair a Senate standing committee may only appoint as substitute a committee member that is eligible to chair that committee.

5.2.3. Senate Officer: Substitutes shall only be allowed for Senate Officers while serving as ex officio on Senate or Senate-appointed committees. An officer may appoint another officer as a substitute.

5.2.4. ASCSU: The two runners-up from the last regular yearly election of the ASCSU Senator are considered “Alternates,” and are qualified to serve as a substitute for an ASCSU Senator. If an “Alternate” is not available to serve as substitute, the Chair of the Senate shall appoint a substitute. Any appointed substitute must meet the eligibility requirements in Bylaws 4.5.2.

5.3. Notification

5.3.1. Senators appointing substitutes for a Senate meeting shall notify the Senate Officers in writing via established procedure as soon as is reasonably possible.

5.3.2. Committee members appointing substitutes for a committee meeting shall notify the committee chair in writing as soon as is reasonably possible.

5.3.3. ASCSU Academic Senators appointing “Alternates” shall notify the appropriate member of the Academic Senate. ASCSU Academic Senators appointing a substitute for a Senate Executive Committee or Senate meeting shall notify the Senate Officers in writing via established procedure as soon as is reasonably possible.

6. Vacancies

6.1. Determination

6.1.1. Vacancies for elected SDSU Senators, including ASCSU Academic Senators, occur when the member meets the criteria in Bylaws 4.0.

6.1.2. Vacancies for SDSU Senate and Senate-appointed committee members occur when the member meets the criteria in Bylaws 2.0.

6.2. Replacement of Elected Senators

6.2.1. CSU Academic Senators. The Committee on Committees and Elections shall hold an election as soon as is possible to elect a replacement for the duration of the absence or the end of the term as outlined under 4.0 of these Bylaws.

6.2.2. All other elected SDSU Senators

6.2.2.1. The temporary replacement shall be chosen from nominees receiving the next highest number of votes in the latest election for the constituency where the vacancy occurs. In the event of a tie number of votes, the Committee on Committees and Elections shall select the alternate filling the vacancy by lot.

6.2.2.2. If there are no other nominees or the nominee is not interested in serving any longer, the chair of the Committee on Committees and Elections, in consultation with current senators from the impacted constituency, shall nominate the temporary replacement.

6.2.2.3. In nominating replacements for Contingent Faculty, the Lecturer Affairs Committee shall be consulted. A preference for units without existing representation shall be applied.

6.2.2.4. In nominating replacements for Staff Senators, the Staff Affairs Committee shall be consulted.

6.2.3. If the vacating member's term extends beyond the date an election will occur, the member appointed to that seat shall be considered a permanent replacement and shall complete the vacating member's term before they are electable for their own term. Per Bylaws 4.0 , completion of a partial term as a replacement does not does not impact on the member's eligibility to serve full terms of their own.

6.3. Replacement of Committee Members

6.3.1. Replacements shall meet all eligibility requirements as set forth in the committee's charter.

6.3.2. To replace a Senator-at-large in the Senate Executive Committee an election will be hold as soon as a vacancy is reported.

6.3.3. In all other cases, the Committee on Committees and Elections in collaboration with impacted committees and constituencies as appropriate, shall nominate a candidate.

6.3.3.1. Contingent Faculty seats: The Lecturer Affairs Committee shall be consulted in identifying a replacement.

6.3.3.2. Staff seats: The Staff Affairs Committee shall be consulted in identifying a replacement.

6.3.4. Elected Senators without a committee assignment shall be prioritized in identifying a replacement.

6.3.5. CCE shall present all nominated replacement committee members to the Senate for confirmation.

6.3.6. If the member replaced was a committee chair the impacted committee shall elect a new chair per Bylaws 2.0.

6.3.7. In instances where replacements are appointed to service on committees, Bylaws 4.0.

shall apply. Completion of a partial term as a replacement does not impact the member's eligibility to serve full terms of their own.

6.4. Replacement of Senate Officers

6.4.1. Should the Chair be unable to serve the full term, the Vice Chair shall become the Chair and an election shall be held to choose a replacement Vice Chair.

6.4.2. Should the Vice Chair, Secretary or Treasurer of the Senate be unable to serve the full term, an election shall be held to choose a replacement.

7. Meetings

7.1. Meetings of the Senate

7.1.1. The Senate shall serve and meet as necessary during the summer.

7.1.2. The dates and time of the regular meetings of the Senate shall be set by the Senate far enough in advance to facilitate members' scheduling of classes.

7.1.3. Special meetings of the Senate shall be called by the Chair either at the Chair's discretion or upon receiving a written petition of 10 percent of the Senate membership or of 10 percent of the electorate.

7.1.4. Written notice of each special meeting and its agenda shall be distributed to the members of the Senate by the Secretary at least three days before the meeting unless the Chair or Vice Chair, with the concurrence of a majority of the Executive Committee, decides that the urgency of the occasion will not permit the usual three day notice. In a meeting called under this provision, notice shall be given as far in advance as possible, and action shall require an absolute majority of the membership of the Senate.

7.1.5. The meetings shall be open to all, but only members of the Senate shall participate in the debate. Others may provide information or explain a point of view on matters before the Senate by invitation of the Chair, or the Senate.

7.1.6. A faculty session of the Senate shall comprise only Tenured and Probationary Faculty senators, as defined by the Constitution. Its function shall be to express the collective voice of the faculty. It may make determinations regarding any issue. Any member of the university community may attend a faculty session; however, only Tenured and Probationary Faculty senators may speak and vote.

7.1.6.1. A faculty session shall be convened upon a majority vote of the sitting Senate or by a majority vote of the Senate Executive Committee.

7.1.6.2. A faculty session shall be terminated by a two-thirds majority vote of the convened session or by an advance stipulation.

7.1.6.3. When the faculty session has concluded its business or when the session has been terminated by advance stipulation, its actions shall be reported to the full Senate. The Secretary of the Senate shall include all actions of the faculty session in the minutes of the Senate.

7.2. Meetings of the Faculty

7.2.1. For a meeting of the faculty, those eligible to participate shall be defined as persons who hold a permanent, multiple year, or temporary appointment and are members of Unit 3 as defined in the current Collective Bargaining Agreement. For the purposes of this section, temporary appointees of Unit 3 shall become members of the general faculty on their dates of appointment.

7.2.2. The quorum for faculty meetings shall be a simple majority, that is, 50 percent plus one of the faculty.

7.2.3. Meetings of the faculty may be called under these conditions: (a) upon the call of the

President of the university, at which time the President shall preside; (b) upon the call of the Senate, at which time the Senate Chair shall preside; and (c) upon the call of the Senate Chair, for review of an action of the Senate.

7.2.4. The Senate Chair or Vice Chair shall obtain the consent of a majority of the members of the Senate Executive Committee prior to establishing the agenda for a meeting of the faculty that is called by the Senate or by the Senate Chair.

7.3. The conduct, frequency, and agendas of Senate committees shall be determined by those committees.

7.4. Senate business shall have priority over class scheduling. Senators' class schedules shall permit their attendance at Senate meetings from 2:00 to 5:30 PM on Tuesdays and Thursdays.

8. Order of Business (Agenda)

8.1. The regular order of business of the Senate shall be the agenda prepared by the Senate Executive Committee.

8.2. Any member of the Senate may present to the Secretary of the Senate items for the agenda. Resolutions, if not forwarded by a committee, have to be endorsed by at least 5 voting senators (endorsees to be listed at the end of the text). The Secretary shall deliver all such items to the Executive Committee, which shall place them on the agenda for the next regular Senate meeting or refer them to a specific committee. Disposition of such items shall be indicated in the minutes of the Senate Executive Committee.

8.3. The senate agenda as approved by the Senate Executive Committee shall be made available in writing no later than four working days before a University Senate meeting.

8.4. Any senator may bring an information item on the approved agenda of the University Senate to the floor for debate. To move it to action a simple majority vote is needed.

8.5. Any member of the Senate may present an action item on the senate floor. A two-thirds majority vote is needed to place it on the agenda.

9. University Policy File

9.1. The Senate shall establish and maintain a University Policy File, containing the policies and regulations adopted by the Senate and approved by the President, and various references to executive orders and legislative codes.

9.2. The Secretary of the Senate shall review such additions and changes as are adopted by the Senate and approved by the President for the Policy File and shall reword or reorganize, without substantive change, such portions as are necessary to conform to the standard format of the Policy File. The Secretary of the Senate, with advice from the Committee on Constitution and Bylaws, shall ensure the accuracy of the Policy File.

9.3. Printed copies of the Policy File shall be distributed upon request to the Secretary of the Senate. A full copy of the Policy File shall be maintained on the Senate Website.

9.4. The language of the Policy File shall clearly and concisely describe or narrate prescriptive or prohibitive policies and procedures. It may include the purposes for policies or procedures but shall avoid histories, contexts, and motivations. ``Shall" or "shall not" shall indicate prescription or prohibition; "may" shall indicate option or ability; "should" shall indicate advice or suggestion.

10. Parliamentary Procedure

10.1. All questions of parliamentary procedure not covered by these Bylaws shall be decided according to the latest edition of Robert's Rules of Order Newly Revised.

10.2. Unless objections are raised immediately following a Senate vote, the terms "unanimous" or "without dissent" may be used in the minutes when all votes are affirmative and in spite of abstentions.

11. Presidential Approval of Senate Actions

11.1. Draft minutes of Senate meetings where any official Senate action is taken shall be delivered to the President within fourteen (14) calendar days of the conclusion of the Senate meeting.

11.2. Within thirty (30) calendar days of receiving the Senate Minutes, the President shall respond in writing to indicate approval, rejection, or postpone a decision on an action item. This written response is referred to as a Presidential Action Memo.

11.2.1. If any action item is postponed, the President shall include a rationale for postponement. The President shall have until the first Senate Executive Committee meeting of the next academic year to either approve or reject postponed items.

11.2.2. If any action item is rejected, the President shall include a rationale.

11.2.3. If an action item passed by the Senate is not approved by the President, and hence does not become policy, the Senate Chair, or designee, shall notify the Senate.

11.2.4. Approved actions shall be implemented as soon as is practical, which may precede their appearance in the university policy file.

11.2.5. Senate Resolutions do not require approval or rejection of the President. The President shall note receipt of a Senate resolution, and may choose to indicate what, if any, follow-up steps they plan to make based on specific resolved clauses in the resolution.

11.3. The Senate Chair, or their designee, shall forward a copy of the President's Action-Memo to all Vice Presidents, Human Resources Director (for emeritus status processing), Vice Chair of the Senate (for referrals updates), Secretary of the Senate (for policy file updates), SEC members, Senate Chairs, as well as to any other person/department/unit whose work may be impacted by the Senate action.

11.4. The Senate Chair, or designee, shall ensure that the President is informed promptly by suitable means of Senate actions that would require implementation in fewer than 30 days after Senate action, in order that such legislation not be unduly delayed.

12. Interpretation of Senate Actions

Interpretations made by the Committee on Constitution and Bylaws shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by action of the Senate. Such interpretations shall be considered binding on the university only after they have been approved by the President.

13. Availability of Documents and Records

13.1. All agendas, minutes, resolutions, annual Senate University Policy Files versions, and presidential action memos of all regular and special Senate and Senate Executive Committee meetings shall be posted on the Senate website for a minimum of two years.

13.2. If a Senate meeting or any Senate-related event is recorded in whole or in part, the recording shall be available in a manner consistent with the California Public Records Act.

13.3. Confidential material shall be redacted or omitted from posted materials, but the agenda item in which confidential material is addressed shall be included in the table of contents and minutes.

13.4. Special Collections and University Archives will archive Senate agendas, minutes, resolutions, annual university policy file versions, and presidential action memos over two years old. These materials are publicly available in Special Collections & University Archives.

13.5. The current Senate University Policy File shall be made available on the senate website.

14. Amendments

Amendments to these Bylaws may be adopted at a regular business meeting of the Senate by a two-thirds vote of those present, provided the amendments have been presented at the previous meeting.

RESOLUTIONS[3]

November 3, 1987
- Supporting Gann Expenditure Limitations
- Components in the General Education Requirement
- Honorary Doctoral Degree Guidelines

April 12, 1988
- General Education Transfer Curriculum
- Allocation of Lottery Revenue Funds for Distinguished Visiting Scholars, Lecturers, and Artists

May 17, 1988
- Professional Interaction at North County Campus
- Research Space and Equipment, North County Campus

September 6, 1988
- Restoration of Library Funds

October 4, 1988
- Supporting Proposition 78, Higher Education Facilities Bond Act of 1988
- Opposing Proposition 102, AIDS Reporting Requirements
- Permanent Faculty for North County
- Supporting the Recommendations of the Study of Child Care Services

May 9, 1989
- Opposing the Advertisement for Sale of Research Papers

September 19, 1989
- Opposing the Retroactive Parking Fee Levy

November 28, 1989
- Opposing Term Paper Purchasing
- Attracting Ethnically Diverse Applicants and Establishing a Recruitment Task Force
- AAOAC Representation and Responsibilities
- Recruitment and Retention of Ethnic Diversity, and Annual University Award to Recognize Academic Unit for Leadership in Promoting Equity

April 17, 1990
- CSU Administration and Governance

May 15, 1990
- CSU Systemwide Administration in Transition
- Clean Campus

January 29, 1991
- Honoring Lynn Peters

May 14, 1991
- Library Addition

April 9, 1991
- Contingent Faculty

September 10, 1991
- Against Discrimination in ROTC

November 19, 1991
- Campus Security

May 12, 1992
- Against Discriminatory Attacks
- Against Athletics Reductions

June 29, 1992

[3] Full text of most Resolutions are available on the SDSU Senate website: senate.sdsu.edu.

- Vote of No Confidence in the Leadership of President Day
- Requesting Rescission of the Restructuring Document

July 20, 1992
- Supporting the Student Vigil

August 27, 1992
- Requesting New Leadership at SDSU
- Requesting Rescinding the Layoffs
- For a Sensible SDSU Transition
- Supporting the Student Vigil

October 15, 1992
- Fair Share Alternative Motion

December 15, 1992
- Endorsing the Martin Luther King Day Parade

February 9, 1993
- Addition to the Campus Budget Committee

March 9, 1993
- SDSU Administration and Teaching
- New RTP Timeline

May 11, 1993
- IRA Funding

October 5, 1993
- Opposing Proposition 174, Parental Choice in Education Initiative
- Supporting Proposition 172, Local Public Safety Protection and Improvement Act of 1993

December 7, 1993
- Rescinding the Report of the Committee on University Restructuring
- Commending the Offices of Environmental Health and Safety and Public Safety (Disaster Preparedness)
- Urging the Administration to Allocate a Portion of Capital Funds for Seismic Upgrades
- Locked Ballot Box

March 22, 1994
- Dissolution of the Industrial Technology Department

April 19, 1994
- Supporting the Equitable Treatment of Domestic Partners

May 17, 1994
- Dissolution of the Industrial Technology Department

September 14, 1994
- Voter Registration

November 1, 1994
- Opposing Proposition 187

May 16, 1995
- Honoring Nancy Carmichael
- Commending Dorothy Romano

February 6, 1996
- Endorsing Proposition 203

May 14, 1996
- Tenure Issues at the University of Minnesota
- Commending Chair Ray Boddy

October 15, 1996
- California Rights Initiative (Proposition 209)
- Reaffirming the Senate Position Concerning Procedures for Improving the CSU Presidential Search Process

April 1, 1997

- Faculty Compensation

May 6, 1997
- Supporting Library Subscription Journals

September 9, 1997
- Chancellor's Search

November 11, 1997
- CETI Postponement

December 16, 1997
- Injunction Regarding CETI

March 10, 1998
- Faculty and Staff Salaries

May 12, 1998
- Interim Distance (or Distributed) Learning Policy

May 14, 1998
- Role of Department Chairs in the CSU

September 15, 1998
- Supporting Starting a Master Plan
- Supporting Faculty Needs during Collective Bargaining
- Master Plan Resolution
- Supporting CFA Bargaining

October 13, 1998
- Freeway Sign

March 10, 1999
- Rebuke of Chancellor Reed

April 13, 1999
- Supporting a Parking Fee Increase

May 11, 1999
- Honoring David DuFault
- Cornerstones and Campus Autonomy

October 12, 1999
- Review of Auxiliaries

November 9, 1999
- Supporting President Weber on Impaction

December 7, 1999
- Against Chancellor Reed's Reversal of SDSU Enrollment Management Policy

February 8, 2000
- Supporting the SJSU "Out of Crisis" Paper on CSU Governance

March 7, 2000
- Support of Associated Students Resolution on Program Commencement Ceremonies

November 7, 2000
- Representation of Aztec Culture on the SDSU Campus
- Educational Presentations about Aztec Culture
- Year-Round Operations and Extended Studies
- Urging Out-of-Contract Evaluation of Merit Pay Policies

February 6, 2001
- Request for Campus Coordination of Student Retention

May 1, 2001
- Honoring Senate Chair Patricia Huckle
- Supporting an Independent EdD

- No Confidence in Chancellor Reed

October 8, 2002
- Honoring Groundskeeping Staff

November 5, 2002
- General Education
- Free but Responsible Expression

February 4, 2003
- Opposition to a Decrease in CSU Funding Tied to an Increase in Student-Faculty Ratio

March 4, 2003
- Task Force on Shared Governance
- American Sign Language as Foreign Language Requirement
- Evaluation of Very Large Lecture Classroom Implementation

April 27, 2004
- Honoring Former Chair Raford D. Boddy

October 5, 2004
- Honoring Senator Gordon Shackelford

December 7, 2005
- Supporting Independent Doctorates

March 8, 2005
- Support of Environmental Impact Report and Campus Master Plan Revision

May 3, 2005
- Honoring Parliamentarian Richard Berry
- Honoring Senator Thomas Warschauer

October 11, 2005
- Opposing Proposition 76: State Spending and School Funding Limits

December 13, 2005
- Implementation of ACR 73 and closing the CPEC Faculty Salary Gap

February 7, 2006
- Request Aztec Shops Discontinue Tobacco Sales

April 11, 2006
- Regarding Internationalization on Campus

May 6, 2006
- Honoring Former Chair Gene Lamke

October 10, 2006
- Supporting Proposition ID-Facilities Board

November 7, 2006
- Supporting Freedom of International Academic Exchange

February 6, 2007
- Importance of Achieving a New Contract Between CSU and CFA

March 6, 2007
- Supporting Library Research Needs

April 10, 2007
- Sustainability at SDSU

September 4, 2007
- Supporting 2007 SDSU Master Plan
- Honoring Janis F. Andersen

April 8, 2008
- Response to CSU Budget Reductions

- Against Homophobia and Transphobia at SDSU

May 6, 2008
- Honoring Henry Janssen
- Honoring Michael Perkins

November 3, 2009
- Supporting AB 656

December 1, 2009
- Concerning Campus Layoff
- Demands for the Statewide CSU Chancellor and Board of Trustees

May 4, 2010
- Honoring Fred Hornbeck
- Honoring Bonnie Zimmerman

October 5, 2010
- Supporting SDSU's Institutional Membership in The Scholars at Risk Network

February 1, 2011
- Supporting San Diego State University's Plaza Linda Verde Project

April 5, 2011
- Honoring President Stephen L. Weber

May 3, 2011
- Resolution of Appreciation Honoring William Eadie

September 6, 2011
- Resolution on CSU President Searches

February 7, 2012
- Resolution Urging the University Senate to Support the Creation of an Online Wait List System
- Resolution in Support of Signing the American College and University Presidents' Climate Commitment

May 8, 2012
- Resolution of Appreciation Honoring William Snavely

October 2, 2012
- Support of Proposition 30 on the November 2012 Ballot: Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding

December 4, 2012
- Removing the Clause Recommending the Discontinuation of State University Grants for Graduate Students Pending ASCSU Resolution AS-3100-12/FGA

May 7, 2013
- Resolution of Appreciation Honoring Vice President of Student Affairs James R. Kitchen
- Resolution of Appreciation Honoring Vice President of Business and Financial Affairs Sally Roush
- Resolution on Signing the American College and University Presidents' Climate Commitment

October 1, 2013
- Resolution on the Appointment of a Faculty Trustee to the California State University Board of Trustees

March 4, 2014
- Resolution Endorsing "Statement on the Principles of Scholarly Research and Public Records"

May 6, 2014
- Resolution of Appreciation Honoring William Eadie
- Resolution of Appreciation Honoring Provost Nancy Marlin

May 5, 2015
- Resolution of Appreciation Honoring Edith Joyce Benkov

October 6, 2015
- Resolution to Support Calls for Open and Transparent Search Processes for Presidential Searches in 2015-16

April 5, 2016

- Resolution (Sense of the Senate) regarding preferences for probationary faculty: 3-year initial and successor contracts; departmental period evaluations in years 1, 2, 4, and 5; and multilevel performance reviews in years 3 and 6

May 3, 2016
- Resolution in Support of Open Educational Resources (OER) as a Means to Reduce Textbook Costs

November 1, 2016
- Resolution in Support of (State of California) Proposition 55

March 7, 2017
- Resolution in Support of Undocumented Students

May 2, 2017
- Resolution (Sense of the Senate) regarding the budget allocation process

May 31, 2017
- Resolution of Appreciation Honoring President Hirshman

October 3, 2017
- Sense of the Senate Resolution Calling for the Immediate Reinstatement of Dr. Joanna Brooks as AVP of Faculty Advancement
- Resolution: Development and Implementation of Executive Orders 1100 (Revised) and 1110

November 7, 2017
- Resolution to Eliminate the Mascot and Form a Task Force to Investigate the Aztec Identity

February 6, 2018
- Resolution to Require SDSU and its Academic and Administrative Units To Have Diversity Plans (amended as part of the Senate's approval)

April 3, 2018
- Resolution Honoring the Memory of Morteza (Monte) Mehrabadi, Dean of the College of Engineering (2014-2018), Passed March 13, 2018

May 1, 2018
- Resolution Honoring SDSU President Sally Roush

March 5, 2019
- Resolution of Concern for Pell Student Enrollment Decline

April 9, 2019
- Principles of Shared Governance
- Fostering a Welcoming and Safe Campus Climate for African American Students
- Rejection of the Report of the California State University General Education Task Force

September 9, 2019
- To Establish an Official SDSU Kumeyaay Land Acknowledgement
- Fostering a Welcoming and Safe Campus for Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, and Asexual (LQBTQIA+) Students

November 5, 2019
- Ethnic Studies Graduation Requirement

February 4, 2020
- Resolution of Appreciation for Dr. Marcie Bober-Michel

March 3, 2020
- Establish an Official Campus Policy to Fly the Kumeyaay Nations Flag on the SDSU Campus
- General Education Area B Waiver for Engineering

April 7, 2020
- General Education Areas D and E Waiver for Engineering

May 5 and 7, 2020
- Creating a More Equitable and Welcoming Environment for Women Faculty of Color
- Initiation of the Process of Establishment of Independent Doctoral Degree Programs within the CSU
- Sustainability Leadership & Integration
- Response to the Racial Violence Targeting Black People and Communities in the United States

November 10, 2020

- Resolution in Opposition to Title 5 Restructuring of General Education and in Acknowledgement of SDSU's Ethnic Studies Requirement's Alignment with AB 1460

April 16, 2021

- Resolution from SDSU African American Alumni - Building Naming Proposal (Shirley Weber, Ph.D, Professor Emerita of Africana Studies)
- SDSU Resolution on Climate Conscious Business Travel

May 4 and May 6, 2021

- Resolution to Propose an Alternative Mascot for SDSU
- Resolution in Response to the Escalating Anti-Asian Hate in the United States
- Resolution of the San Diego State University Senate to Allow Smudging On Campus
- Senate Resolution of the University Senate in Support of Open Access Publishing for Faculty Publications

July 9, 2021

- SEC Resolution Condemning Anti-Semitism (Summer 2021)

February 1, 2022

- Commendation of Laura Shinn

March 1, 2022

- No Confidence in Chancellor Joseph Castro's Leadership

November 1, 2022

- Increase Number of Awarded Sabbatical Applications
- Adoption of the California General Education Transfer Curriculum (Cal-GETC) to Succeed GETC

March 7, 2023

- Condemning Gender-Based Violence and Supporting of the Rights of Women and Other Vulnerable People

December 12, 2023

- Reaffirming the Condemnation of Antisemitism on Campus

March 5, 2024

- Condemning anti-Palestinian, anti-Arab, and anti-Muslim Racism
- Separation of Cal-GETC and CSU GE Breadth

May 7 and 9, 2024

- Priorities for Collegiality, Inclusivity and Equity for IV Faculty in Home Departments at the San Diego Mesa Campus
- Support of Students' Right to Protest Acts of Terrorism, War Crimes, Crimes Against Humanity, and Genocide

September 3 and 5, 2024

- Condemning the Expansion of Administrative Policies Undermining the Right to Peaceful Campus Protest

October 8, 2024

- Supporting a Constitutional Referendum to Add Dedicated Lecturer Seats to the Academic Senate of the California State University System

Absence from Class, Student

1.0 Absence from First Class Meeting

If a student who is enrolled in a course does not attend the first class meeting of the semester or session and is not present at the start of the second meeting, the course instructor may request an administrative drop for nonattendance with the approval of the College Dean or designee(s). Instructors must be able to provide attendance records.

2.0 Absence for Official University Events and Activities

Official university events and activities such as inter collegiate athletics, fine arts performances, forensics, and other academic competitions supported by the university require participation by students as official members of groups. Responsibilities shall be as follows:

2.1. Sponsoring Departments or Programs: A sponsor of an official university event or activity shall provide each student participant with a memorandum regarding specific absences from classes. The memorandum shall be given to the student's instructors within the first two weeks of classes. If scheduling changes occur, the sponsor shall provide the student with a revised memorandum to be given to instructors.

2.2. Student Participants: Within the first two weeks of classes, a student who expects to be part of an official university event or activity shall notify the instructors of affected courses. At that time, the student shall request accommodation for any missed examinations or other assignments. If scheduling changes occur, the student shall immediately notify the instructors.

2.3. Instructors**:** When possible, the instructor shall reasonably accommodate the student's required absence from class. An instructor who believes that the anticipated absences would preclude successful completion of the course or would seriously affect the student's grade shall inform the student by the end of the second week of classes.

3.0 Absence for Religious Observances

3.1. The university is committed to supporting students who wish to practice their religious beliefs.[4] Students anticipating an absence or missed coursework due to religious observances should provide reasonable advance notice to their instructor for the purposes of identifying and developing an appropriate accommodation.[5]

3.2. Instructors shall reasonably accommodate students who notify them in advance of planned absences for religious observances.

Advising, Undergraduate Academic

1.0 Mission and Purpose

Academic advising engages students in a dynamic relationship to support their growth and development as they seek to earn their degree. SDSU academic advisors help students:

- Identify and mobilize a community of support (including faculty, staff, students, and family);
- Envision a positive future and make a four-year plan to reach that vision;
- Grow in their capacity to navigate the University and the challenges of college life;
- Become well-informed about campus processes, policies, resources, and requirements.

2.0 Coordination

2.1. The Associate Vice President for Faculty Advancement and Student Success shall lead in consultation with the Associate Vice President and Dean of Students and the Associate Vice President for Enrollment Services a coordinated campus approach to advising, including:

[4] Language copied from Cornell University: https://scl.cornell.edu/religiousaccommodations
[5] Language copied and adapted from University of Nebraska Omaha: https://www.unomaha.edu/campuspolicies/religious-observances.php

a) Dissemination of information (e.g., General Education requirements, academic deadlines),

b) Preparation and updating of written statements (e.g., Catalog and Class Schedule) describing those academic requirements, regulations, and policies applicable to all students,

c) Identification of academic policy matters and their referral to the Undergraduate Council for consideration, and to prepare action for The Senate,

d) Systematic consultation with Student Affairs regarding implementation of,

e) Assessment of campus advising activities for the purpose of program development, change, and improvement, including general navigational and developmental advising essential to student sin transition or in special populations,

f) Support of technological innovation to support advising services,

g) Recognition of outstanding academic advisers, and

h) Advising-related training and support.

2.2. Academic advising shall take place in three major venues:

a) First-year and specific population (including, for example, EOP, Athletics, Health Professions) coordinated care advising to be provided by assigned advisors as determined by the Associate Vice President for Faculty Advancement and Student Success and the Dean of Students;

b) College and department or school academic advising for students in the relevant major fields involving assistant deans, faculty and staff advisors, and informal contacts with faculty members in the major department or school, with Faculty Advancement and Student Success providing support for undeclared students;

c) Office of Evaluations advising for students seeking assistance with technical questions relevant to transfer credit, evaluation and for undergraduate students seeking to qualify for graduation.

3.0 Academic Advising Council

An Academic Advising Council will be formed and directed by the designee of the Associate Vice President for Faculty Advancement and Student Success, to promote best practices and ensure campus coordination and alignment for undergraduate academic advising initiatives. This council will consist of one representative from each academic college, and one representative from other advising departments (e.g. Office of Evaluations, Athletics, Global Campus, Imperial Valley Campus, and each advising unit in Student Affairs and Campus Diversity). Members will help provide feedback and support for campus advising initiatives and monitor advisor training compliance and assessment of advising outcomes.

4.0 Undergraduate Advisers

Colleges shall develop academic advising structures to support majors and minors. Academic unit-based advisors (a) shall provide clear, current, and accurate course and program information, including department or school policies and procedures and specific graduation requirements for the major and minor, (b) shall assist with course selection, (c) shall suggest career options and opportunities for further study, and (d) refer to other campus offices for specialty support including the Career Services Center, the Office of Financial Aid and Scholarships, Student Ability Success Center, Counseling & Psychological Services, etc. The adviser shall also make judgments on petitions for adjustment of academic requirements in the major or minor and shall maintain liaison with the Office of Evaluations and the evaluators assigned to the major. Credential or certificate programs may bring additional advising responsibilities. Other faculty members throughout the university may assist in advising through individual student conferences on educationally related concerns.

5.0 Student Affairs offices may provide various aspects of academic advising. Student Affairs advisors and counselors, therefore, may provide services related to employment, financial aid, disability-related accommodations, careers, personal, and related nonacademic concerns. These offices shall cooperate with the Associate Vice President for Faculty Advancement and Student Success, Enrollment Services, and department or school advisers throughout the university to ensure that information is current and accurate.

Assessment

1.0 Faculty shall be responsible to their students, colleagues, and the community for providing competent and ever improving instruction and programmatic quality. The purpose of assessing Degree Learning Outcomes shall be to identify opportunities to improve teaching, learning, and academic advising at the individual, course, programmatic, and institutional level.

2.0 In order to assess the extent to which students are achieving their Degree Learning Outcomes, San Diego State University shall be committed to systematic evaluation of instructional programs. Such evaluation shall extend both to broad interdisciplinary programs such as General Education and to degree-related programs within specific disciplines and departments or schools. The university shall encourage department and school faculties to engage in assessment research related to teaching and learning, and to disseminate such efforts through scholarly peer-reviewed venues.

3.0 Evidence of student achievement with respect to assessment shall not be used to evaluate individual faculty members or to publicly compare departments, schools, or institutions. Where assessment evidence is presented within lecturer evaluations or faculty retention, tenure, and promotion process, the evaluative focus shall be on the approach that the instructor has taken to demonstrate where students are with respect to desired outcomes and the evidence-based pedagogical and curricular actions undertaken to improve student achievement.

4.0 Assessment of student learning shall:

a) Be used directly by disciplinary faculty to (a) articulate educational outcomes, (b) develop assessment methodologies to evaluate student achievement with regard to these outcomes, (c) undertake curricular planning, revision, and improvement;

b) Be characterized by an approach that embraces multiple methods in order to provide valid information for improving academic programs;

c) Be driven by the faculty, who shall have the primary responsibility for deciding how to assess, that is, how to design, select, and administer assessment methods, to interpret the results, and determine how the data shall be used to improve programs;

d) Be part of strategic planning efforts that include consideration of sufficient resources to carry out the plan;

e) Facilitate discussion of and agreement upon common principles across disciplines in programs such as General Education and identify or develop assessment mechanisms to evaluate student performance;

f) Articulate programmatic and instructional goals and expectations and make these public to students and the general public;

g) Open new areas of discussion with community colleges for coordinated assessment and curricular planning to improve student access and retention;

h) Be reported within the established university-wide relational database (i.e., WEAVE Online);

i) Be an integral component of the Academic Program Review process for departments, schools, and programs.

5.0 In addition to its primary roles of improving program effectiveness and promoting student achievement, data collected for academic assessment purposes may also be published or otherwise publicly disseminated as the scholarship of teaching and learning. If the data obtained in an assessment process are intended for eventual public dissemination, for example—in the form of journal publications or conference presentations—then the data protocol shall have received prior approval through San Diego State University's Human Research Protection Program. Interested faculty should consult with their college representative on the Student Learning Outcomes and Program Assessment Committee and the Human Research Protection Program staff for more information.

6.0 **Student Support Services:** Student outcomes assessment of co curricular activities, which are integral to student learning, shall be necessary for a complete picture of students' campus experience. These activities may involve the library, academic advising, counseling and career planning, housing, financial aid services, extracurricular activities, health services, and campus climate.

Calendar

Each Fall (or earlier, if possible), the Associate Vice President for Faculty Advancement and Student Success (in consultation with appropriate campus officers) shall prepare the Academic Calendar for the following year, referencing a) guidelines established by the State of California and b) an approved set of rules, principles, and algorithms to create it; the Calendar shall then be presented to the Senate as an Information item.

However, the Calendar shall be presented for review to the Committee on Academic Policy and Planning for any year in which there are special circumstances that call for deviation from the approved rules, principles and algorithms; the Committee's report shall then be forwarded to the Senate for approval and recommendation to the President.

Cheating and Plagiarism

1.0 Institutions of higher education are founded to impart knowledge, seek truth, and encourage one's development for the good of society. University students shall thus be intellectually and morally obliged to pursue their course of studies with honesty and integrity. Therefore, in preparing and submitting materials for academic courses and in taking examinations, a student shall not yield to cheating or plagiarism, which violate both academic and student disciplinary standards.

2.0 Definitions

2.1. Cheating shall be defined as the act of obtaining or attempting to obtain credit for academic work by the use of dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to (a) copying, in part or in whole, from another's test or other examination; (b) discussing answers or ideas relating to the answers on a test or other examination without the permission of the instructor; (c) obtaining copies of a test, an examination, or other course material without the permission of the instructor; (d) using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition; (e) collaborating with another or others in work to be presented without the permission of the instructor; (f) falsifying records, laboratory work, or other course data; (g) submitting work previously presented in another course, if contrary to the rules of the course; (h) altering or interfering with the grading procedures; (i) plagiarizing, as defined; and (j) knowingly and intentionally assisting another student in any of the above.

2.2. Plagiarism shall be defined as the act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting same to the university as one's own work to fulfill academic requirements without giving credit to the appropriate source. Plagiarism shall include but not be limited to (a) submitting work, either in part or in whole, completed by another; (b) omitting footnotes for ideas, statements, facts, or conclusions that belong to another; (c) omitting quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof; (d) close and lengthy paraphrasing of the writings of another; (e) submitting another person's artistic works, such as musical compositions, photographs, paintings, drawings, or sculptures; (f) submitting as one's own work papers purchased from research companies; and (g) representing work produced by generative artificial intelligence (AI) as one's own.

3.0 Academic and Disciplinary Sanctions

Cheating and plagiarism in connection with the academic program at the university may warrant two separate and distinct courses of disciplinary action that may be applied concurrently in response to a violation of this policy: (a) academic sanctions, such as grade modifications; and (b) disciplinary sanctions, such as probation, suspension, or expulsion. Academic sanctions are concerned with the student's grades and are the responsibility of the instructor involved. Disciplinary sanctions are concerned with the student's records and status on campus and shall be the responsibility of the university President or designated representative. The Coordinator of Judiciary Procedures shall be the President's representative in matters of student discipline

4.0 Due Process in Review of Alleged Violations

4.1. Disciplinary Sanctions: Only the university President or designated representative shall be authorized to exercise disciplinary authority over students and in so doing shall be mandated to accord students all the elements of "due process." The steps set forth in the Executive Order 1098-Revised (2015) related to student conduct procedures shall be followed in the delineation of these matters.

4.2. Academic Sanctions

4.2.1. The instructor involved shall be expected to determine the type of academic sanction for cheating or plagiarism. Usually, “grade modification” shall be used; however, grade modification shall not be considered punishment and shall be used only if the instructor is satisfied that cheating or plagiarism did occur. The grade modification shall be left to the discretion of the instructor. Grade modification may include (a) a zero or F on the paper, project, or examination, (b) a reduction in one letter grade (e.g., C to D in the course), or (c) an F in the course. In addition to grade modification, certain departments or schools may have policies that state that cheating can show unsuitability for the program or profession. Students should be made aware of the penalties for cheating and of their appeal rights.

4.2.2. Furthermore, before applying grade modification, the instructor should advise the student of the alleged violation and should have reasonable evidence to sustain that allegation. Reasonable evidence, such as documentary evidence or personal observation or both, shall be necessary for the allegation to be upheld.

4.3. When a student is accused of cheating or plagiarism, the instructor should arrange an informal office conference with the student and at that time advise the student of the allegation as well as the evidence supporting it. The purpose of the office conference shall be to bring together the persons involved to discuss the situation informally and to decide upon an appropriate solution. If more than one student is involved in the incident, the instructor may call the students together to confer as a group if the students so desire. All notes and discussions between the student and instructor shall be confidential, except as may be relevant in subsequent campus disciplinary proceedings or subsequent legal action.

5.0 Disciplinary Record

In order to coordinate information so as to permit appropriate disciplinary action for first-time and repeat offenders, instructors shall contact the Center for Student Rights and Responsibilities (http://csrr.sdsu.edu/) to submit the required reports. Instructors should describe violations of this policy according to the requirements stated in Executive Order 1098-Revised (2015) related to student conduct procedures.

6.0 For additional discussion of professional responsibilities of faculty with respect to plagiarism, see University Policies: Faculty, Professional Responsibilities.

Competency and Proficiency in Written English and Mathematics

1.0 Competency in standard written English and in basic mathematics is essential to successful university study. Before enrolling in baccalaureate-level writing, mathematics, and other specified courses, students pursuing a baccalaureate degree shall satisfy the following requirements:

a) CSU English Placement Test (EPT)

b) CSU Entry Level Mathematics Examination (ELM)

1.1. All new freshmen shall fulfill within one year of enrollment the two competency requirements, namely: CSU English Placement Test, CSU Entry Level Mathematics Examination.

1.1.1. Students shall fulfill the California State University (CSU) English Placement Test requirement by one of the following:

a) Completion of the CSU English Placement Test (EPT) at San Diego State University or at another CSU campus

b) Completion before matriculation at San Diego State University of an acceptable college transfer course in English composition of three semester units or four quarter units with a grade of C or better

c) Satisfactory score on the Verbal section of the Scholastic Aptitude Test (SAT) or Scholastic Assessment Test (SAT I)

d) Satisfactory score on the English Usage section of the American College Test (ACT)

e) Satisfactory score on the CSU English Equivalency Examination

f) Satisfactory score on either the Language and Composition or the Composition and Literature Examination of The College Board Advanced Placement Program

g) Satisfactory score on The College Board Achievement Test in English Composition with Essay.

1.1.2. Students shall fulfill the CSU Entry-Level Mathematics Examination (ELM) requirement by one of the following:

a) Satisfactory score on the CSU Entry-Level Mathematics Examination at SDSU or at another CSU campus

b) Completion of an approved General Education mathematics transfer course of three semester units or four quarter units that satisfies the General Education Breadth quantitative reasoning requirement with a grade of C or better

c) Satisfactory score on the Mathematics section of the Scholastic Aptitude Test (SAT) or Scholastic Assessment Test (SAT I)

d) Satisfactory score on the Mathematics section of the American College Test (ACT)

e) Satisfactory score on The College Board Advanced Placement Test in Mathematics, Level AB or BC

f) Satisfactory score on The College Board Mathematics Achievement Test, Level 1, or College Board Mathematics Subject Test, Level 1

g) Satisfactory score on The College Board Mathematics Achievement Test, Level 2, or College Board Mathematics Subject Test, Level 2C.

2.0 Proficiency in Writing[6]

2.1. San Diego State University students shall demonstrate proficiency in writing skills as a requirement for graduation. Such skills shall incorporate basic rules of good writing, subject to the argument, format, logical development, demonstration of evidence, and style appropriate to various disciplines. Furthermore, departments and schools should insist upon effective expression in their courses and should stress the need for improving substandard writing.

2.2. Certification of Upper Division Writing Proficiency: Students shall enroll in one intensive upper division writing course (W) or two disciplinary writing courses (DW).

a) Completion of an approved writing course(s) with a minimum grade of C or Cr shall mean the student has met the Certification of Upper Division Writing Proficiency.

Course Prerequisites

1.0 Prerequisites for each course shall be stated in the Catalog course description. Students shall complete a course prerequisite or its equivalent before registering for the course. Only those prerequisites listed in the course catalog shall be enforced. Instructors may not add additional course prerequisites or require entrance examinations for course admission.

2.0 Each department or school shall review its courses and submit proposals to reaffirm, modify, or delete existing prerequisites or to add new prerequisites according to the following guidelines:

2.1. Departments and schools shall clarify upon what basis the consent of the instructor is to be given if such consent

[6] On June 23, 2022, the SEC passed, on behalf of the Senate, the following update exception: The following 6 General Education (GE) classes (2 from each explorations category) shall be designated as 3-unit Upper Division Writing for AY 22-23 with the expectation that the appropriate Senate curriculum and writing committees approve permanent policy for beyond AY 22-23: Social Sciences - History 404 - Hist of Human Rights, BRAZ 325 - Brazilian Democracy and Society; Humanities - ENGL 301 - Psychological Novel, ENGL 305 - Literature and Environment; Natural Sciences - ENV S 301 - Energy and the Environment, MATH 303 - History of Mathematics. Students in majors that will exceed the 120 unit cap and are graduating in AY 22-23 can request a waiver to the Upper Division Writing requirement.

is a course prerequisite.

2.2. Departments and schools shall be aware that upper division and senior standing are determined solely on the total number of units completed. Such standing shall not guarantee that prior coursework has been completed in the discipline.

2.3. Departments and schools shall devise systems for monitoring the enforcement of their own prerequisites, such as requiring students to sign a statement indicating where and when prerequisites were completed and what grade was received.

2.4. Departments and schools may use “strongly recommended” or “recommended” instead of “prerequisite.”

2.5. Students with a continuous enrollment record shall retain catalog rights with respect to prerequisites. Prerequisites added to a course in subsequent catalog years shall not be imposed on students with prior catalog rights.

3.0 Faculty may request to drop a student from a class if the student fails to meet listed prerequisite requirements. Faculty-initiated drops have to be verified by the College Dean or designee(s) before students are dropped.

Courses, Credit/No Credit Undergraduate

Only those courses designated in the General Catalog as being offered only for credit/no credit shall be approved for implementation.

Courses, Cross-Listed

1.0 Cross listed courses are defined as courses that are offered two or more academic units, have identical course elements (title, description, units, mode of instruction; prerequisites and number, unless one of the academic units has already used that number for another course then the next closest number should be used) except the course prefix which reflects the academic department or program; are interchangeable for degree requirements; cannot be repeated for degree credit under separate prefixes; may be scheduled with the same instructor, room, and meeting pattern; may be scheduled with all, some, or one of the course prefixes.

2.0 Process for approving a cross-listed course: If the course is an approved course in the catalog and additional department(s) want to cross-list the course, use a "Course Modification" form and get signatures from all participating department chairs and college deans. Forward the signed Course Modification form to the Curriculum Committee as an information item and to the Office of Enrollment Services.

If the course has never been taught, approval for a new cross-listed course shall follow the campus curriculum guidelines associated with a new course proposal.

3.0 Criteria

3.1. A cross-listed course shall have the same title, number, unless one of the academic units has already used that number for another course, prerequisites, description, unit value, and grading method in its description as listed in every unit.

3.2. Catalog and course schedule listings shall indicate that the course is cross-listed. Materials presented to students, such as syllabi and course descriptions, shall also indicate that the course is cross-listed.

3.3. The academic units shall agree that students may take the course under any of its listings to fulfill an academic unit’s requirements.

Courses, Experimental and Interdisciplinary Limited-Duration

(Numbered 296, 496, 580, and 596, and General Studies 250, 350, 550)

1.0 The 496 number shall designate defined, selected topics not specifically treated in regular Catalog courses. It may thus be used either as an experimental precursor to a new course proposal or as a vehicle to explore current interests through a

standard course format, including syllabus, texts of bibliography, explicit procedure or methodology, and an appropriate student population. Unlike the 499 Special Studies course, the topics course should be subjected to a reasonable department or school review for need, relevance, and substance before being included in the Class Schedule.

2.0 **Residence Courses**: Proposals for experimental and interdisciplinary limited-duration courses shall follow an expedited curriculum review process as follows:

2.1. Experimental and interdisciplinary limited duration courses (initiated in the curriculum management system) shall be approved by the proposing department and college curriculum committees using the College's internal curriculum approval process and then sent to the College Dean (or designee) for approval. Proposals approved by the College Dean (or designee) will be sent simultaneously to the Senate Executive Committee, Undergraduate Curriculum Committee, Undergraduate Council, Graduate Council (for 500-level courses) and the Associate Vice President for Enrollment or designee as an information item. Unless objections arise, curriculum proposals will then be included in the Senate report as an information item. Courses that span multiple departments and/or colleges must be approved by all relevant departmental and college committees. If consensus cannot be achieved among these committees, the proposal shall undergo the full review process for new course proposals.

2.2. Proposals shall not be constrained by General Catalog and committee deadlines for regular course proposals; they shall be dealt with on demand and shall be completely processed during one semester for implementation the next semester.

2.3. Assessment of an experimental and limited duration course shall be included as one component of the rationale for proposing the permanent version of the course. Proposals for these permanent courses shall undergo the full review process for new course proposals.

3.0 **Extension Courses:** Proposals for experimental and interdisciplinary limited-duration courses offered for academic credit by Global Campus shall follow the same process described in 2.1.

Courses: Hours and Preparation

1.0 A course shall meet for the required number of hours and shall offer an opportunity to prepare, to study, and to cogitate for the required hours, as stated in the General Catalog.

2.0 A unit credit hour shall represent 50 minutes of lecture or recitation combined with two hours of preparation per week throughout one semester of 15 weeks. Two credit hours of activity (e.g., in Exercise and Nutritional Sciences) or three credit hours of laboratory (e.g., in Physics) shall be conside red equivalent to one credit hour of lecture.

3.0 A course offered in a term of less than 15 weeks shall contain the same contact hours, preparation time, content, and requirements as the same course offered over a 15-week semester.

4.0 The approval of the department, school, or program and of the college dean shall be required to schedule all short-term or weekend courses.

5.0 One-unit courses scheduled on consecutive days shall not be scheduled for less than four consecutive calendar days.

Courses Not Offered in Two Years, Undergraduate

1.0 Each year the Associate Vice President for Enrollment or designee (or other administrative officer who shall coordinate the curricular process) shall identify the courses not offered during the past two years and shall inform each department or school that failure to offer the courses within the next academic year shall subject the courses to deletion from the Catalog. A course not offered during that third year shall be deleted by the Office of Curriculum, Assessment, and Accreditation.

2.0 **Reinstatement of Deleted Courses:** For up to three years after the deletion of an undergraduate course by the Undergraduate Curriculum Committee the course (same number, title, credit, units, prerequisites, Catalog description) may be reinstated.

2.1. The academic department, school, or program shall forward to the dean of the college a completed Course

Reinstatement form.

2.2. If the dean approves the request, the form shall be forwarded to the Office of the Provost for inclusion in the next General Catalog; however, a reinstated course may be listed in the Class Schedule and taught prior to the publication of that catalog.

2.3. The department, school, or program shall teach the reinstated course within two semesters of the submission of the Course Reinstatement form. Failure to do so shall result in a second deletion of the course from the curriculum; courses thus deleted shall be restored to the curriculum only through the process to approve new courses.

Courses Rejected by the Curriculum Committee

Courses rejected by the Curriculum Committee shall not be offered under special topics numbers or otherwise included in the schedule of classes unless specifically authorized by the Provost, who shall report such action to the Undergraduate Curriculum Committee.

Courses, Special Study

1.0 A course numbered 299, 499, or 599 signifies a well-defined, one-of-a-kind, special study usually on a topic or in an area not covered by a regular, titled Catalog course. It may be offered only with the consent of the instructor and is intended only for a student who has demonstrated ability to work independently and who is clearly qualified to work at an advanced level in the discipline. The instructor shall meet with the student regularly and by schedule to plan, monitor, and direct progress. Standard grading procedures shall apply as in all other university courses. The maximum credit for 299, 499, and 599 courses applicable toward a bachelor's degree shall be nine units.

2.0 A 499 number shall not be used (a) to offer lower division coursework, (b) to extend internships, (c) to award academic credit in place of pay, (d) for work experience, (e) for class-sized groups.

Courses, Undergraduate Collaborative

1.0 Collaborative courses shall be developed collaboratively under two or more rubrics by two or more academic units responsible for course development (typically departments, schools, or interdisciplinary programs). Collaborative courses shall be listed among the courses of each collaborative unit.

2.0 Approval for collaborative courses at the 100- through 500-level shall rest with the Undergraduate Curriculum Committee. Approval for a collaborative course shall be considered only after the course itself, whether new or revised, has been approved for content in the normal process as presented on a New Course Proposal form. Approval as a collaborative course requires that the collaborative process be described under which the course was developed and that all units participating in the collaboration agree to the conditions of the collaboration. In addition, the units shall agree that, if the course is not team taught, the instructor shall be knowledgeable in all of the content areas.

3.0 Conditions of Collaboration

3.1. Each collaborative unit shall agree to any change in course title, number, prerequisites, description, unit value, content, or grading method. If a collaborative unit disagrees to a proposed change, no change shall be made. If a unit withdraws from a collaboration, the course shall be deleted, and each unit shall formally reapply by the new course proposal process to teach that material, even if the unit taught that material before the collaboration.

3.2. If a collaborative course is acceptable for General Education, the following General Education policies apply:

a) A student shall not receive more than 12 units of GE credit from an academic unit, including collaborative courses offered therein.

b) A student shall not receive more than seven units of GE credit in GE sections II, III, and IV from an academic unit, including collaborative courses offered therein. Courses in a student's major unit or collaborative courses listed therein shall not be used in section IV (Explorations).

4.0 Criteria

4.1. A collaborative course shall have the same title, number, prerequisites, description, unit value, and grading method in its description as listed in every collaborative unit.

4.2. Experimental topics courses, General Studies 250 and 350, and variable title and variable unit courses shall not be collaborative courses.

4.3. Catalog and course schedule listings shall indicate that the course is collaborative. Materials presented to students, such as syllabi and course descriptions, shall also indicate that the course is collaborative.

4.4. The collaborating units shall jointly maintain responsibility for course content.

4.5. The collaborative units shall agree to the special conditions above. If the course is offered for General Education credit, the collaborative units shall agree to the special conditions on collaborative General Education courses above.

4.6. The collaborative units shall agree that students may take the course under any of its listings to fulfill an academic unit's requirements.

Credit by Examination

1.0 Credit by examination shall be restricted to students who are regularly enrolled (matriculated), not on probation, and enrolled in at least one regular course. Credit/no credit shall be applied only to regular undergraduate courses and shall be limited to 30 units. Credit by examination obtained through credit/no credit shall be limited by the usual restrictions on credit/no credit grading to 15 total units. Credit by examination shall not be treated as part of the student's study load, but the student shall pay for additional units if costs exceed fees already paid.

2.0 To obtain credit by examination:

2.1. The student shall register during the change-of-program period in an actual course for which credit by examination is being requested. Credit by examination units shall not be counted toward full- time enrollment. The student shall be registered in at least one other course.

2.2. Before taking an examination, the student shall obtain on the appropriate special form, available through the Office of the Registrar or the department or school office, the permission of the chair or director of the department or school offering the examination and of the dean of the appropriate college to enroll in the course and to take it for credit by examination as the grading option.

2.3. After department or school approval has been obtained, the Office of the Registrar shall verify the student's enrollment and probation status and shall add the course to the student's record. The grading option of credit by examination shall be so indicated on the system at that time and shall be reflected in reports such as enrollment confirmations, class lists, and grade sheets.

2.4. The student shall take the examination and be evaluated by the department or school. The grade may be submitted by the department or school to the Office of the Registrar either immediately or on the regular grade sheet for the course at the end of the semester or session

3.0 Department or school policies shall be subject to the following:

3.1. A department or school may exclude any of its courses from credit by examination, or it may prevent a student from obtaining credit by examination in a course that is a prerequisite to a course the student has taken or is currently taking.

3.2. In a course a department or school may require credit/no credit grading only for credit by examination.

3.3. If a student takes an examination, a grade, if only "no credit," shall be entered on the student's transcript.

3.4. A department or school may develop its own procedures regarding a student who signs up for credit by examination and then either elects not to take the examination or fails the examination; however, the department

or school shall inform the student of its policy.

Credits Earned by High School Students

1.0 Upon recommendation by their counselor, principal, or the coordinator of a gifted students program, students who have completed their junior year of high school and are of exceptional academic ability and achievement may apply for admission to the SDSU Summer Session program. Credits earned during the summer shall be placed on a permanent record by the Office of the Registrar and may be applied toward a degree at San Diego State University. Registration in a particular course shall be subject to the approval of the instructor.

2.0 International Baccalaureate Program: Students who have completed the requirements for the International Baccalaureate Diploma may be admitted to San Diego State University. Course credit for specified courses or advanced placement for specified test scores may be awarded at the discretion of appropriate departments or schools.

Credit for Academically Related Work Experience

1.0 Academic credit may be granted for academically related work experience supervised and evaluated by a faculty member in accordance with university policies and standards.

2.0 Academically related work experience shall be defined as practical experience, paid or unpaid, that the sponsoring faculty member considers likely to contribute directly to a student's academic and professional growth. Outside the structure of courses specifically designed to facilitate such experience, academic credit related to work experience shall be awarded only for satisfactory completion of clearly articulated academic requirements agreed upon in advance by the student and the sponsoring professor and duly approved and recorded in compliance with department or school policy.

Curriculum Changes, Undergraduate and Graduate[7]

1.0 **Initiation:** Proposals for changes in the curriculum may originate from faculty, departments or schools, deans, college curriculum committees, or the Undergraduate Curriculum Committee.

1.1. The Office of Curriculum, Assessment, and Accreditation shall provide assistance in the preparation of proposals.

1.2. A schedule of deadlines for submission of curricular proposals from the colleges to the Office of Curriculum, Assessment, and Accreditation shall be established and published annually in the Curriculum Guide. Colleges may establish internal deadlines if they so desire.

2.0 **The Office of Curriculum, Assessment, and Accreditation Review (CAA):** Proposals shall be reviewed for proper format, content, and elements that might conflict with existing policy, regulations, administrative code, or with other agencies within the university. The Office of Curriculum, Assessment, and Accreditation shall also be responsible for ensuring external review of proposals are done in a timely manner. This includes review by the CSU Board of Trustees, WSCUC, and the CSU Chancellor's Office as appropriate.

3.0 **College Review:** Each college shall develop and file in the Office of the Provost procedures for review of curricular proposals, including department or school-level review. Every proposal should be reviewed by the College Curriculum Committee following the procedures outlined by the College. Review should be concerned with the academic merit of the proposal and its relationship to the academic program of other departments or schools and the college as a whole.

[7] The following was approved as a temporary policy / process that will expire after the AY24-25 year: 1. After consultation with the Department/School Curriculum Committee and faculty, Chair/Director or chair/director's designee initiates the program elevation form in Curriculog. This shall include a plan for deactivation of the existing concentration or specialization and a teach-out plan for the remaining students. Curriculum services will submit a Subchange Screening Form for WSCUC on behalf of the department. 2. The Elevation proposal is evaluated by the College Curriculum Committee to ensure that the degree requirements and other Catalog items are exactly the same as the original concentration or specialization. 3. The Dean evaluates the proposal to ensure that adequate resources are available within the college to support the elevation. Since all these programs already exist and are being offered, the Dean should ensure that separation of the concentration or specialization into its own degree does not cause complications with advising. 4. Elevations approved by the College and Dean that do not include any other curriculum changes are forwarded to SEC and the Senate for approval. 5. Approved proposals for elevation are forwarded to the Chancellor's Office. 6. Once the Chancellor's Office approves of the elevation, the program will be forwarded to CAL State Apply for inclusion in the application process.

4.0 **Approval by the dean of the College:** In general, every curricular proposal shall be submitted to the dean of the college concerned for approval or disapproval. The dean should announce a decision within 10 academic workdays. The dean's approval shall be based on the determination that the proposal is consistent with plans for the long-run development of the college, that all budget needs of the proposal (teaching positions, space, equipment, supplies, staff, etc.) have been considered carefully, and that the dean is prepared to give the needs of the program high priority in the college's budget.

5.0 When the final form is acceptable to the college, dean, and the department or school, the curriculum proposal, depending on the type of proposal, shall be forwarded by Curriculum Services using the following workflow:

5.1. New Undergraduate Degree Proposals

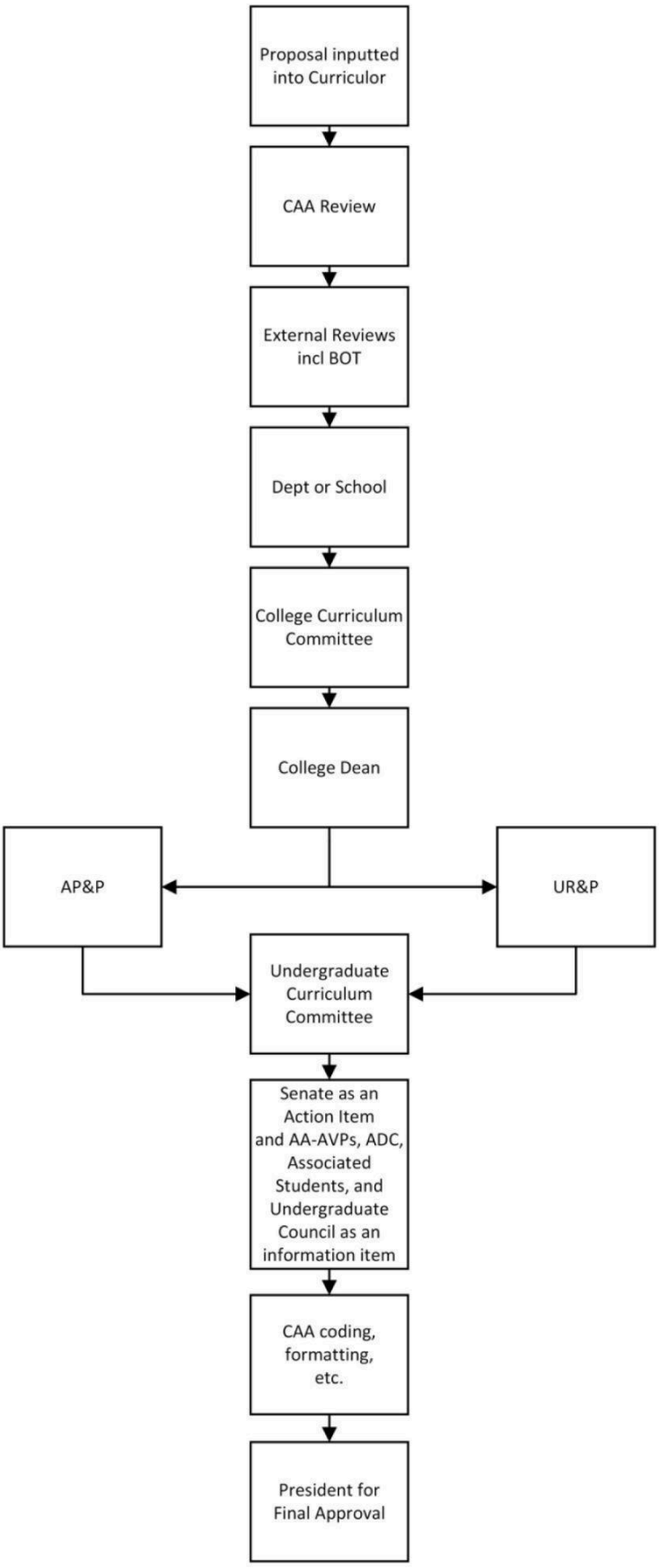
5.1.1. After Intent forms have been submitted and approved by the Board of Trustees as appropriate (for new programs only), requests for new degree programs, new minors, emphases, options, basic certificates, and concentrations not in the Academic Master Plan shall be sent concurrently to the Committee on Academic Policy and Planning to be considered for inclusion in the Academic Master Plan and to the Committee on Academic University Resources and Planning to be evaluated for resource implications.

5.1.2. Proposals approved by APP and URP shall be routed to the Undergraduate Curriculum Committee for approval.

5.1.3. Proposals approved by the Undergraduate Curriculum Committee shall be sent to the Senate as an action item and to the AA-AVPs, Academic Deans Council, Undergraduate Council, and Associated Students as information items. Proposals approved by the Senate shall be sent to the President for final approval. Once approved, the Office of Curriculum, Assessment, and Accreditation will work with the Chancellor's Office, CAL State Apply, and the Registrar's Office to prepare the programs for admissions.

5.1.4. New Undergraduate Degree Proposals Flow Chart:

5.1 New Undergraduate Degree Proposals



5.2. New Undergraduate Courses, Changes in Existing Programs and Courses, and Major Modifications to Existing[8] Courses

5.2.1. Curriculum proposals for new classes, major changes in existing classes, or programs shall be sent concurrently to the General Education (GE) Committee if changes involve the University's GE program and the Graduate Curriculum Sub-Committee (GCC) for undergraduate proposals that involve classes open to graduate students, for approval.[9]

5.2.2. Proposals approved by GE and /or GCC shall be sent to the Undergraduate Curriculum Committee (UCC). Proposals that do not require review by GE or GCC shall skip step 5.2.1 and go directly to UCC. Proposals for minor modifications to existing undergraduate courses can skip 5.2.2 and go directly to the Senate as information items.

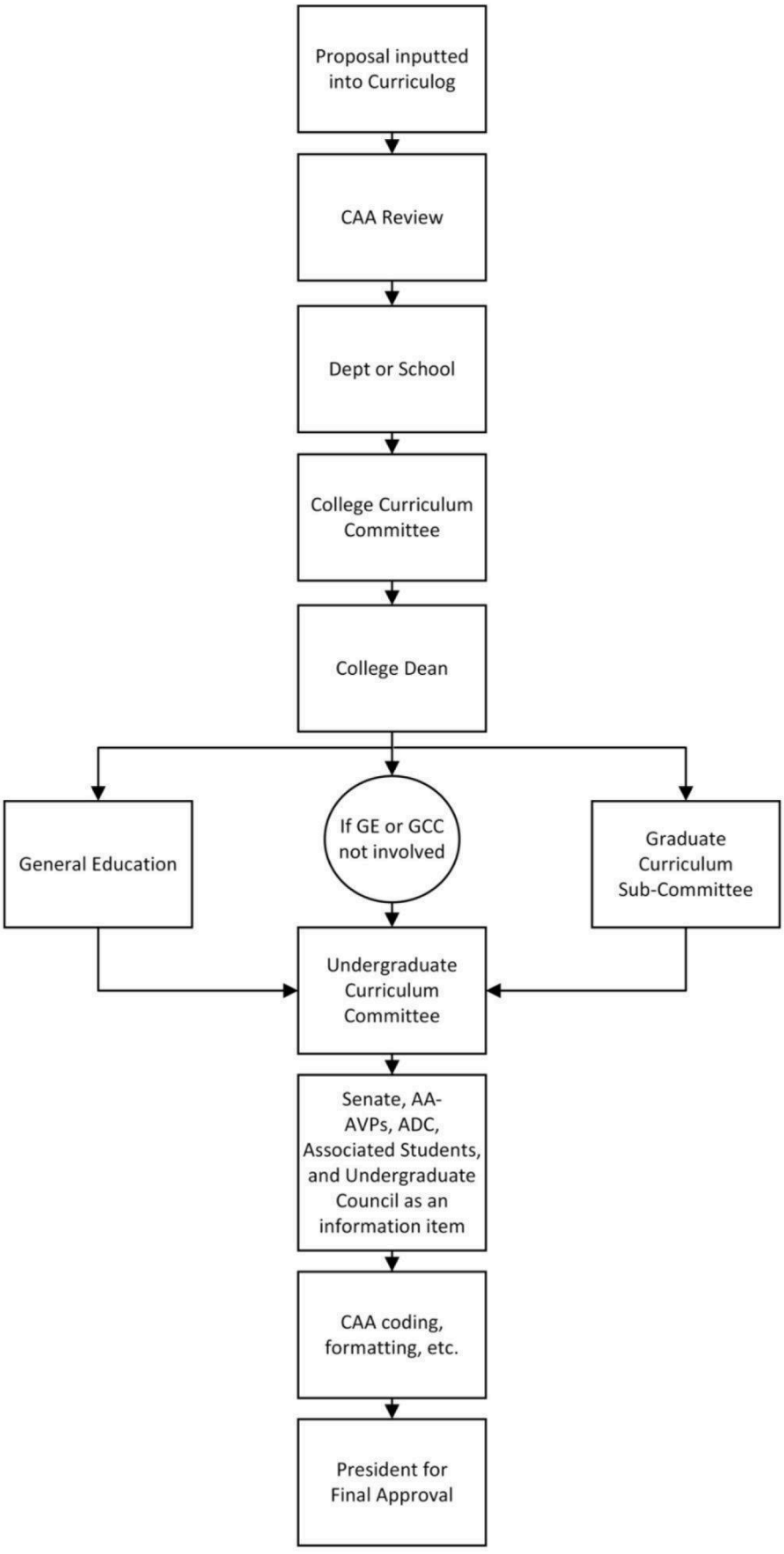
5.2.3. Proposals approved by the UCC shall be reported to the Senate, to the AA-AVPs, Academic Deans Council, Undergraduate Council, and Associated Students as information items.

5.2.4. New Undergraduate Courses and Changes in Existing Programs and Courses Flow Chart:

[8] See Curriculum Guide for current list of course modifications requiring additional review and approval.

[9] Current Area E courses undergoing reconsideration of GE status will be evaluated by the department and college curriculum committees and if approved, forwarded to the Dean. If the Dean approves the new GE designation, the proposal will be forwarded to the University GE committee for review. If approved by the GE committee, the proposal will be presented to the Senate as an action item. Expedited GE consideration is only available to current Area E classes and only for the 24/25 AY.

5.2 New Undergraduate Courses and Changes in Existing Programs and Courses



5.3. New Graduate Degree Proposals

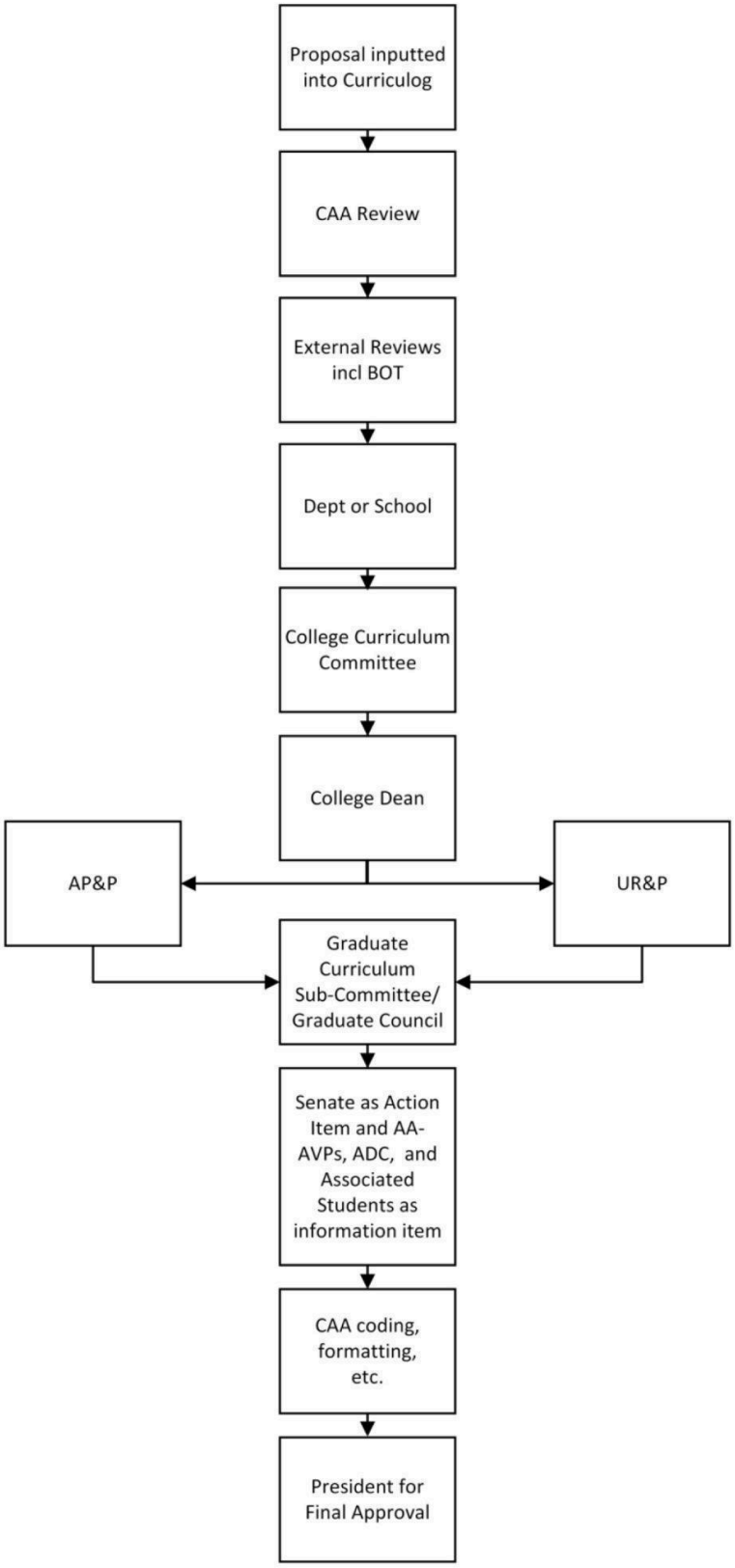
5.3.1. After Intent forms have been submitted and approved by the Board of Trustees as appropriate (for new programs only), requests for new degree programs, emphases, options, advanced certificates, and concentrations not in the Academic Master Plan shall be sent concurrently to the Committee on Academic Policy and Planning to be considered for inclusion in the Academic Master Plan and to the Committee on University Resources and Planning to be evaluated for resource implications.

5.3.2. Approved proposals shall be sent to the Graduate Curriculum Sub-Committee/Graduate Council for approval.

5.3.3. Approved proposals shall be sent to the Senate as an action item and to the AA-AVPs, Academic Deans Council, and Associated Students as information items. Proposals approved by the Senate shall be sent to the President for final approval. Once approved, the Office of Curriculum, Assessment, and Accreditation will work with the Chancellor's Office, CAL State Apply, and the Registrar's Office to prepare the programs for admissions.

5.3.4. New Graduate Degree Proposals Flow Chart:

5.3 New Graduate Degree Proposals



5.4. New Graduate Courses and Emphases, and Changes in Existing Courses (Major), Emphases, Advanced Certificates, and Requirements[10]

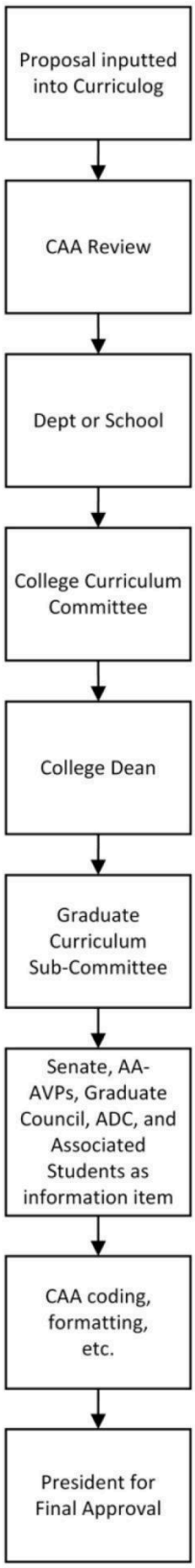
5.4.1. Curriculum proposals shall be sent to the Graduate Curriculum Sub-Committee for approval.

5.4.2. Curriculum proposals approved by the Graduate Curriculum Committee shall be reported to the Senate, AA-AVPs, Graduate Council, Associated Students, and Academic Deans Council as information items.

5.4.3. New Graduate Courses and Emphases, and Changes in Existing Courses, Emphases, Advanced Certificates, and Requirements Flow Chart:

[10] See Curriculum Guide for current list of course modifications requiring additional review and approval.

5.4 New Graduate Courses and Emphases, and Changes in Existing Courses, Emphases, Advanced Certificates, and Requirements



5.5. Discontinuance of Undergraduate and Graduate Degree Proposals

5.5.1. Requests to discontinue Undergraduate Degree Programs, which will include a teachout process, shall follow the same workflow as that for new programs outlined in 5.1. Following approval by the College Curriculum Committee and College Dean and review for accuracy by CAA, the proposal shall be forwarded to AP&P and URP, and, upon approval, move to the Undergraduate Curriculum Committee for approval. Undergraduate Degree Proposals to discontinue existing degrees approved by Undergraduate Curriculum Committee will be routed to the Senate as an action item and to the AA-AVPs, Academic Deans Council, Undergraduate Council, and Associated Students as information items. Proposals approved by the Senate shall be sent to the President for final approval. Once finalized, the Office of Curriculum, Assessment, and Accreditation will notify the Chancellor's Office and other external bodies.

5.5.2. Requests to discontinue Graduate Degree Programs, which will include a teach-out process, shall follow the same workflow as that for new programs outlined in 5.3. Following approval by the College Curriculum Committee and College Dean and review for accuracy by CAA, the proposal shall be forwarded to AP&P and URP, and, upon approval, move to the Graduate Curriculum Sub-Committee/Graduate Council for approval. Graduate Degree Proposals to discontinue existing degrees approved by the Graduate Curriculum Sub-Committee/Graduate Council be routed to the Senate as an action item and to the AA-AVPs, Academic Deans Council, Graduate Council, and Associated Students as information items. Proposals approved by the Senate shall be sent to the President for final approval. Once finalized, the Office of Curriculum, Assessment, and Accreditation will notify the Chancellor's Office and other external bodies.

Dean's List

1.0 Computation for the Dean's List shall be based on a minimum of 12 units of credit, each carrying a letter grade. Students shall be placed on the Dean's List if they receive a grade point average of 3.50 or above for the given semester. The computation of the grade point averages for the semester shall be made within six weeks after the end of the semester to permit students to convert incomplete (I) grades to letter grades in time to be included in the computations.

2.0 "Dean" shall refer to the dean of each line college. The Associate Vice President for Faculty Advancement and Student Success shall recognize undeclared majors and special majors; the Dean of the College of Education shall recognize Liberal Studies majors.

3.0 A student's transcript shall indicate each inclusion on the Dean's List.

Degree Program Discontinuation

1.0 Procedures

1.1. Proposals for the discontinuation of degree programs may be initiated by departments or schools, faculty members, college or university committees, or administrative officers of the University. Proposals shall specify mechanisms to protect the interests of students enrolled in such programs and, if possible, to allow the students to complete their degrees in a reasonable time. Proposals shall include a declaration of intent to effect (a) a degree program discontinuation or (b) the discontinuation of degree program with department or school dissolution. Proposals shall address employment options, informed by the applicable Collective Bargaining Agreement (CBA), for the affected tenured and probationary faculty and for permanent staff.

1.2. Proposals shall be reviewed by designated department or school and college curriculum committees, and the dean of the college.

1.3. Proposals approved by the college dean shall be forwarded to the office of the Provost for university-wide distribution.

1.4. Undergraduate Proposals

1.4.1. Undergraduate proposals shall be reviewed for approval by the Committee on Academic Policy and Planning, which shall seek broad consultations with groups or persons likely to be affected by the degree program discontinuation, including enrolled students in the affected degree program.

1.4.2. Proposals shall be additionally reviewed by the Undergraduate Curriculum Committee, with recommendations forwarded to the Senate.

1.4.3. Approved proposals shall be forwarded to the Senate as action items.

1.4.4. Approved proposals shall be forwarded to the President for final action.

1.5. Graduate Proposals

1.5.1. Graduate proposals shall be reviewed for approval by the Graduate Council, which shall seek broad consultation with groups or persons likely to be affected by the degree program discontinuation, including enrolled students in the degree programs affected.

1.5.2. Proposals shall be further reviewed by the Committee on Academic Policy and Planning, with recommendations forwarded to the Senate.

1.5.3. Approved proposals shall be forwarded to the Senate as action items.

1.5.4. Approved proposals shall be forwarded to the President for final action.

2.0 Dissolution of a Department or School: If a proposal for degree program discontinuation implies the dissolution of a department or school, this procedure shall be followed:

2.1. Proposals for the discontinuation of degree programs may be initiated by departments or schools, faculty members, college and university committees, or administrative officers of the university. Proposals shall specify means to protect the interests of students enrolled in the programs and, if possible, to allow those students to complete their degrees in a reasonable time. Proposals for degree program discontinuation shall include a declaration of intent to effect (a) a degree program discontinuation or (b) the discontinuation of degree program with department dissolution. Proposals shall address employment options, informed by the applicable Collective Bargaining Agreement (CBA), for the affected tenured and probationary faculty and for permanent staff.

2.2. Proposals shall be reviewed by designated department or school and college curriculum committees.

2.3. Proposals shall be reviewed by the dean or deans of the colleges. If the dean or deans determine that the proposal has no merit, this recommendation together with the original proposal shall be forwarded to the Provost. If the dean or deans determine that the proposal does have merit, the dean or deans shall form a special ad hoc committee to give the matter full and serious consideration. The ad hoc committee shall have at least five members, at least two of whom shall be department chairs or school directors with one chair or director drawn from an uninvolved college.

2.4. The ad hoc committee shall report its recommendations to the dean and the executive committee (or equivalent) of the colleges involved, and the dean shall subsequently transmit final recommendations to the Provost who shall in turn convey the recommendations with comments to the Committee on Academic Policy and Planning.

2.5. The Committee on Academic Policy and Planning shall seek broad consultation with groups or persons likely to be affected by the degree program discontinuation, including enrolled students in the affected degree program. The Committee shall forward its recommendations regarding deletions or transfer of programs to the Undergraduate Curriculum Committee for review. The Committee on Academic Policy and Planning shall present its recommendation regarding dissolution of a department or school to the Senate as an action item concurrent with the Undergraduate Curriculum Committee report on the deletion or transfer of programs.

2.6. The Undergraduate Curriculum Committee shall present its recommendations regarding the deletion or transfer

of programs to the Senate as an action item.

2.7. Approved proposals shall be forwarded to the President for final action.

Degree Revocation

1.0 The University's award of academic credit and Degrees constitutes its formal certification of student achievement.However, a Degree may be awarded to a Student in error, or as a result of fraud, misrepresentation, or other intentional or unintentional actions. In order to preserve the integrity and academic standards of Degrees granted, San Diego State University (hereafter the University) may exercise the right to revoke a previously conferred Degree as set forth in the following procedure. The authority to revoke a Degree resides with the President. The President hereby delegates that authority to the Provost.

2.0 Definitions

2.1. *Advisor*: An Advisor is someone who may accompany the Student at the Degree revocation hearing. The Advisor's role is limited to consulting and providing support, and may not speak for, or on behalf of, the Student. The Advisor may not be an attorney.

2.2. *Clear and convincing evidence*: Evidence of such convincing force that it demonstrates, in contrast to the opposing evidence, a high probability of the truth of the fact(s) for which it is offered as proof. Such evidence requires a higher standard of proof than proof "by a preponderance of the evidence" but a lower standard than required for proof "beyond a reasonable doubt."

2.3. *Degree*: Degree includes any form of academic Degree, credential, certificate, or professional designation or other award (e.g., Honors designation) conferred by the University, or any of its colleges, departments or units, including Global Campus.

2.4. *Registrar*: Registrar refers to the management personnel in the Office of the Registrar at the University.

2.5. *Notice of Intent to Revoke Degree*: Notice of Intent to Revoke Degree is the written notice issued to a Student possessing a Degree the University intends to revoke under the terms of this policy.

2.6. *Student*: The term Student may refer to any current or former student, including those enrolled through Global Campus.

2.7. *Hearing Officer*: The Hearing Officer referred to herein shall be a person selected by the Provost in consultation with the Associate Vice President for Administration. The Hearing Officer shall be a University faculty member or administrator who has relevant experience, or who shall have received appropriate training, regarding this policy and procedure as well as the standards associated with the granting of the Degree at issue in the proceedings. Student conduct administrators and their subordinates, persons with a conflict of interest in the matter, and perceived witnesses giving rise to the matter are ineligible to serve as Hearing Officers. If a conflict of interest or other cause prevents the selection of a Hearing Officer employed by the University, a Hearing Officer who is a faculty member or administrator at another CSU campus shall be asked to serve as a Hearing Officer.

2.8. *Timelines*: The University may, but is not required to, extend timelines set forth herein. Extensions shall be determined by the Provost or designee. The Provost or designee shall promptly and in writing notify the Student and any University administrators involved of any revised timeline.

3.0 Basis for Revocation

3.1. A Degree may be revoked by the University if: 1) upon examination of a Student's record, it is determined that the requirements for the Degree awarded as established by the California Code of Regulations, Title 5, were not met; or 2) information comes to light that, if known at the time the Degree was awarded, would have resulted in a determination that the Degree should not be conferred. The bases for a Degree revocation include, but are not limited to, the following:

3.2. Academic misconduct by Students, faculty, staff, or administrators, including fabrication, falsification, plagiarism, or fraud.

3.3. Unauthorized altering of information on a Student record (including in an official University student information system).

3.4. Error(s) by administrators, faculty, staff, or Students that resulted in the awarding of the Degree that would not have been awarded otherwise.

3.5. Other violations of the University's Student Conduct Code that are of such a nature that had the misconduct been discovered prior to the issuance of the Degree, it would have resulted in the suspension or expulsion of the Student from the University.

4.0 Investigation

4.1. When information comes to light that places into question the validity of a previously conferred Degree, it shall be referred to the Provost through the Dean of the college from which the Degree in question was granted.

4.2. Upon receipt of such information, the Provost or designee shall conduct an initial review of the information and determine whether such information is credible and whether, if established as true, the evidence would justify the revocation of a Degree.

4.3. If the Provost determines that the information is credible and, if established, would justify the revocation of a Degree, the Provost shall select an investigation committee of faculty and/or administrators. Members of the investigation committee shall be selected according to expertise as it pertains to the details of the case. The investigation shall be completed within sixty (60) calendar days, and the investigation committee shall present a report of findings with regards to the information examined and a recommendation as to whether the investigation establishes by clear and convincing evidence that the Degree should be revoked.

4.4. The Provost shall review the report and, if appropriate, may ask the General Counsel and/or other University personnel to investigate any other information relevant to whether the Degree should be revoked. If the Provost determines that there is sufficient information to make a determination as to whether to issue a "Notice of Intent to Revoke Degree" ("Notice"), the Provost or designee shall issue the Notice to the Student possessing the Degree in question. If the Provost determines that there is insufficient evidence to justify a revocation, no further action shall be taken and the Degree shall stand.

5.0 Process When Notice of Intent to Revoke Degree is Issued

5.1. The Notice shall advise the Student that the University has clear and convincing evidence that justifies the revocation of the Student's Degree pursuant to this policy. The Notice shall identify the Degree and year it was awarded and describe the evidence upon which the Notice is based in sufficient detail to allow the Student to respond to the Notice. A copy of this policy shall also accompany the Notice. The Notice shall state that if the Student decides to contest the revocation, the Student shall, within thirty (30) calendar days of receipt of the Notice, make a written request to the Provost for a hearing. The Notice shall also state that if the Student requests a hearing, the Student shall prepare a written response to the Notice ("Response") stating whether the Student disputes the information set forth in the Notice and/or the University's conclusion that the Degree should be revoked, as well as the specific evidence and reasons upon which the Student bases such dispute or conclusion.

5.2. The Notice shall be sent by certified mail, personal or overnight delivery, to the last known mailing or contact address for the Student. If possible, the Notice shall also be sent concurrently via email. The Student's written request for a hearing and Response shall be sent to the Provost via certified mail within the thirty (30) day period set forth in Paragraph 5.1. Absent good cause to be determined by the University, the failure to timely request a hearing and submit a Response shall result in the University revoking the Degree as set forth in Paragraph 5.4.

5.3. The thirty (30) calendar day period within which the Student may request a hearing shall commence as of the date of receipt by the Student as reflected on the written confirmation received by the University that the Student received the Notice. This confirmation can be a document signed by the person who delivered the Notice indicating that the Student was given the Notice; a receipt signed by the Student acknowledging receipt of the Notice by certified mail; a signed acknowledgement by the Student acknowledging receipt of the overnight mail containing the Notice; or other proof of actual receipt by the Student, such as email delivery confirmation.

5.4. If the University receives confirmation pursuant to Paragraph 5.3 and the Student does not request a hearing, the University may revoke the Degree without further proceedings. If the University does not obtain appropriate

confirmation, it may nevertheless proceed with revocation in accordance with Paragraph 5.11 of this policy.

5.5. If the Student requests a hearing, the Provost or designee shall use reasonable efforts to schedule such hearing no sooner than thirty (30) and no later than sixty (60) calendar days after the Student notifies the University of the request for a hearing. The Student shall be provided with a written notice of the scheduled hearing date and location no later than fourteen (14) days prior to the hearing.

5.6. The Student shall be entitled to review the evidence that supports the University's Notice and may request a copy of such evidence at a cost not to exceed that provided under the California Information Practices Act (Civil Code section 1798 et. seq.). The Student and the Provost, or a designee, shall exchange a list of witnesses to be called at the hearing no later than fourteen (14) calendar days prior to the hearing. At the Student's written request, the University shall send a "notice to appear" to any University employee-witness at her or his University-assigned email address. If, after this deadline, the Student and/or the University wish to supplement their witness list, they shall request permission from the Hearing Officer to do so.

5.7. The Student may be accompanied at the hearing by an Advisor, who may neither speak for, nor on behalf of, the Student. The Advisor may not be an attorney.

5.8. The hearing shall take place before a Hearing Officer selected by the Provost in consultation with General Counsel. The Provost or designee shall represent the University.

5.9. Subject to Paragraph 5.6 of this policy, the Student and the University shall be allowed to introduce evidence and call witnesses to testify at the hearing. The formal rules of evidence applied in courtroom proceedings do not apply in the hearing. All information that responsible persons are accustomed to rely upon in the conduct of serious affairs is considered, although unduly repetitive information may be excluded. The Hearing Officer controls the proceedings.

5.10. If, after requesting a hearing, the Student fails to appear at the hearing without good cause, the hearing shall proceed and the Hearing Officer shall render a decision based on the evidence submitted by the University and the Student's written response. The Hearing Officer shall weigh the evidence presented and shall draw no inferences from the Student's absence from the hearing.

5.11. If, despite its own due diligence, the University receives no confirmation that the Student received the Notice, or is unable to locate the Student to provide the Notice, the University may nonetheless seek revocation of the Degree. The University shall schedule a hearing within sixty (60) calendar days of the date of the Notice that shall proceed in the absence of the Student. The Hearing Officer shall consider the evidence presented by the University at the hearing and shall determine whether there is sufficient evidence to revoke the Student's Degree pursuant to this policy. The Hearing Officer shall draw no inferences from the Student's absence from the hearing.

5.12. The Hearing Officer shall consider and weigh the evidence and shall prepare written findings concerning whether there is clear and convincing evidence to revoke the Degree. If the Hearing Officer finds that the evidence establishes that the Degree should be revoked, the Hearing Officer shall also consider whether the Student should be permitted to complete the requirements for the revoked Degree after some sanction (if appropriate) is applied. Sanctions may include, but are not limited to, a ban from enrollment for some period of time or a loss of catalog year rights. The Hearing Officer shall submit such written findings and any appropriate recommendations to the Provost no later than thirty (30) calendar days after the hearing.

5.13. The Hearing Officer may consider and recommend alternative remedies to revocation.

5.14. The Provost shall prepare a decision letter that accepts the Hearing Officer's recommendation, adopts a different result, or refers the matter back to the Hearing Officer for further findings on enumerated issues. The decision letter shall be issued within fifteen (15) calendar days of the Hearing Officer's recommendation. Any decision letter that refers the matter back to the Hearing Officer shall include timelines for the Hearing Officer's supplemental findings/recommendations as well as the subsequent supplemental decision letter.

5.15. If a Degree is revoked in accordance with Paragraph 5.11 (University unable to locate Student), a Student who later learns of the revocation and wishes to contest it may request a rehearing of the matter in writing. The Student shall provide clear and convincing evidence to the Provost that the Student did not receive any advance notice (either in writing or verbally) of the University's intent to revoke the Student's Degree through no fault of

the Student. The decision to grant or deny a rehearing shall be made by the Provost and shall be final. The decision shall be made within sixty (60) calendar days of receipt of the request and provided to the Student in writing. If a rehearing is granted by the Provost, a new Hearing Officer shall be assigned to hear the matter.

5.16. The Provost or designee may direct the Registrar to place an administrative hold on the issuance of any official transcript for a student to whom a Notice of Intent to Revoke Degree has been sent. The student will be able to request and access unofficial transcripts under the same conditions as any other student.

5.17. Nothing in this policy shall be construed to prevent the Provost from agreeing to an informal resolution of the matter with a Student in lieu of, or after, a hearing.

6.0 Post-Revocation Steps

6.1. If a Degree is revoked pursuant to Paragraph 5.4 (Student does not request a hearing), 5.11 (University unable to locate Student), or 5.12 (after hearing), then the following actions shall take place:

6.1.1. The Registrar shall ensure that all relevant records of the University relating to the Student are promptly amended to reflect the Degree revocation;

6.1.2. The Registrar shall note the effective date of the revocation on the Student's transcript and use reasonable efforts to transmit a copy of the official (revised) transcript to the Student; and

6.1.3. The Provost or designee shall use reasonable efforts to notify the Student that the Student is no longer entitled to represent to any person that he or she is the recipient of the revoked Degree and that the Student should take appropriate steps to notify all former and current employers, relevant educational institutions, professional registration bodies or associations, or others as applicable that the Degree has been revoked. If, despite its own due diligence, the University is unable to provide this notice to the Student due to an inability to contact or locate the Student, the University shall place a hold on the Student's records until such time as it is able to provide such notice. If at the time of the revocation the Student is enrolled at the University, the Provost or designee shall promptly notify the Vice President for Student Affairs and Campus Diversity of the revocation so that the Vice President of Student Affairs and Campus Diversity can consider whether to take any steps pursuant to Executive Order 1073 (2012) and any other applicable policies.

Enrollment Management and Impaction

1.0 As part of The California State University, San Diego State University shall be committed to providing qualified students with the greatest possible access to excellent higher education and lifelong learning. Accordingly, the university shall continue to search for innovative ways to provide access with available funding.

2.0 Selection criteria shall allow the university to enhance, not compromise, the diversity reflected by our enrollment. Diversity shall remain an important concern of the University.

3.0 Enrollment management strategies shall evolve with the consultation of various constituencies, so that the use of selection criteria or other techniques shall not distort the current array and balance of programs.

4.0 Changes in the proportions among lower division, upper division, and graduate division students as well as among majors and professional programs shall be a fundamental policy question. Changes in the relative growth of these populations shall be deliberative, consultative policy decisions.

5.0 Enrollment management shall take into account and increase where appropriate the impact on the ratio of tenured and probationary faculty to lecturers insofar as it affects faculty responsibilities in teaching, advising, professional growth, shared governance, and curriculum development. Decisions regarding changes in this ratio for the university, colleges, schools, departments, and programs shall occur through consultation.

6.0 The University shall recognize its commitment to the greater San Diego region, including Imperial County, and in the admissions process shall consider its responsibilities to the region.

6.1. The University shall admit all CSU-eligible, upper division place-bound students who reside within its regional service area. Place-bound admission may be determined by

a) a low-income designation using a measure such as eligibility for application fee waiver, or

b) an essay addressing place-bound status.

6.2. The University shall admit all first-time freshmen who are CSU-eligible with no remedial needs and who reside within its regional service area. This policy shall provide greater access to local students and shall support the Trustees' policy to reduce the need for remedial coursework.

6.3. The University shall admit all first-time freshmen within its regional service area who are CSU- eligible and who graduate from high schools where educational opportunities are limited by economic circumstances.

7.0 The Committee on Academic Policy and Planning shall annually review the previous year's outcomes as well as any enrollment management changes proposed by the administration, and it shall annually report to the Senate. This review shall include consultation with, among others,

a) the Associated Students,

b) the college councils of chairs, and

c) administrative divisions, including staff, particularly in units that act as liaisons with the San Diego community and the public schools.

8.0 The University shall solicit the concerns of external constituencies and shall advise them of anticipated changes in the University's selection criteria for admission.

Enrollment Management Strategy

1.0 Preamble: To manage its enrollment effectively, SDSU shall implement a comprehensive admissions process. This process shall support increased access for local high school graduates and community college transfers, respond to a commitment to diversity, and enhance student success while bringing greater fairness in decision-making across the region.

2.0 **A Comprehensive Model for Admissions:** SDSU shall pursue a comprehensive admissions model yielding students who are more diverse and academically prepared. The guiding principles for this model shall be:

2.1. Access for the Local Region – SDSU is committed to serving the larger public with a strong commitment to students from San Diego and Imperial counties.

2.2. Access for Diverse Communities – SDSU is committed to providing access to students who have been historically underrepresented and underserved in education.

2.3. Enhancing Student Success - SDSU has the responsibility to ensure students who are admitted have the necessary preparation to succeed both at the institution and in their major.

2.4. Fairness in Decision-Making – SDSU is committed to admissions practices that foster equitable access to the university, in general, and more specifically for students across K-12 and community college districts in our service area.

2.5. Additional considerations that guide the enrollment management process include:

2.5.1. Enrollment targets: Specific target setting discussions should begin at the college level, with participation and engagement from faculty and college leadership.

2.5.2. Fiscal impact: Maintaining or changing the balance of resident to out-of-state students has significant and long-term fiscal implications for the university, which should be considered as part of the target-setting process.

2.5.3. Information sharing: SDSU is committed to providing robust access to information with our K-12 and community college partners.

2.6. These Enrollment Management Strategies shall be reviewed annually as part of the systematic review of

Impaction and Enrollment Management policies by the Senate Committee on Academic Policy and Planning, as outlined in University Policies: Academics: Enrollment Management and Impaction, 7.0.

3.0 **Freshman Admissions:** SDSU shall use as a basic foundation for its freshman admissions a comprehensive set of indicators, that may include: but not be limited to:

3.1. Grade Point Average (GPA) - GPA is calculated based on the college preparatory courses completed in meeting the California A-G standards. Based on the specific major cluster, differential weights may be used for determining ranked GPA in each A-G area.

3.2. SAT/ACT Scores - Academic performance is also assessed based on an applicants' score on the Scholastic Assessment Test (SAT) or the American College Test (ACT). In cases of multiple re-examinations, the highest overall score is used. The ACT employs the composite score, which does not include the writing section.

3.3. College Preparatory Coursework - College Preparatory Coursework may include the total number of math, English, and science courses taken, grades earned in math, English and science courses, as well as participation and grades in Advanced Placement, International Baccalaureate, and dual enrollment coursework.

3.4. Local Area - Local area enrollment refers to students who have completed high school in a school or district within SDSU's service area.

3.5. Ability to Thrive in a Diverse Environment - The ability to contribute to and thrive in a diverse environment is an essential component of a healthy campus climate and shall be assessed based on a multitude of factors, such as: progressive involvement in community service and work experiences, educational experiences (e.g., clubs, service, coursework beyond A-G), and biliteracy or multilingual competence (e.g., fluency, candidate for Seal of Biliteracy, AP test scores).

3.6. Contextual Factors - Environmental contextual factors shall refer to attendance at public high schools that have high proportions of students who are underrepresented minorities, foster youth, receive free and reduced lunch, and/or are English language learners. In a similar manner, neighborhood characteristics (e.g., median family income, homeownership rates) may also be employed. In addition, SDSU shall consider special circumstances, such as whether students were in foster care, wards of the court, emancipated minors, homeless, or other factors that may have previously inhibited academic success in high school.

3.7. College Preparatory Programs - Participation in approved college-readiness programs supported by educational and/or nonprofit organizations is essential to student success. Programs are approved and assessed for continued partnership by Enrollment Services in collaboration with the Division of Student Affairs and Campus Diversity.

3.8. Tribal Affiliation - Tribal affiliation is based on whether prospective students identify as being enrolled members or the dependent of an enrolled member of a Federally Recognized Tribe.

4.0 Transfer Admissions: SDSU shall use as a basic foundation for its transfer admissions a comprehensive set of indicators, that may include: but not be limited to:

4.1. Local Area - Local area enrollment refers to students who have completed community college in a district within SDSU's service area.

4.2. College Transition Programs - Participation in approved college success and transition programs may include existing community college programs such as: Umoja Community, Hermanos-Unidos Brothers United (HUBU), Puente Project, CalWorks, and Extended Opportunity Programs and Services (EOP). Programs are approved and assessed for continued partnership by Enrollment Services in collaboration with the Division of Student Affairs and Campus Diversity.

4.3. Deferred Admission - A Local Freshmen Deferred Admission (LFDA) priority may be provided to community college students in SDSU's service area who were denied admission but graduated from a local high school and were CSU-eligible and are transferring from a local community college. In addition to attending a local community college, students will need to complete the following requirements by spring or fall admission:

- Complete CSU "Golden Four" course requirements with C- grade or higher
- Complete a minimum of 60 transferable semester units

- Complete 30 units of General Education courses (includes CSU Golden Four courses)
- Complete major preparation courses and meet required GPA for the major
- Complete the above requirements within three years of their initial application

Audition and portfolio majors (such as Music, Dance, and Theatre Arts: Performance) or direct admit majors (e.g., Nursing) are excluded from the deferred admission program.

Examinations and Projects

1.0 Final Examinations and Projects

1.1. Because of many valid methods of instruction, not all courses may require the standard, comprehensive final examination. When, however, an instructor does conclude a course with a major, comprehensive final examination, that examination shall be given at the place and time scheduled during the final examination week. Other tests such as an hour exam or quiz may be given during the final week of classes. No examinations shall be given on "study and consultation" days.

1.2. Although university policy does not demand the administration of a final, comprehensive examination on the day, time, and place specified in the Class Schedule, the days designated for Final Examinations shall be counted among the academic workdays constituting the legally defined semester or session. Every instructor, therefore, shall conduct some class business with students on the day and at the time officially scheduled for the final examination for each course. The instructor may use the scheduled final examination period to review examinations or projects with the class.

1.3. Should an instructor determine that final course assignments can be called neither "major, comprehensive final examinations" nor "hour exams" nor even "projects," the instructor shall exercise professional expertise and responsibility, common sense, and good will to translate the letter and spirit of this policy.

2.0 Examinations for Disabled Students

Instructors shall give students with certified disabilities time and opportunity to complete examinations without undue disadvantage.

3.0 Saturday Examinations

3.1. By the end of the third week of classes, students shall notify instructors of conflict with Saturday examinations for religious observance.

3.2. Instructors shall reasonably accommodate students who notify them of conflict with Saturday examinations for religious observance.

4.0 Group Examinations

4.1. No department or school shall be assured of more than a single examination period in which to hold common examinations for multiple section courses.

4.2. Group examination periods shall be allotted in available spaces according to the number of students.

4.3. Requests for special time periods shall be granted only if received in the Office of the Provost in time for announcement in the Class Schedule.

4.4. Group midterm examinations requiring the use of hours outside the regular class schedule shall be permitted for multiple section courses that require a common midterm examination. Specific regulations are as follows:

4.4.1. The dates and times of group midterm examinations shall be announced in the Class Schedule.

4.4.2. Regularly scheduled class meetings should be reduced to compensate for the time used to test in-group midterm examinations.

4.4.3. Midterm examinations outside of regularly scheduled class meeting times shall be prohibited for

single-section courses (i.e., courses taught in one section during a term).

4.4.4. Sections not participating in a group examination for a multiple section course may hold any midterm examinations during regularly scheduled class periods.

4.4.5. Group midterm examinations shall be scheduled after 4:00 p.m. on Mondays through Fridays. All midterm examinations for a given course shall be scheduled for the same day of the week.

4.4.6. Rooms for group midterm examinations shall be assigned according to available spaces at the times requested and according to the number of students served. Priority in room assignments shall be given to regularly scheduled classes.

Global Campus

1.0 Degree Programs through Special Sessions

1.1. Degree programs providing residence credit may be offered through Global Campus. Students enrolling in these programs shall meet all San Diego State University and California State University entrance requirements. Existing degree programs may be offered through Global Campus if not enough General Funds are available to meet student demand or to serve the needs of those not served by the university.

1.2. These degrees shall be offered with the approval of an academic department or school and college and of the Provost in consultation with either the Dean of the College of Graduate Studies or the Associate Vice President for Faculty Advancement and Student Success With the approval of the academic units, the university administration, the Chancellor's office, and the Postsecondary Education Commission, a degree not already being offered by San Diego State University may be developed and run for self-support through Global Campus.

2.0 Concurrent Enrollment of Global Campus Students

2.1. Non-matriculated students may take regular university courses through concurrent enrollment (Open University) in Global Campus.

2.2. Departments or schools and colleges shall have complete autonomy in designating the undergraduate courses in the regular program in which concurrent enrollment students are permitted to register.

2.3. Concurrent enrollment in a course shall require the approval of the course instructor.

2.4. Concurrent enrollment shall not take place before registration.

2.5. Concurrent enrollment shall be permitted in classes that have reached maximum size with regular enrollments only at the request of the instructor of the class.

2.6. Concurrent enrollment shall not be the basis for the addition of a new section or the continuation of an under-enrolled section. When enough students enroll to form a separate concurrent enrollment class and if a qualified instructor and adequate facilities are available, a concurrent enrollment section may be established.

2.7. Concurrent enrollment students shall meet the same course prerequisites as regular students.

2.8. Records shall be kept of registrations through concurrent enrollment for purposes of research and department or school allocation.

2.9. There shall be no additional compensation for instructors who accept concurrent enrollment students in regular classes.

2.10. Concurrent enrollments shall not accrue as FTEs to departments or schools for budget support purposes.

2.11. The net revenue collected from concurrent enrollments in regular classes shall be deposited in the Professional and Continuing Education (PaCE) Fund, one-half of which shall be made available for department or school support.

2.12. Concurrent enrollment shall earn resident credit and shall be subject to limitations.

2.13. Course requirements and grading procedures shall be the same for concurrently enrolled students as they are for the matriculated students.

3.0 Certificate Programs and Global Campus Courses

3.1. The Undergraduate Curriculum Committee shall periodically review proposed and continuing credit certificate programs.

3.2. Courses numbered X-0l through X-79, X-397, and X-997 shall be Extension professional advancement units offered only through Global Campus to meet specific academic needs of community groups. Courses numbered X-01 through X-79, X-397, and X-997 shall not be acceptable for degree programs. All courses numbered X-01 through X-79, X-397, and X-997 shall be processed according to the procedures established for the review and approval of new courses through Global Campus.

Freedom of Expression

1.0 Principles: Recognizing that the principles established in the First Amendment of the United States Constitution, Article 1, Section 2 of the Constitution of the State of California, and the California Education Code (sec. 66301) apply to all faculty, staff, and/or students, San Diego State University (SDSU) affirms the following principles of the free expression of ideas:

1.1. Freedom of expression is a tenet of higher education; is integral to the mission of the University and to its students, staff, and faculty; is a central and inviolate freedom to learn and teach; necessary for an educated populace; is a requisite to a free society; is incompatible with the suppression of opinions; is incompatible with prior restraint; encompasses forms of expression other than speech; and defends the expression we abhor as well as the expression we support.

2.0 Scope

2.1. SDSU supports and promotes freedom of expression and assembly by students, faculty, staff, and the general public. Reasonable regulations may be designed to avoid disruption of the mission of the university, particularly academic instruction, research and creative activity or to protect campus safety and security. See the SDSU Mission and Goals Statement for a more complete explanation of these aspects of the university's mission.

2.2. The intent of this policy is to guide the development of specific regulations regarding the exercise of free expression rights on campus. In developing these regulations, the intent of this policy is to provide as much opportunity for freedom of expression, as is consistent with the limits of the law and section 2.1 hereof.

2.3. This policy should in no way be regarded as placing prohibitions beyond those prescribed by law or section 2.1 hereof on the right to express political, religious, philosophical, ideological, or academic viewpoints by any individual on the SDSU campuses. In addition, it is not the intent of this policy to conflict with provisions of collective bargaining agreements that may be in force at SDSU, and those agreements shall control in the event of any conflict.

2.4. SDSU does not support cooperation with agencies that unlawfully investigate, surreptitiously monitor or harass persons due to the legitimate exercise of their constitutionally protected prerogatives of free speech and assembly.

3.0 Time, place, and manner

3.1. SDSU campuses shall be open to noncommercial speech and expressive activities, subject to appropriate time, place, and manner regulations. Regulations may be created to ensure that the university's mission of instruction, research, and creative activity is not disrupted and that campus safety and security are not compromised. In drafting these regulations the intention and effect should be to maximize opportunities, in terms of time, place, and manner, for free expression. Regulation of noncommercial free speech and free expression activities shall be content neutral. All legal speech, even offensive speech is permitted. Noncommercial speech and expressive activities by students, faculty, staff and the general public may include but are not limited to: picketing, demonstrating and other forms of peaceful assembly, petitioning, leafleting, postering, the display of signs, tabling, chalking, music, dance, audio-visual and theatrical performances.

3.2. Regulations may be created to assure that campus grounds and facilities are available in a fair and equitable manner that has the effect of encouraging opportunities for the expression of diverse points of view. Regulations may be created to avoid competition for resources required for such expression.

3.3. Noncommercial speech and expression activities may occur on campus, either indoors or outdoors, where they will not disrupt the university's mission of instruction, research, or creative activity or threaten safety and security. Regulations may provide for the voluntary reservation of various outdoor and indoor locations on campus, although SDSU is under no obligation to provide or otherwise make available indoor locations or facilities. Individuals and groups who have made such reservations for a given date and time should be granted priority over those who have not. In allocating space and facilities that may be reserved, recognized student, faculty and/or staff organizations may be granted priority over individual members of the university community. Members of the university community may similarly have priority for use of space and facilities over the general public. However, regulations should be designed so that reasonable access to the campus for noncommercial speech and expressive activities is available to all, including those who may not have made a reservation in advance, are not a member of a recognized campus organization, or are not members of the university community.

3.4. Additional regulations and reasonable restrictions, such as limits on amplification or decibel levels of sound, may also be established.

3.5. Commercial expression, defined as activities designed primarily to sell goods and services or to promote the sale of goods and services, may be regulated by the President in accordance with Trustee policy to a greater extent than noncommercial speech and expressive activities.

4.0 Oversight

4.1. Noncommercial Speech and Expressive Activities. The President, in consultation with the Vice Presidents, shall designate a coordinator for events where noncommercial speech and expressive activities are expected to occur. Groups planning such events should be encouraged to work with the coordinator to ensure that these events do not materially disrupt instruction, research, or creative activity or endanger campus safety and security. Prior notification of noncommercial speech and expressive activities shall be voluntary except where advance notice is reasonably required to permit consideration of public safety, disruption to education or similar concerns.

4.2. Commercial expression. The President shall designate a coordinator for commercial events held on campus and at SDSU facilities. The coordinator shall be responsible for working with the vendors to ensure that the event is held in accordance with university regulations.

4.3. Compliance. Issues regarding compliance with this policy and complaints regarding enforcement of regulations shall be directed to the Committee on Freedom of Expression.

General Education

1.0 General Education courses shall be taught at least once every two years at a San Diego State University campus. A course not taught during this time shall be removed from the General Education program.

2.0 Courses offered for General Education credit, whether in state-funded semesters or sessions or via the College of Global Campus, shall meet all the standards set forth in the Curriculum Guide regardless of the length of time allotted for the course.

3.0 The Committee on General Education and its subcommittees shall oversee the General Education program and its curriculum.

4.0 Waivers for Engineering

4.1. Engineering majors are exempt from completing a 3-unit course in the "Explorations in Social and Behavioral Sciences" area (CSU GE Area D explorations).

4.2. Engineering majors are exempt from completing a 3-unit course in the "Lifelong Learning and Self-Development" area (CSU GE Area E).

Grades

1.0 In order that the assignment of grades truly reflects the student's achievement in courses, the integrity of the academic program, and the integrity of departments or schools and instructors, grades shall genuinely distinguish between high and low levels of

achievement. Although no formula for a curve shall be appropriate to all courses offered at the university, instructors shall use all grades from A through F to distinguish among levels of academic accomplishment. The grade for satisfactory performance in a course by an undergraduate student shall be C; the grade for satisfactory performance in a course by a graduate student shall be B.

1.1. Undergraduate grades shall be: A, outstanding achievement; B, praiseworthy performance; C, satisfactory performance; D, minimally passing; and F, failing. Graduate grades shall be: A, superior performance; B, satisfactory performance; C, minimally passing; D, unacceptable for graduate degree credit; and F, failing.

1.2. Faculty may assign plus and minus grades with the exception of A+, F+, and F-. .

2.0 Variations: Some courses naturally call for varied application of the policy above. Courses graded credit/no credit do not produce the distribution of grades indicated in the grade descriptions above. Courses in which the differential quality of performance is difficult or impossible to assess may be graded other than A through F when authorized by the same officers, agencies, and procedures required for changes in the curriculum. When requested by a department, school, or program, experimental departures from regular grading practices may be authorized in undergraduate courses by the Undergraduate Council.

Competency-based courses shall normally be graded credit/no credit. Upper division work, including specialized work, shall not be a normal exception to the general grading policy. Although students are prepared to do higher level work than in lower division courses, higher levels of achievement shall be demanded therein for higher grades.

3.0 Administration of Policy

3.1. To facilitate common understanding of grading policy, each department, school, and program shall have a grading policy based on University policy and elaborating all general and special applications of the policy acceptable to the relevant college academic policy and planning committee and on file in the college dean's office.

3.2. Every member of the faculty shall assign grades in his or her classes in conformity with the policies set forth above. To facilitate common understanding between the instructor and students, the specific coordination of course requirements and University grading policy shall be presented to the students at the beginning of a course.

3.3. Responsibility for maintaining department, school, or program integrity in grading practices shall rest with the department or program chair or school director. Every semester or session the chair or director shall receive data on grades awarded in courses offered in the department, school, or program. The chair or director shall compute and distribute the department, school, or program grading data according to internal procedures. The department, school, or program shall maintain grading integrity chiefly through discussions of grading practices and peer pressure. An instructor who provides a professionally defensible explanation for marked or persistent departure from predictable grading patterns shall be in conformity with policy.

3.4. Late Grade Submission: Every instructor shall report grades to the Office of the Registrar by the published due date. Not turning in grades on time shall constitute failure to perform the responsibilities of the position (cf. California Education Code, sec. 89535(f). Violations of this policy shall result in progressive discipline, including written warnings, reprimands, and, in the case of repeated incidents, disciplinary action as stated in the Collective Bargaining Agreement. A list of all violators shall be a matter of public record. If grades have not been submitted fifteen days past the published due date, the department chair or school director may submit grades in the instructor's stead.

4.0 Options, Computation, and Registration of Grades

4.1. Registration of Grades: At the end of each semester or session in which a student is enrolled, a report of courses taken, showing units used in reporting shall be as follows: Grade of A (outstanding achievement, available only for the highest accomplishment), 4 points; B (praiseworthy performance), 3 points; C (average, awarded for satisfactory performance, the most common undergraduate grade), 2 points; D (minimally passing, less than the typical undergraduate achievement), 1 point; F (failing), 0 points; I (incomplete), counted as units attempted after one year, 0 points; SP (satisfactory progress), not counted in the grade point average; W (withdrawal), not counted in the grade point average; Audit, no credit earned and not counted in the grade point average; No Audit, no credit earned and the course title shall not appear on the transcript; Cr (credit), signifying units earned but not counted in the grade point average; NC (no credit), no credit earned and not counted in the grade point

average; U (unofficial withdrawal), counted as F for grade point average and progress point computation.

4.2. Undergraduate Student Options on Grading[11]

4.2.1. Credit/No Credit: An undergraduate student may elect to be graded credit/no credit (Cr/NC) in particular courses subject to the following conditions: (a) election of this option shall not be used as a criterion for denying admission to a course; and (b) students electing Cr/NC grading shall be held accountable to the same academic requirements and standards as students taking a course for a letter grade.

4.2.2. Courses graded Cr/NC, whether taken at this or at another institution, shall not be used to satisfy requirements in the major or upper division courses in the minor except for those courses identified in the course listing as graded Cr/NC.

4.2.3. No more than 15 units graded Cr/NC shall be offered in satisfaction of the total units required in a bachelor's degree program, except that all units accepted as transfer credit from another institution at the time of the student's admission may be used. If 15 or more units graded Cr/NC are transferred, the student shall offer no additional courses graded Cr/NC to satisfy total units required for a bachelor's degree. Exceptions to this rule may be made if a student is required to take a San Diego State University course for credit/no credit.

4.2.3.1. If for a reason such as change of major or minor or transfer from another institution courses graded Cr/NC are offered to satisfy requirements in the major or upper division course requirements in the minor, the student may be required by the department or school to pass competency examinations at an acceptable level or to take prescribed alternate courses before continuing in the major.

4.2.3.2. Selection of the grading basis (A through F or Cr/NC) shall be made at the time of registration for the course. Change of grading basis may be made (through Web Portal) on or before the last day of the schedule adjustment period.

4.2.3.3. A grade of Credit shall be awarded for work equivalent to A, B, or C. No Credit shall be awarded to work equivalent to C–, D, or F.

4.2.3.4. The Cr/NC option shall not be used for courses in the Communication and Analytical Reasoning section of the General Education program.

4.2.3.5. The election of the Cr/NC option shall be solely at the discretion of the student.

4.2.4. Audit credit shall be awarded if the minimum criterion of attendance has been met. The Office of the Registrar shall implement the No Audit policy through the following administrative procedures: (a) instructions shall be distributed to instructors about the appropriate ways to make "No Audit" notations on the grade sheets; (b) upon receiving a No Audit grade report, the Office of the Registrar shall institute an administrative drop of the course; and (c) the following shall appear in the Catalog

[11]For courses taken during the Fall 2020 semester, a change in grading basis may be made on or before Friday, December 10 by 11:59 p.m. via Petition for Credit/No Credit from the Registrar's office." 2. All courses shall be made available to students as Credit/No Credit for the Fall 2020 semester. All students shall be allowed to request to change any course they are currently enrolled in to Credit/No Credit grading for the Fall 2020 semester. To request a change in grading basis for a Fall 2020 class, students must email a completed Late Schedule Adjustment Petition to the Registrar's Office on or before 11:59 PM Pacific Daylight Time on Friday, December 10, 2020. Students shall consult with appropriate academic and financial aid advisors before changing their grading bases in any class. Deans shall work with their Chairs, Directors, and Faculty to provide students with guidance in making decisions about changing grading status. These recommendations should balance the following salient concerns: A. The need to ensure that students remain in good standing in their programs. B. The need to ensure that students can make progress towards their degrees/certificates and within the constraints imposed by accreditation and certification, as well as student specific restrictions such as those on student veterans, student athletes, international students, and those on specific types of financial aid. C. The need to offer students reprieve in the form of a Credit/No Credit option in the context of the COVID-19 pandemic. D. The understanding that under EO 1037, students will not be able to repeat a C / NC course for a letter grade at a later date. E. SDSU will waive the 15-unit maximum policy in Fall 2020 and any COVID-impacted semester. 3. College Deans and appropriate faculty committees are asked to review blanket exceptions established during Spring 2020 allowing Cr grades to count for graduation requirements (impaction, major prep, major) and notify the Office of Advising and Evaluation no later than November 30, 2020 if they wish to extend these through Fall 2020, bearing in mind the need to ensure that students can make progress towards their degrees/certificates and within the constraints imposed by accreditation and certification, as well as student specific restrictions such as those on student veterans, student athletes, international students, and those on specific types of financial aid. (Passed Senate meeting November 10, 2020, extended indefinitely for all COVID-19 impacted semesters).

section on Audit: “Failure to meet required class attendance may result in an administrative drop of the course.”

4.3. Grades for Classified Graduate Students: Graduate courses graded credit/no credit shall be limited to courses 796, 797, 798, 799, and certain 600- and 700-numbered courses in the College of Education. No 500-numbered courses graded credit/no credit shall be acceptable on a master’s degree program. No undergraduate courses graded credit/no credit shall be assigned to the deficiencies or foreign language option(s) of a master’s degree program. At least 70 percent of the units used to fulfill the minimum requirements on a master’s degree program shall be graded A, B, C, D, or F.

4.4. Grade Point Average (GPA): To compute the grade point average, one shall divide the total number of grade points earned by the number of units attempted. Units earned with a Cr (credit) shall not be included in the computation nor shall an I (incomplete) until one year has elapsed. The minimum GPA for a bachelor’s degree shall be 2.0 (C); that is, the student shall have earned at least twice as many grade points as units attempted.

4.5. Incomplete Grade

4.5.1. An incomplete shall signify that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It shall be the student’s responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements shall be satisfied. A final grade shall be assigned when the work agreed upon has been completed and evaluated. An incomplete shall be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation shall prevail whether or not the student maintains continuous enrollment. Failure to complete the assigned work within one calendar year shall result in an incomplete being counted as equivalent to an F (or a NC) for grade point average and progress point computation.

4.5.2. A candidate for graduation with the baccalaureate degree whose record carries a grade of incomplete shall be graduated provided he or she is otherwise eligible for graduation. However, the incomplete shall not be made up after the degree has been granted. In order to preclude graduation with the incomplete grade, a student shall be obliged to officially cancel the application for graduation.

4.6. Satisfactory Progress Grade (SP): SP shall be used for courses that extend beyond one academic term. It shall indicate that work is in progress and has been evaluated and found to be satisfactory to date but that assignment of a precise grade awaits completion of additional work. Cumulative enrollment in units attempted shall not exceed the total number applicable to the student’s educational objective. Work shall be completed within a stipulated time not to exceed one year; exception shall be granted for graduate degree theses for which the time may be up to two years but may not exceed the overall time limit for completion of all master’s degree requirements. Extension of time limit shall receive prior authorization by the Associate Vice President for Faculty Advancement and Student Success (for undergraduate courses) or the Dean of the College of Graduate Studies (for graduate courses).

4.7. Uncompleted Theses

4.7.1. A student who registers for course 799A, Thesis, but does not complete the thesis by the end of the semester or session in which he or she registers for it shall receive, upon the recommendation of the thesis committee chair, an SP (satisfactory progress) grade. This grade symbol shall remain on the student’s record until the thesis is completed or up to two calendar years from the end of the semester or session of registration in the course, whichever occurs first. If at the end of two years the thesis is not completed, the grade NC (no credit) shall be recorded unless an extension of time for completion due to extenuating circumstances has been recommended in advance by the thesis committee chair and the department chair or school director and is approved by the Dean of the College of Graduate Studies. A second registration in course 799A, Thesis, shall be expressly prohibited.

4.7.2. A student who has been assigned the SP for Thesis shall be required to register for course 799B (0 units, Cr/NC) in a semester or session (within the two years as outlined above) in which the student expects to use the facilities and resources of the university; also the student shall be registered in the course when the completed thesis is granted final approval.

5.0 Challenges and Revocations

5.1. The instructor's grading practices shall meet the highest professional standards of objectivity, fairness, and accuracy. Testing procedures shall be designed reasonably to measure the attainments of students in the subject matter covered by the course.

5.2. Student grievance procedures shall offer the student a means of redress if an instructor has abused university grading policy. They also shall offer the instructor redress if falsely charged with abuse of University grading policy.

5.3. Except as authorized by policies and procedures approved by the Senate, no grade for a course shall be assigned or changed except by the instructor responsible for the course.

5.4. If a student receives a lower grade than earned in a course due to a mistake by the instructor, the instructor shall direct the Office of the Registrar to raise the grade by completing the required form. If the grade is to be lowered, the change shall have the approval of the dean of the appropriate academic unit. The student shall be notified by the registrar when a change becomes an official part of the student's record.

5.5. The instructor is expected to administer examinations or other exercises measuring the level of student attainment in a manner reasonably calculated to minimize the possibility of dishonesty by the student. When plagiarism or other dishonesty does occur, normal grade expectations are altered.

6.0 Good Academic Standing

6.1. Undergraduate Academic Good Standing: Academic standing for undergraduate students shall be determined by the grade point average earned in university courses. At the undergraduate level, good academic standing shall mean that the student has an overall cumulative GPA and an SDSU cumulative GPA of 2.0 or better.

6.2. Graduate Academic Good Standing

6.2.1. Graduate students are considered to be in Good Standing with the College of Graduate Studies if they:

1) maintain good academic standing with the university (based on cumulative GPA),
2) are in good judicial standing (as defined by the Center for Student Rights and Responsibilities),
3) make continued good progress toward the degree each semester (as defined by the graduate program),
4) maintain matriculation (enroll in classes or file Leave of Absence, each Fall and Spring semester).

6.2.2. Appeals may be submitted in writing to the Graduate Dean to reinstate Good Standing with the College of Graduate Studies. The consequences for loss of Good Standing may also be appealed in writing to the Graduate Dean.

7.0 Undergraduate Disqualification and Reinstatement

7.1. Academic Notice and Disqualification

7.1.1. An undergraduate student whose grade point average falls below a C average (2.0) for either all baccalaureate-level college work attempted or all work attempted at San Diego State University shall be placed on academic notice at the end of the semester. Provided a student earns a C average or better in San Diego State University work during the semester while on academic notice, academic notice may be continued up to a maximum of three semesters. Academic notice shall be lifted when the student has attained a C average or better on all baccalaureate-level college work attempted and on all work attempted at San Diego State University.

7.1.2. An undergraduate student on academic notice shall be disqualified at the end of the fall or spring semesters if the student's GPA in all units attempted or in all units attempted at SDSU falls below the following as a freshman (up to 30 units earned), 1.5; as a sophomore (30-59 units earned), 1.7; as a junior (60-89 units earned), 1.85; as a senior (90+ units earned), 1.95. Undergraduate students who are on academic notice shall be subject to disqualification at the end of the semester in which their academic record first falls to or below

the disqualification level as defined in Title 5 of the California Code of Regulations, sec. 41300, and Executive Order 1038 (2008).

7.2. Reinstatement Principles

7.2.1. First Consideration

7.2.1.1. Except under exceptional circumstances, a disqualified student may not be reinstated earlier than the third semester after disqualification. Disqualified students seeking reinstatement shall petition for readmission or reinstatement during the normal admission application periods established by the university. Under exceptional circumstances, the Director of the Student Ability Success Center (SASC) or an Assistant Dean for Student Affairs may initiate a petition on behalf of a student for reinstatement before the third semester. Such petitions shall be reviewed in the same manner as other reinstatement petitions.

7.2.1.2. Criteria for the adjudication of an application include either or both of the following: (a) removal of the conditions that caused the initial poor academic performance that led to disqualification and (b) evidence of baccalaureate coursework applicable to the student's degree program at San Diego State University. The coursework shall be at a level clearly indicating progress to degree completion.

7.2.1.3. The dean or designees of the college of the applicant's proposed major shall make decisions on reinstatement.

7.2.1.4. Previously disqualified students shall be readmitted with probationary status.

7.2.2. Second Consideration: Normally, students who have been disqualified twice from San Diego State University shall not be considered for reinstatement.

8.0 Unofficial Withdrawal (WU)

The symbol WU shall indicate that an enrolled student did not withdraw from the course but failed to complete course requirements. It shall be used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation, this symbol shall be equivalent to an F. The U shall be awarded to a student who has not completed any graded work in the class.

9.0 Official Withdrawal (W)

After the Schedule Adjustment Deadline, a student may withdraw from a course(s) under conditions outlined below. For late withdrawals processed from the Schedule Adjustment Deadline through Census, all notation of the course shall be deleted from the student's record; for late withdrawals processed after Census, the symbol W shall replace an assigned grade. Summer Session deadlines may vary.

9.1. Late Schedule Adjustment

9.1.1. Withdrawing from a course(s) after the Schedule Adjustment Deadline and before the last 20% of instruction shall be permitted only for unforeseen serious and compelling reasons. All such requests shall be accompanied by appropriate verification. Undergraduate students may withdraw from no more than 18 semester-units attempted at SDSU. Permission to withdraw from a course(s) during this period shall be granted only with the approval of the instructor, the approval of the College dean or designee (Graduate Dean or designee in the case of graduate students). Permission to withdraw from all courses in the current term shall be granted with approval of the College dean or designee (Graduate Dean or designee in the case of graduate students). Catastrophic Withdrawals (see 9.1.2.) during Late Schedule Adjustment do not count toward the unit maximum.

9.1.2. Catastrophic Withdrawal: Students shall not be permitted to withdraw from a course(s) during the final 20% of instruction except in cases, such as accident or serious illness where the cause of the withdrawal is due to circumstances clearly beyond the student's control and the assignment of an incomplete is not practical. All such requests shall be accompanied by appropriate verification. Such

withdrawals will not count against unit maximums in 9.1.1. Permission to withdraw from a course during this period shall be granted only with the approval of the instructor, the College dean or designee (Graduate Dean or designee in the case of graduate students), and an Academic Affairs administrator appointed by the president. Permission to withdraw from all courses in the current term shall be granted with approval of the College dean or designee (Graduate Dean or designee in the case of graduate students) and the Academic Affairs Administrator or designee. For graduate students,withdrawal from one or more courses during the final 20% of instruction shall require the written acknowledgment of each instructor, who shall indicate the student's grade in the class, and approval of the Graduate Dean or designee.

9.2. Retroactive Withdrawal

9.2.1. After the last day of the semester or session, an undergraduate student who wishes to change assigned grades to W grades may request to withdraw from either individual courses, or the full semester's or session's work. Graduate students must petition for retroactive withdrawal from all courses in a prior semester; exceptions for partial retroactive withdrawal based on unusual circumstances may be approved by the Graduate Dean or designee. Retroactive withdrawal may be granted only in cases such as accident or serious illness where the cause for substandard performance was beyond the student's control. All requests shall be accompanied by appropriate verification. Only those retroactive changes from an assigned grade to a W shall be made that are approved by the dean or designee (including assistant deans) of the college of the student's major (Graduate Dean or designee in the case of graduate students) and the Academic Affairs Administrator or designee.

9.2.2. For graduate students, each retroactive change from an assigned grade to a W shall require written acknowledgment from the instructor who assigned the original grade except that (a) the Graduate Dean or designee may authorize the change of U or WU to W and (b) department chairs or school directors shall act on behalf of instructors no longer affiliated with the university or absent from the university for a length of time that would unduly delay processing the withdrawal request.

9.2.3. For graduate students, retroactive withdrawal must be filed within two years after grades are posted. Approval beyond that time may be granted by the Graduate Dean or designee in highly unusual circumstances, unless a degree has been awarded and the transcripts are sealed.

10.0 Repeated Courses and Grade Forgiveness for Undergraduate Students

10.1. A student who receives a grade of C– or lower (fewer than 2.0 grade points per unit) may request that the course repeat policy for grade forgiveness be applied to that course. Students may request up to a limit of 16 units for course forgiveness. The course repeat policy shall be applied to courses taken at San Diego State University, except where enrollment is restricted or the student no longer qualifies for admission to a course.

10.2. A course may be repeated once for grade forgiveness. Although the original grade(s) shall remain on the transcript, only the latest grade shall be used in calculating grade point averages. Courses taken in summer term and courses taken through Open University shall be counted for grade forgiveness.

10.3. If a student repeats a course in which a grade of C or better was received, only the original grade and units earned shall be used for calculation of grade point average and units needed for the degree. In addition, the only courses that may be repeated with a credit/no credit option are those in which the student previously received a grade of no credit; if a course taken for a grade is repeated credit/no credit, the original grade shall continue to be used in computing grade point average.

10.4. The repeat policy for grade forgiveness for a specific course shall be applied automatically unless the student notifies the Office of the Registrar before the end of the change of program period.

The grade earned in that course that semester or session shall be used to calculate grade point averages. In cases where a student exceeds the allowed number of grade forgivenesses, he or she shall have the right to define which courses receive grade forgiveness.

10.5. A course shall not be repeated for grade forgiveness by a student found by the Office of Student Rights and Responsibilities to be guilty of academic dishonesty in that course.

10.6. Enrollment in a repeated course shall not be allowed if the student has already cumulatively repeated 34 units of coursework.

Graduation

1.0 Approval of Candidates for Graduation

1.1. Each semester, lists of candidates for graduation shall be made available to faculty by Enrollment Services. Lists shall be distributed as follows: (a) Senate office, one copy of all lists; (b) Office of the Provost, one copy of all lists; and (c) For each major, one copy of candidates for graduation will be distributed to the corresponding academic department, school or equivalent unit.

Faculty shall be notified of the distribution. At the final Senate meeting of each academic term, the Senate will be presented a report which contains the number of candidates for graduation (aggregated by college and major), comparative information, and details on how Enrollment Services will be evaluating each candidate to ensure that all degree requirements have been met. The report will also specify how late graduation candidates will be managed and evaluated in accordance with CSU and SDSU policies.

1.2. Faculty objecting to the appearance of any candidate's name on any of the graduation lists may register such objections through the department chair or school director or the Senate office. The objections shall be forwarded to the Provost, who shall investigate the objections and report to a closed session of the Senate Executive Committee. The Provost shall make necessary adjustments in the graduation list.

2.0 Summer Graduation: The faculties of the summer session shall be expressly delegated the authority by the faculty of the university to act for the faculty of the university in the matter of recommending all candidates for graduation at the end of the summer session.

3.0 Required Scholarship for Graduation

3.1. Time Limit on Completion of Requirements for the Major: As authorized by Title 5 of the California Code of Regulations, sec. 40401, departments or schools may require that specific baccalaureate degree requirements be met within as few as seven years of the date of the degree. The requirements shall consist of advanced courses and examinations in areas of knowledge changing so rapidly that information may be obsolete after seven years. Proposals to identify degree requirements subject to the seven-year restriction shall be approved by the department or school, college, and university. The requirements shall be identified in the General Catalog, and departments or schools shall keep evaluators informed how students may certify recency of subject matter. When a student is required to repeat a course taken more than seven years before, only the last grade shall be used in computation of the grade point average.

3.2. Scholarship required by Title 5 reads:

"40402. Required Scholarship. Each undergraduate student shall complete with a grade point average of 2.0 (grade C) or better:

(a) All units applicable toward a degree, including those accepted by transfer from another institution;

(b) All units in the major; and

(c) All units attempted at the college granting the degree except that only those courses in which a letter grade (A, B, C, D, F) is assigned shall be used in computing grade point average."

Proposals to interpret the work "applicable" in 40402(a) as excluding from the calculation of the GPA all courses for which a failing grade have been recorded shall be improper and unacceptable."

4.0 Graduation with Honors

4.1. Graduation with honors shall be granted to those undergraduate students in each graduating class who achieve high grade point averages. Excellence shall be recognized at three levels: cum laude (3.50–3.64), magna cum laude (3.65–3.79), and summa cum laude (3.80–4.00).

4.2. For determination of eligibility, two grade point averages are computed; both shall satisfy the minimum grade point average for the appropriate honors designation: (a) the GPA calculated on all units taken at this

institution (a minimum of 24 graded units), and (b) the overall (cumulative) grade point average (including both San Diego State University and transfer units).

4.3. Grades for the final semester's or session's work shall be included in calculation of eligibility for graduation with honors. Students shall be tentatively designated as eligible for graduation with honors if the GPA meets required standards at the beginning of the fall semester for mid-year graduates, and at the end of the fall semester for May and summer session graduates. Notation of cum laude, magna cum laude, or summa cum laude on transcripts and diplomas shall be based on achievement when all courses for graduation are completed. Grades for removal of incompletes and all other grade changes shall be received in the Office of the Registrar no later than the end of the fifth week of the semester in which the student plans to graduate, and the student shall file an application for graduation before the published deadline.

4.4. Upon recommendation of the major department or school, a student doing superior work in his or her major field may be graduated with distinction in that field.

4.5. Honors lists shall be distributed to the Senate Executive Committee, rather than to the entire faculty.

5.0 Outstanding Graduates/Outstanding Graduates

5.1. At Commencement each college and the Office of Faculty Advancement and Student Success shall select an Outstanding Graduate who shall receive a bachelor's diploma on behalf of the graduating class.

5.2. To be eligible for Outstanding Graduate, a student shall complete the college course in not over 10 semesters (excluding summer sessions) and shall have not fewer than 54 units in residence at San Diego State University. Three quarters shall equal two semesters.

Honorary Degrees

1.0 Nominations of persons to receive honorary degrees shall be encouraged from any member of the San Diego State University community, including Trustees, the Chancellor, presidents, faculty, students, staff, alumni, Campus Advisory Board members, and other friends of the university. Nominations originating in any of the campus communities shall be submitted to the President of the University.

2.0 The Advisory Committee on Honorary Degrees shall review all nominations and submit recommendations to the President.

Honors Societies, Student

1.0 Academic Honor Societies: An academic honor society shall be a campus organization that values and reinforces the high academic standards of the university and selects its members, at least in part, based on superior academic performance.

2.0 Honor societies shall receive academic sanction by the university through the appointment of a faculty adviser subject to approval by the Provost.

3.0 Honor societies shall be required to obtain on-campus status through the Office of Vice President for Student Affairs and Campus Diversity. Campus wide multidisciplinary honor societies shall be required to obtain approval from the Provost.

4.0 Honor societies with on-campus status shall be represented by the Honors Council.

Hybrid, Online and Intercampus Classes: Definitions and Scheduling

1.0 Hybrid, online, and intercampus classes involve a formal educational process in which student and instructor are not necessarily in the same physical location, but interact in a synchronous or asynchronous manner through technology. Classes in which 20% to 50% of the scheduled sessions are conducted through this process are defined as hybrid. Classes in which greater than 50% of the scheduled sessions are conducted through this process are defined as online. Classes in which the instructor is located on one SDSU campus and interacts with students on another SDSU campus shall be defined as intercampus; such intercampus classes shall be arranged through consultations between the instructor and the appropriate personnel on each campus. For all three class modes, any required synchronous interactions (e.g. weekly sessions, aperiodic examinations, capstone presentations) shall be clearly established in the official schedule of classes

with respect to specific dates, days, times, and locations as appropriate.

2.0 The following guidelines shall apply to new hybrid and online classes.

2.1. The initial offering of a given course by a given instructor in hybrid and online modality shall be established through consultations between the instructor of record, the department chair, the college curriculum committee, and the associate dean of the college. An example "Initial Offering of Hybrid or Online Class" form to facilitate such consultations may be found in the Curriculum Guide. Each college shall establish and disseminate specific policies, expectations, and timelines for the submission and approval of such hybrid/online courses and instructors. Proposed hybrid/online course-instructors pairings that have not been previously approved through the college's established process may be removed from the schedule of classes by the Dean's office.

2.2. Hybrid online classes shall be so identified in the official schedule of classes, which shall notify students of any required participation in synchronous class activities beyond those session times indicated in the schedule of classes.

2.3. The schedule of classes shall notify students of any software and hardware required for participation in class meetings taking place when the student and instructor will not be in the same physical location.

2.4. Ownership of materials, faculty compensation, copyright issues and the use of revenue derived from the creation and production of hybrid and online classes, including software, or other media products shall be in accordance with the policy on Intellectual Property.

2.5. Regardless of the modality in which they are offered, classes should be consistent in terms of purpose, scope, quality, assessment and expected learning outcomes with other classes bearing the same department code, number, and course title. Courses shall meet all the standards set forth in the Curriculum Guide regardless of their modality.

2.6. Students enrolled in hybrid and online classes shall not be denied access to advising, grievances, or other key academic rights and services, nor shall they be excused from the academic responsibilities expected of all students.

SDSU Imperial Valley: Curriculum and Academic Policy

1.0 An SDSU Imperial Valley Admissions Board shall have authority to apply principles acceptable to the San Diego State Enrollment Services Board in admitting special applicants, especially in regard to Title 5, sec. 50801 (Adult Special Students).

2.0 All curricular activities and academic programs of IV Imperial Valley shall maintain and reflect the traditions and standards of San Diego State University. All graduates from SDSU Imperial Valley shall be awarded San Diego State University degrees.

3.0 Curricular Procedures: Curricular proposals for new courses, new minors, new emphases, topics courses, and changes in courses, programs, and degrees offered at SDSU Imperial Valley shall be initiated either by the IVC or by academic departments or schools of the San Diego campus; however, in either case such initiations shall be approved both by SDSU Imperial Valley and by the relevant San Diego campus department or school and college before University review and approval.

3.1. Furthermore, San Diego campus departments or schools and their colleges shall by committees and periodic reviews share with the SDSU Imperial Valley the responsibility for the quality of IVC programs and courses.

3.2. With consultative approval of the relevant academic departments or schools and the Chairs of the Curriculum Committee and Graduate Council of the San Diego campus, SDSU Imperial Valley may make minor substitutions in approved programs to fit local needs and faculty availability.

3.3. Requests to implement an undergraduate degree already offered at the San Diego campus shall be routed as follows: SDSU Imperial Valley faculty, SDSU Imperial Valley Dean, San Diego campus department or school, San Diego campus college and dean housing the mirrored degree, Senate, the President (or designee).

Intellectual Property

1.0 The intellectual property policies of the university shall consist of two components: (a) the SDSU Patents policy and (b) the SDSU Copyrights, Trademarks, and Trade Secrets policy. Intellectual property shall include works of authorship, inventions, and discoveries that may be subject to protection by copyrights, trademarks, patents, and trade secrets. (See also Copyrights, Trademarks, and Trade Secrets; and Patents.)

2.0 These intellectual property policies shall foster and encourage the development of creative works and further to protect the rights of all parties involved, namely: San Diego State University, the San Diego State University Research Foundation, San Diego State University faculty, staff, and students, and external sponsors and contractors. Furthermore, these policies shall serve to educate the university community in the proper use of intellectual property and the application of intellectual property law.

3.0 Members of the university community shall become familiar with the provisions of these policies before engaging in activities covered by these policies. It may be necessary to disclose the creation of intellectual property and to sign a written agreement regarding this work. Inquiries concerning these policies shall be addressed to the Vice President of Research and Innovation.

Major

1.0 Declaration of Pre-major and Major

1.1. Newly admitted freshmen shall be admitted to a pre-major or as undeclared. Newly admitted transfer students shall be admitted to a major or pre-major.

1.2. A lower division student may request a change from one pre-major to another pre-major at any time; similarly, a lower division student may change from undeclared to a pre-major at any time.

1.3. Every upper division student shall have a declared major or pre-major.

1.4. A student may major in two departments or schools. All requirements for both majors shall be satisfied; units for courses that could satisfy requirements in both majors shall be counted only once.

1.5. A student may earn two majors in one department or school only where specific combinations of majors are authorized in the Catalog. All requirements for both majors shall be satisfied; units or courses that could satisfy requirements in both majors shall be counted only once. Students pursuing two majors in one department or school shall be required to file with the Office of Evaluations a master plan approved by the major department or school.

2.0 Changes in Undergraduate Major

2.1. An upper division student may request a change from one major to another major at any time. Upper division students wishing to change majors into any subject area that has limited admission quotas may do so only with written permission from the department, school, or program. Such transfers shall be counted toward the quota established for each academic subject area concerned.

2.2. The catalog in effect at the time of a change in major shall govern the requirements for that major, unless the student elects to meet the requirements in effect at the time of graduation.

Matriculation by Faculty Members

1.0 Members of the faculty of San Diego State University may be candidates for degrees on this campus.

2.0 Faculty may not seek degrees or register for courses within their own departments, programs, or schools and retain faculty status in that unit.

Minor

1.0 The minor shall provide the opportunity to develop a degree of competence in a field beyond the area of major course of

study. Like the major, the minor shall offer an integrated and coherent pattern of coursework organized around the principal areas of interest or subfields of academic disciplines and interdisciplinary areas. It shall combine lower and upper division coursework in proportions appropriate to the various disciplines.

2.0 Units

2.1. The minor shall consist of 15–24 units, the specific number to be determined by the academic departments, schools, and programs and approved through the normal university curricular process. Minors that require considerable lower division preparation for upper division work shall tend to include more units than others.

2.2. Normally, 12 units of coursework in the minor shall be upper division. A minimum of six upper division units shall be completed at San Diego State University. In minors where the number of prerequisite lower division units precludes taking 12 upper division units without exceeding a total of 22 to 24 units, the required upper division coursework may be reduced to six units with the approval of the Undergraduate Curriculum Committee.

3.0 Subject Areas

3.1. Departments, schools, and programs offering minors shall indicate the specific subject areas to which individual courses relate rather than permit a merely random selection of courses from a department, school, or program.

3.2. The subject areas in which programs in the minor are offered should be such that the limited number of units required in a minor is sufficient to enable a student to achieve a reasonable degree of competence in the area. The degree of competence achieved shall be considerably less than that required by a major but should nevertheless constitute a worthwhile educational objective.

4.0 Courses taken in satisfaction of a minor may be used to meet requirements in General Education. In addition, courses taken to satisfy the preparation for the major requirements may be used as a part of a minor. However, no course shall be used to satisfy the requirements for both a major and a minor.

5.0 The minimum grade point average for awarding a minor at the time of graduation shall be 2.0 or better in all units applicable toward that minor, including those accepted by transfer from another institution.

Mission and Goals

1.0 Mission: The mission of San Diego State University shall be to provide well balanced, high quality education for undergraduate and graduate students and to contribute to knowledge and the solution of problems through excellence and distinction in teaching, research, and service. The university shall impart an appreciation and broad understanding of human experience throughout the world and the ages. This education shall extend to:

a) Diverse cultural legacies,

b) Accomplishments in many areas, such as the arts and technology,

c) The advancement of human thought, including philosophy and science,

d) The development of economic, political, and social institutions, and

e) The physical and biological evolution of humans and their environment.

The university shall accomplish this through its many and diverse departments and interdisciplinary programs in the creative and performing arts, the humanities, the natural and mathematical sciences, and the social and behavioral sciences. Through the President's Shared Vision, students, parents, faculty, staff, administrators, and the community have identified the following five challenges:

1.1. To extend and enhance the university's deep and abiding commitment to academic excellence expressed through superior teaching, research, creative activity, and public service;

1.2. To nurture a learning centered university that supports the growth and development of the whole person;

1.3. To create a community proud of its diversity and committed to furthering social justice on and off campus;

1.4. To promote the growth, development, and wise use of our human and fiscal resources; and

1.5. To create a global university.

2.0 Academic Goals: Responding to these and other challenges, the university shall pursue the following academic goals to sustain and strengthen our position as a leading university:

2.1. To encourage the intellectual and creative development of a diverse group of students by helping them learn about themselves and others, their own and other cultural and social heritages, and their environment;

2.2. To foster development of critical thinking, writing, reading, oral communication, and quantitative and qualitative analysis as well as a commitment to lifelong learning and international perspectives needed to contribute to communities and fields of endeavor;

2.3. To provide the basis for informed citizenship in a democracy;

2.4. To offer advanced undergraduate and graduate students professional training and preparation for further study in a broad range of disciplines, with special emphasis on the preparation of teachers;

2.5. To support faculty in developing specialized contributions to knowledge, including innovative curriculum and pedagogy responsive to intellectual and professional needs of undergraduate, master's, and doctoral students;

2.6. To support faculty in their professionally related community activities and informed exchanges with diverse professional and lay communities that strengthen the university's courses and scholarship;

2.7. To encourage scholarship, including the creative and performing arts, by students, faculty, and administrators from all areas of the university; and

2.8. To continue our commitment to research, including the expansion of externally funded projects and doctoral programs where appropriate.

3.0 The Faculty: Given these challenges and academic goals, we hope to create

3.1. A Faculty of Teacher Scholars: Every faculty member shall demonstrate excellence as a teacher scholar. The faculty shall adopt and evaluate innovative teaching methods and shall incorporate active scholarship into teaching. The university's research orientation, distinctive within The California State University, shall afford graduate and undergraduate students the opportunity to become involved in research as well as interact with active research faculty.

3.2. A Faculty That Meets the Needs of Departments, School, and Programs to Provide Quality Degree Programs: Proud of our accomplishments in many areas, we shall continue to build upon the excellence of our academic offerings.

3.3. A Faculty That Is Diverse: Because academic discourse is informed and enriched by diverse ideas, the university shall diversify its faculty to meet the academic need for various perspectives and experiences, to address our student demographics, and to prepare students for the world in which they will live and work.

3.4. A Faculty That Provides International Perspectives: In our increasingly global society, we shall recruit faculty who can bring international perspectives to their work, who are committed to internationalization in their teaching and scholarship and in advising students, and some of whom are bilingual or multicultural.

3.5. A Faculty with Community Based Interests: To strengthen the university's courses and scholarship and to bring university expertise to the community, the faculty shall address the needs of the region through teaching, research, and service, which may include community-based activities such as applied research, training grants, and service learning.

3.6. A Faculty That Provides Interdisciplinary Perspectives. Because societal issues are multidimensional and transcend traditional academic disciplines, the faculty shall be expert in its disciplines and shall collaborate across disciplines to encourage students to work in groups and to provide an integrated educational perspective.

4.0 Diversity: Diversity shall be an essential consideration in all university policies and decisions, and shall be guided by the

following statements that shall be published in staff and faculty handbooks, in the University Policy File, in the University General Catalog, the Graduate Bulletin, the IVC Bulletin, and linked from the Mission and Goals section on the main University web homepage.

4.1. San Diego State University is a community diverse in race, ethnicity, language, culture, social class, national origin, religious and political belief, age, ability, gender, gender identity, and expression, and sexual orientation. As a university committed to learning in all its forms, San Diego State University recognizes the need to attract and retain a critical mass of diverse persons who will advance its goals and ideals. This fundamental commitment to diversity 1) enriches the institution and provides an atmosphere in which all human potential is valued, 2) promotes learning through interactions among people of different backgrounds and many perspectives, and 3) better enables the university to prepare all members of its community to promote social responsibility, equity, freedom, and productive citizenship in a global society.

4.2. Diversity means not only the opportunity for all groups to be represented among faculty, student, staff, and administration but also the support for these persons as they seek the highest achievements. Attitudes, actions, programs, and policies that foster diversity engender the vigorous exchange of ideas, enhance respect and consideration for individuals and groups, strengthen the understanding of our mutual dependence, and form the core of the university. Diversity promotes enriched learning and produces positive educational outcomes for all.

4.3. Vigorous efforts to increase the diversity of the faculty, staff, administration, and students shall continue as a high priority, and as access increases, the university will create changes in its environment that enhance the opportunities for the success of all members of the campus community.

4.4. The university shall cultivate a campus climate that promotes human dignity, civility, and mutual appreciation for the uniqueness of each member of our community. Because the university's educational goals are founded on the values of intellectual honesty, appreciation for diversity, and mutual respect, it is critical that our academic and co-curricular programs, scholarships, courses, workshops, lectures, and other aspects of campus life reflect diverse perspectives. Freedom from discrimination, harassment, and violence against persons or property is a basic right and is requisite for learning. Freedom of speech shall be protected. By the same token, the campus community shall denounce and confront acts of intolerance, abusive behaviors, and the beliefs and past events that have separated us as a people.

Records

1.0 In compliance with federal and state law, San Diego State University has adopted a Student Records policy designed to protect the confidentiality of student records. The policy shall be maintained in the Office of the Provost and shall be the governing document in this matter.

1.1. Only such records as are demonstrably and substantially relevant to the educational or related purposes of the university, its divisions, departments or schools, or agents shall be generated or maintained.

1.2. No student shall be required to furnish, but may do so voluntarily, information as to the student's race, color, religion, sex, handicap, marital status, age, national origin, or political affiliation or preferences, except as specifically required by state statute, federal law, or valid federal or state rules or orders.

2.0 **Student Rights**

2.1. The federal Family Education Rights and Privacy Act of 1974 (20 U.S.C. 12329) and regulations adopted there under (45 C.F.R. 99), and the California Education Code, secs. 22509–22509.18, require the university to provide students access to their official education records and an opportunity to challenge such records when their accuracy or appropriateness is in question. Further, the laws generally prohibit the disclosure of personally identifiable information from a student's education records without the prior consent of the student.

2.2. Privacy

2.2.1. Students shall have the right to protection from improper disclosure of personally identifiable information from their education records.

2.2.2. Without the prior written consent of the student, disclosure of personally identifiable information from the

student's education record is prohibited, except for the following: (a) release of such information to a specified list of officials with a legitimate educational interest in the record; (b) release of such information in response to a court order, health or safety emergency, or approved research project; or (c) release of public Directory Information not previously restricted by the student.

2.3. Access

2.3.1. Students shall have the right to inspect and review with an appropriate university official or employee of the academic or administrative unit that maintains the records, the education records or pertinent portion thereof.

2.3.2. The right to inspect and review education records shall include (a) the right to an explanation or interpretation of the record, where appropriate, by a qualified university official or employee and (b) the right to obtain copies of the record, unless otherwise provided by this policy, where failure to provide copies would effectively curtail the right of access.

2.3.3. Access to inspect and review such records shall be granted no later than 15 working days following receipt of the request for access.

2.4. Disclosure of Personally Identifiable Information

2.4.1. Personally identifiable information from the education records of students, except Directory Information not previously restricted by the student, is considered confidential and may not be disclosed to any party for any purpose without the prior written consent of the student.

2.4.2. Exceptions to this general policy, as provided by state and federal law, shall be as follows:

a) Officials and employees of The California State University who have been determined by the Associate Vice President for Enrollment to have a legitimate educational interest in the educational record;
b) Officials and employees of another education institution in which the student seeks or intends to enroll;
c) A court of law, pursuant to the receipt of a court order, process, or subpoena that specifically seeks access to the education records of a named student, and then only by consent of the Associate Vice President for Enrollment;
d) A health or safety emergency, and then only by consent of the Associate Vice President for Enrollment;
e) A research project within the university, and then only by consent of the Associate Vice President for Enrollment;
f) In connection with financial aid for which a student has applied or which a student has received;
g) Organizations conducting studies for, or on behalf of, the university, education agencies, or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, improving instruction, and for accreditation purposes; or
h) The Comptroller General of the United States, the Secretary or Assistant Secretary of the U.S. Department of Health and Human Services, the U.S. Commissioner of Education, the Director of the National Institute of Education, and state educational authorities.

2.5. Challenge

2.5.1. Students may challenge the content of their education records and request that a specific record be amended on the grounds that the record is (a) inaccurate, (b) misleading, (c) an unsubstantiated personal conclusion of the observer, (d) a conclusion or inference outside of the observer's area of competence, (e) not based upon the personal observation of a named person within the time and place of the observation noted, or (f) otherwise in violation of their privacy or other rights.

2.5.2. Rights afforded to students in Section 2.5.1. shall not be interpreted as permission to contest the assignment of grades.

3.0 Records and Retention

3.1. Class Roster

3.1.1. The class roster contains the names of all students enrolled in each class.

3.1.2. The class roster shall be retained on the server for a minimum of seven years.

3.2. Grade and Attendance Records

3.2.1. Grade records shall contain notations related to a student's progress in a class but may also reflect class attendance and office visits.

3.2.2. Records shall be retained by the instructor or the department or school for seven years after the conclusion of the class.

3.2.3. Instructors, upon leaving the employment of the university, shall surrender their records to the department chair or school director.

3.2.4. Graduate teaching assistants and Contingent Faculty shall turn in all class records to the department chair or school director at the end of each semester or session.

3.2.5. Instructors, upon leaving the employment of the university or upon taking leave from the University, shall surrender their incomplete grade contracts to the department chair or school director.

3.3. Examinations and Course Papers: Examination papers, reports, and other course papers may be retained by the instructor only if the instructor communicates to the student at the time of assigning such materials the instructor's intention to retain them.

3.3.1. Instructors who retain examinations or graded work, hard copy or electronic, shall provide reasonable access to them.

3.3.2. Instructors shall dispose of examinations, reports, and other graded work no later than the day after the last day of the semester (excluding summer session) after the semester during which the student was enrolled provided that no grievance has been filed with the Student Grievance Committee.

3.3.3. Examinations, reports, and course papers shall be returned to the students in accord with each student's right to confidentiality, which, however, shall not apply to dissertations or comprehensive examinations at the master's or doctoral level.

Registration

1.0 Priority Registration

1.1. Definitions and Principles

1.1.1. "Priority registration" shall be defined as the opportunity to enter the registration process earlier than the normally scheduled registration time in order to adjust a class schedule to sanctioned time constraints. Student groups that were granted priority registration prior to Fall 2025 will continue to be granted registration appointments at the start of the registration period unless otherwise specified. Beginning Fall 2025, newly-added priority registration groups will be permitted to register prior to all other students within their class unless federal, state, or CSU requirements mandate that they register prior to all other students.

1.1.2. Every effort shall be made to protect the value of each student's regular registration time. Priority registration is intended to be used rarely and for students who could not otherwise achieve their academic goals within a reasonable period of time due to time constraints outside of their control and other extraordinary circumstances.

1.1.3. Priority registration may be used to accommodate students of those groups whose services to the university and special circumstances require early registration. "Special circumstances" shall not include self-imposed time constraints. Additionally, priority registration will be granted to all student groups in accordance with federal, state, and CSU requirements.

1.1.4. Priority registration shall not be used as a reward or perquisite for any student or group of students.

1.2. Procedures for adding or removing groups

1.2.1. Proposals to add or delete a group shall be evaluated by the Provost or designee in consultation with the Vice President for Student Affairs and Campus Diversity or designee.

1.2.2. The Provost or designee shall forward each proposal with recommendations and justifications to the Committee on Academic Policy and Planning, which shall present as information to the Senate recommendations along with the current list of groups receiving priority registration.

2.0 Registration Sequence

2.1. The University recognizes that new students are best prepared for successful matriculation if they are familiarized through orientation with the array of academic and student services available to support their studies.

2.2. All new students are invited to attend a New Student Orientation as part of their successful transition to the University. Once a new student has attended their scheduled orientation, they shall receive priority to register for classes.

2.3. Registration for a group below shall not begin before registration for an earlier group has received an opportunity. The registration sequence shall be as follows:

2.3.1. Fall and spring semesters

(a) Members of Priority Registration groups (continuing students)

(b) Spring admits

(c) Graduate students

(d) Seniors (90 units and above)

(e) Juniors (60-89 units)

(f) Sophomores (30-59 units)

(g) Other freshmen (in third and subsequent semesters before sophomore status)

(h) New graduate students and undergraduate students with priority registration

(i) New undergraduate students (new first-year and transfers) based on their orientation dates and registration appointments

2.4. Loss of Registration Opportunity

2.4.1. A newly admitted student who (1) does not attend and (2) withdraws from school after registration but before the end of the refund period shall lose priority order and shall apply for admission to the university as a returning student.

2.4.2. A continuing student shall be permitted up to four semesters of approved leave during matriculation at San Diego State University by taking the following action:

Before the end of the schedule adjustment (drop/add) period for each semester of intended leave, the student shall submit a Leave of Absence Request through the SDSU WebPortal. A continuing student who fails to submit a Leave of Absence Request by this deadline may be subject to consequences that range from losing registration priority order to being required to apply for admission to the university as a returning student.

Review of Departments, Schools, or Programs

1.0 An academic review (a) shall assist a department, school, or program in improving its instructional, research, and professional programs, (b) shall review how the faculty have used their resources, (c) shall evaluate the quality of degree programs, (d) shall chart the direction of growth, (e) shall elucidate need for further support, and (f) shall examine the academic health of the unit. The review shall assist in department, school, or program planning and in requests for new

degrees and programs. The contents and format of the academic review shall be aligned with those for academic plans.

2.0 Review Panel

2.1. Normally each department, school, or program shall be reviewed periodically by an appropriate panel. The faculty of the unit shall be consulted by their dean in selecting the panel members. The panel shall comprise faculty from other appropriate universities and institutions and from related departments or schools at San Diego State University. Panel members shall be acceptable to the unit.

2.2. The review may be coordinated and integrated with an accreditation; if, however, an accreditation visit has occurred within about a year, the academic review panel may choose to accept or augment the accreditation report. The academic review shall involve the cooperative efforts of the department, the college dean, the Associate Vice President for Curriculum, Assessment, and Accreditation, Dean of the College of Graduate Studies. The Provost shall assign the responsibility to coordinate an academic review to the Dean of the College of Graduate Studies, to the Associate Vice President for Curriculum, Assessment, and Accreditation or to another administrative officer.

3.0 Self-Study

3.1. After a panel has been constituted, the department, school, or program shall be notified and arrangements shall be made for a visit at a mutually agreeable time. The deans shall see that the administration and faculty provide a self-study following guidelines distributed by the office of the Provost. The self-study may include other relevant information as members of the panel may request. Student participation in the review shall be provided by interviews, surveys, class visitations, or other appropriate means.

3.2. At least two weeks before the panel convenes on campus, such data shall be provided to the panel, the Provost, the Dean of the College of Graduate Studies, the Associate Vice President for Curriculum, Assessment, and Accreditation, the dean of the college, and appropriate members of their staff.

4.0 Agendas shall be established by appropriate administrators.

5.0 Report

5.1. The panel shall be requested to submit a report or reports to an appropriate administrator.

5.2. All reports connected with the review shall be confidential and shall not be released without permission of the department, school, or program. Excerpts or summaries of the review documents shall be released by the college dean or the Dean of the College of Graduate Studies or the Associate Vice President for Curriculum, Assessment, and Accreditation only after consultation with the department, school, or program for use by curriculum committees or as required by the Chancellor's Office or state officials.

6.0 The department, school, or program shall be given an opportunity to respond to the panel's report, after which the administration and faculty shall meet to discuss the report.

7.0 SDSU Imperial Valley

7.1. An overall review of SDSU Imperial Valley programs, facilities, and Master Plan shall be conducted approximately every five years. The review panel shall include members of the San Diego campus Committee on Academic Policy and Planning, other appropriate members of the San Diego campus, and persons external to the University.

7.2. Within two years of the completion of the overall review, each academic degree (major, minor, and graduate) on SDSU Imperial Valley shall be reviewed by a panel of faculty members from relevant academic areas on the San Diego campus and members external to San Diego State University from institutions with similar demographic features and academic programs. This review shall assure that program content and quality are as similar as possible.

7.3. Academic reviews of San Diego campus degree programs shall include in the self-study systematic written descriptions of the same degree programs at SDSU Imperial Valley. In addition, faculty members and students from SDSU Imperial Valley shall be invited to the San Diego campus for participation in the reviews.

7.4. Reviews described in sec. 7.2 shall be held periodically to assure comparability between the academic degree programs of the two campuses.

Transfer Students

1.0 General Education

1.1. Transfer with Certification

1.1.1. San Diego State University shall honor certification by California community colleges for General Education requirements to a maximum of 39 state-mandated General Education units as outlined in Title 5 of the California Code of Regulations.

1.1.2. Transfer students who have been certified for 39 units shall be required to complete an additional nine units of approved General Education courses at San Diego State University to comply with the Title 5 provision that at least nine units shall be earned at the campus granting the degree.

1.2. Transfer without Certification: Transfer students not receiving a 39-unit certification may receive General Education credit for baccalaureate courses taken at other institutions in two ways:

1.2.1. The transfer course shall appear on approved General Education course lists submitted to the CSU Chancellor and shall have been taken while included on the approved course list. This list shall include courses within Communication and Analytical Reasoning, Foundations, and Explorations in the San Diego State University General Education program.

1.2.2. The transfer course shall clearly satisfy the criteria for General Education courses as defined by Title 5 of the California Code of Regulations, Executive Order 1100-Revised (2017), and the appropriate section of the San Diego State University Curriculum Guide. Such determination shall be made by the Associate Vice President for Curriculum, Assessment and Accreditation. in consultation with the Committee on General Education.

2.0 California Articulation Number System

Departments or schools may choose to participate with one or more courses in the California Articulation Number (CAN) system. Transfer courses bearing published CAN numbers the same as those published in the San Diego State University General Catalog shall be acceptable for all purposes in lieu of the SDSU courses, provided that the transfer courses be taken (a) after publication of the CAN number in the San Diego State University General Catalog and (b) before publication of the San Diego State University General Catalog deleting CAN numbers for courses that SDSU departments or schools have withdrawn from the CAN system.

3.0 Choice of Catalog

Students may select the General Education requirements in effect during the academic catalog year in which they entered San Diego State University, another campus in the system, or a California community college, even if they declare or change their major in a later year. All other requirements (including GE, pre-major and impaction criteria, course prerequisites, and accepted articulation arrangements) shall continue to be governed by the catalog in effect in the academic year in which students declare or change their major, or in the academic year in which they graduate. This option shall apply only to students who maintain continuous enrollment either (a) solely at San Diego State University or (b) at San Diego State University and a California Community College or another CSU campus.

Unit Limits

1.0 Academic Year Unit Limits: During initial registration, undergraduate students can enroll in a maximum of 18 units. One week before the start of each semester, the credit limit will be raised to 21 credits. All undergraduates wishing to register for more than 21 credits will be required to have the approval of the academic department that houses their first major, or a delegated advisor, Assistant Dean or department designee.

2.0 Summer Unit Limits: Students may enroll in no more than 18 units in total during summer. Students will be permitted to enroll in no more than 9 units in each Summer Session (S1 and S2), and up to 18 units in the 13-week session T1 (if they

are not taking classes during Sessions 1 and 2). Any exceptions to these maximums will require approval by an academic advisor and administrator in Enrollment Services.

3.0 Students should expect to spend in class and study a total of three hours per week for each unit of college work attempted.

Universal Access to Information Technology Resources and Services

1.0 San Diego State University is committed to providing an educational environment that assures comparable access to electronic and information technology for individuals with disabilities.

2.0 The University affirms the Academic Senate Resolution AS-2700-05/FA on Student Access to Academic Information Technology.

3.0 Implementation

3.1. Electronic and information technology services developed by or for an official unit of the university, or its auxiliary organizations, shall be designed to be compatible with and accessible through commonly used assistive technology. This includes websites developed by individual employees on University servers and used in support of university services, programs, and courses available to the campus community.

3.2. Existing websites (legacy sites) shall be brought into compliance with minimum web accessibility standards.

3.3. To the extent possible, the University shall provide course material that is accessible to all persons regardless of disability.

3.4. The University shall make every effort to assure that vendor-supplied electronic and information technology products and services comply with this accessibility policy.

3.5. The Vice President for Information Technology/Chief Information Officer, working in conjunction with appropriate committees, shall establish an implementation plan with appropriate timelines and milestones for assuring compliance with executive orders and state and federal laws. The implementation plan shall include definitions of minimal accessibility standards and be clearly posted on the University's website.

4.0 Enforcement

4.1. The Vice President for Information Technology/Chief Information Officer shall be responsible for web accessibility compliance and training, including the development of a communication plan to educate the campus about the policy.

4.2. Assessment plans and progress reports shall be provided on a regular basis.

4.3. Appropriate sanctions shall be developed, up to and including the shutting down of inaccessible websites. No sanctions shall be imposed until notice has been given to the individual or unit responsible for the website, and shall proceed in accordance with due process.

Academic Administrators

1.0 "Academic administrator" shall refer to personnel holding full-time administrative positions in the division of Academic Affairs.

2.0 Tenure for Academic Administrators: When an individual is being considered for appointment to a full-time academic administrative position, the President shall request and consider the recommendations of the relevant department(s) or school(s) from which the person has requested a tenured position. In arriving at these recommendations, the unit(s) shall consider appropriate rank and tenure status, were that person to be considered at that time for appointment as a faculty member in the unit(s).

Annual Review of Academic Administrators

1.0 **Annual Review:** The Provost or designee shall conduct an annual review of all academic administrators, including Associate and Assistant Vice Presidents, Deans, and Associate Deans. Chairs and Directors shall undergo periodic review as specified in section 4.0 of University Policies: Organization: Chairs of Departments or Programs and Directors of Schools.

1.1. The Provost shall consult with appropriate representatives of the college, to include the department and program chairs, school directors, and Senators of the college.

1.2. A faculty or staff member may provide information through a representative as defined in sec. 1.1.

1.3. The conclusions of the recommendations of the Provost shall be reported to the President.

2.0 Five-Year Review of Academic Administrators

2.1. The review shall be a cooperative effort by the administration, faculty, students, and administrative office under review (a) to appraise the administrator and the administrative office in meeting the leadership and management objectives, (b) to report to the President the results of the review, and (c) to recommend action to be taken to improve the effectiveness of the administrator and office. The President shall carefully weigh the results in the continuing evaluation of the administrator and office. The review shall be collegial and shall effect a periodic renewal of understanding among the administrator's several constituencies about the goals and responsibilities of the office, and it shall provide the occasion to consider educational philosophies, interpretations of goals, and expectations for leadership and management within the office; at the same time, it shall require examining the conditions in which the administrator and the office must operate. The report shall focus on issues that have been resolved and are yet to be resolved by the administrator and the faculty. In summary: (a) the review panel shall be both representative of and acceptable to all parties (faculty, staff, administration, students, and the administrative office); (b) the review process shall ensure the full participation of these parties; (c) the report shall be timely, respectful of persons, but specific in its recommendations; (d) and a report shall follow on the implementation of specific recommendations.

2.2. Initiation: The periodic review process shall occur in the fifth year of the administrator's tenure in the office and every five years thereafter unless the review is initiated earlier by special request. The special request to advance the review may be initiated by the administrative office to be reviewed, the faculty, or the administration. Circumstances warranting such a request shall be unusual but compelling from the point of view of the constituency requesting the review. The scheduling of reviews shall be the responsibility of the Provost or the President.

2.3. Composition of Review Panels

2.3.1. For deans of the Colleges of Arts and Letters, Education, Engineering, Fowler College of Business, Health and Human Services, Professional Studies and Fine Arts, Sciences, the SDSU Imperial Valley Dean, the Dean of the Library, and their offices:

a) Internal faculty (six): For college deans the department and program chairs and school directors shall arrange for the nomination and election of 12 nominees by the faculty; six of the 12 nominees shall be selected by the Provost in agreement with the dean being reviewed and the college faculty committee determined by the college. Nominees to and members of the review panel should be perceived by the college's constituencies as objective, discreet, and representative

of the diverse educational philosophies within the college. For the dean of SDSU Imperial Valley and for the Dean of the Library, three faculty members shall be selected from a pool of six nominated respectively by the tenured and probationary faculty of SDSU Imperial Valley or of the Library. Faculty, as defined by Bylaw 1.1, are eligible to serve. Chairs and directors from the college in question are eligible to serve on the review panel.

b) External faculty (one): For college deans the Senate Executive Committee shall determine the Senate procedures whereby a pool of up to 14 faculty members, with at least one from each college and the library, can be established annually (in years when a review is expected to occur) in the early fall to be on call to serve as external members of review panels; the external member of the panel shall be selected from the pool by the Provost in agreement with the dean being reviewed and the college's appropriate faculty committee. For the Dean of SDSU Imperial Valley and the Dean of the Library, two external members shall be selected for the review panel from the Senate pool.

c) Students: for college deans, two (usually one undergraduate and one graduate). The college's student organization(s) shall nominate four students (usually two undergraduates and two graduates); two (usually one undergraduate and one graduate) shall be selected by the Provost in agreement with the dean being reviewed and the college's appropriate faculty committee. For the Dean of SDSU Imperial Valley there shall be one student member on the panel, to be selected as above from two nominees. For the Dean of the Library the Associated Students shall nominate two students, one of whom shall be selected by the Provost in agreement with the Dean of the Library and with Library members of the reviewing panel.

d) Administrators: for college deans and the Dean of the Library, one dean from the San Diego State University Academic Deans' Council and one administrator from another university with similar responsibilities. The member of the Academic Deans' Council shall be selected by the Provost in agreement with the dean being reviewed and the college's appropriate faculty committee. The external administrator shall be selected by the Provost in agreement with the administrator being reviewed and the college's appropriate faculty committee. For the Dean of SDSU Imperial Valley, the panel shall include one member of the Academic Deans' Council, to be selected as above. Associate and Assistant Deans from the same college are ineligible to serve.

e) Internal staff member: For college deans, the Dean of SDSU Imperial Valley, and the Dean of the Library, an election among staff shall determine four nominees from whom one shall be selected by the Provost in agreement with the dean being reviewed and the college's appropriate faculty committee. Nominees to and the member of the review panel should be perceived by the college's constituencies as objective, discreet, and representative of the diverse educational philosophies within the college.

f) Community member outside the university: for college deans and the Dean of SDSU Imperial Valley, one community member outside the university shall be selected by the Provost in agreement with the dean and the appropriate faculty committee within the college as determined by that unit.

2.3.2. Dean of Global Campus, and their offices.

a) Faculty (six): The faculty of each college and SDSU Imperial Valley shall nominate two faculty members; six of the nominees shall be selected by the Provost in consultation with the President and in consultation with the Dean of Global Campus and the Chair of the Senate. To ensure sufficient time for election, the Provost shall give at least one month's notice of the deadline for submitting the names of those elected.

b) Administrators (two): one member of the San Diego State University Academic Deans' Council and one administrator with similar responsibilities from another university. Both shall be selected by the Provost in agreement with the administrator being reviewed and the Chair of the Senate.

c) Students (two): one undergraduate and one graduate both with recent experience in Global Campus. Four nominees shall be chosen by the Associated Students; two shall be selected from the nominees by the Provost in agreement with the administrator being reviewed and the Chair of the Senate.

d) Staff members (two): An election among staff shall determine four nominees (usually two represented and two non-represented) from which two (one represented and one non-represented) shall be selected by the Provost in agreement with the Dean of Global Campus and the Chair of the Senate.

2.3.3. Dean of Graduate Studies

a) Faculty (six): The faculty of each college and SDSU Imperial Valley shall nominate two faculty members; six of the nominees shall be selected by the Provost in consultation with the President and in consultation with the Dean of Graduate Studies and the Chair of the Senate. Procedures for the nominations shall be determined by the faculty of each college. To ensure sufficient time for election, the Provost shall give as much notice as possible, but no less than one month's notice, of the deadline for submitting the names of those elected.

b) Administrators (two): one member of the San Diego State University Academic Deans' Council and one administrator with similar responsibilities from another university. They shall be selected by the Provost in consultation with the President, the Dean of Graduate Studies, and the Chair of the Senate.

c) Students (two): one master's student and one doctoral student. Four nominees shall be chosen by the Associated Students; two of the nominees shall be selected by the Provost in consultation with the Dean of Graduate Studies and the Chair of the Senate.

d) Staff member: An election among staff shall determine four nominees from whom one shall be selected by the President of the university in agreement with the Provost and the Chair of the Senate.

2.3.4. Provost and the Academic Affairs Office

a) Faculty (eight): The faculty of the Colleges of Arts and Letters, Professional Studies and Fine Arts, and Sciences shall nominate and elect three nominees from each of these units; the faculty of the Colleges of Business Administration, Education, and Health and Human Services shall elect two nominees from each of these units; and the faculty of the College of Engineering, the Library, and SDSU Imperial Valley shall nominate and elect one nominee from each of these units. Eight of the nominees shall be chosen by the President of the university in agreement with the Provost and the Chair of the Senate. The faculty members shall be broadly representative. To ensure sufficient time for election, the Provost shall give at least one month's notice of the deadline for submitting the names of those elected.

b) Administrators (two): one member of the San Diego State University Academic Deans' Council and one provost or vice president for academic affairs from another university. Both shall be selected by the President of the university in agreement with the Provost and Chair of the Senate.

c) Students (two): one undergraduate and one graduate. Four nominees shall be chosen by the Associated Students. Two shall be selected by the President of the university in agreement with

the Provost and the Chair of the Senate.

d) Staff member: An election among staff shall determine four nominees from whom one shall be selected by the President of the university in agreement with the Provost and the Chair of the Senate.

3.0 Procedures and Responsibilities

3.1. The review panel shall work primarily from the published job description of the administrator, from the self-study, and from "ideal" descriptions of the role of the administrator solicited from faculty members by the review panel, in combination with the data that define performance in office and the constraints within which the possibilities for performance are defined. Both written statements developing an argument and interviews shall be employed. Groups (e.g., departments, committees) as well as individuals shall be invited to participate.

3.2. The review panel shall ensure access to all members of the administrative unit's faculty, student body, and staff (a) to communicate representative views and (b) to provide the administrator with the opportunity to discuss issues and concerns, and the panel ensure the confidentiality of all communications.

3.3. To promote an honest and constructive assessment, confidentiality shall be honored throughout all aspects of the review panel's work. Raw survey data, individual comments from feedback forums or interviews, and committee deliberations shall not be shared beyond the panel. All data and feedback shall be anonymized, aggregated, and shared only in summary form with the administrator undergoing review. Per Title IX and EEOC laws and regulations, review panel members, as well as all participants in the assessment process, shall be protected from future retaliation. The Center for the Prevention of Harassment and Discrimination shall ensure compliance with anti-retaliation laws. This confidentiality policy shall be shared with all participants in the process, including committee members and those providing individual feedback about the administrator.

4.0 Reporting Process

4.1. The review panel shall submit a written report to the Provost or, as appropriate, to the President. The report shall contain a description of the review process, data collected, findings, and specific recommendations for future action by the administrator and the office, the faculty, and the university.

4.2. The complete report shall be made available to the administrator immediately after it is reviewed by the Provost or, as appropriate, to the President. The faculty of the unit shall receive a timely summary of the report prepared and issued by the review panel after approval by the Provost or the President. This summary shall contain major findings and specific recommendations for action.

4.3. The administrator and the person to whom they report, in consultation with the appropriate faculty committee of the organizational unit, shall recommend a plan of action to respond to the recommendations of the panel.

5.0 Post-review: The administrator who has been reviewed shall in the annual report comment specifically on the progress toward the plan of action, which comments shall be made available to the faculty of the unit. The Provost or, as appropriate, the President shall discuss the report with the review panel. A further report may then be issued to the faculty by the Provost or the President.

6.0 Legal Restrictions: All aspects of the review shall be consistent with requirements of state and federal law and with university policy. The Associate Vice President for Faculty Advancement and Student Success shall provide specific instructions.

7.0 Review of the Review Procedure: Each review panel shall recommend changes in the procedure to the Committee on Academic Policy and Planning.

Search Committees for University Administrators

1.0 Search for University-Wide Administrative Personnel

1.1. Faculty, staff, and students shall participate in searches for (a) Provost, (b) Vice President for Student Affairs and Campus Diversity, (c) Vice President for Business and Financial Affairs, (d) Vice President for University Relations and Development, (e) Vice President for Research and Innovation, (f) Associate Vice President for Faculty Advancement and Student Success, (g) Dean of Global Campus, (h) Dean of the Library.

1.1.1. All vacancies shall be advertised and filled in compliance with the University's Nondiscrimination and Equal Opportunity Policy. The Director of the Office of Employee Relations and Compliance, the Chief Diversity Officer, and the Committee on Diversity, Equity, and Inclusion may assist in the search.

1.1.2. An ad hoc search committee shall be formed each time it is necessary to recommend a person to fill one of the positions in sec. 1.1. Faculty members shall be tenured and shall be selected in accordance with sec. 4.0. The Associated Students and Staff Affairs Committee shall respectively formulate rules for selection of students and staff members. Additional members shall be selected by the President or designee. The composition of search committees shall be as follows:

a) Provost: six faculty members, two students, one staff member, and five additional members (of whom at least three shall be faculty)

b) Vice President for Student Affairs and Campus Diversity: two faculty members, two representatives elected by and from the personnel of the Division of Student Affairs and Campus Diversity(of whom at least one shall be staff), two students, and one administrator designated by the President

c) Vice President for Business and Financial Affairs: two faculty members, two staff members, and three additional members

d) Vice President for University Relations and Development: five faculty members, three representatives from development offices across the campus, one representative from the San Diego State University Research Foundation, one staff member, one student, one representative from the Alumni Association, one member of the community at large, and one representative from the Department of Athletics

e) Vice President for Research and Innovation: five faculty members, two classified graduate students, one staff member, and five additional members (of whom at least three shall be faculty)

f) Associate Vice President for Faculty Advancement and Student Success: five faculty members, two undergraduate students, one staff member, and four additional members (of whom at least two shall be faculty)

g) Dean of Global Campus: five faculty members, two students, two Global Campus staff members (one represented, one non-represented), and four additional members (of whom at least two shall be faculty);

h) Dean of the Library: three tenured librarians elected under the rules governing elections to the Senate, three faculty members, one Library staff member elected by that group, one student, and one additional member.

1.1.3. The procedures and duties of the search committee are as follows:

1.1.3.1. The President or designee shall convene the organizational meeting of the committee and shall preside until a chair has been elected. The Chair of the Senate or designee shall attend the organizational meeting and participate without a vote. The search committee shall elect its chair from among its elected members and shall establish its own search and selection procedures, except that no member of the committee shall act unilaterally regarding committee business. The Director of the Office of Employee Relations and Compliance, the Chief Diversity Officer, or a representative from the Committee on Diversity, Equity, and Inclusion may attend committee meetings as a nonvoting member.

1.1.3.2. All committee recommendations shall be by a majority vote of the voting members of the committee. Search committee procedures shall be in compliance with the University Nondiscrimination and Equal Opportunity Employment policy and with Title 5 of the California Code of Regulations, sec. 42701.

1.1.3.3. The committee, before inviting any candidates to the campus, shall present to the President the list of those whom it intends to invite. If the President requests it, the committee shall add names to the list before any candidates are interviewed on campus. The President shall appoint, however, only from the final list of those recommended by the committee.

1.1.3.4. For each position to be filled, the committee shall recommend the appropriate number of candidates to the President for selection.

1.1.3.5. In searches for vice presidents, the Director of the Office of Employee Relations and Compliance shall have certified that all Nondiscrimination and Equal Opportunity Employment obligations and commitments have been satisfied. For the other administrators, the appropriate vice president shall have certified.

1.2. Searches for Positions Not Requiring Faculty Participation (administrative positions not specifically designated in sec. 1.1 or covered by the procedures of the bylaws of auxiliary organizations).

1.2.1. The President or designee shall decide when a search committee is appropriate. When it is not, a person may be appointed to the position by the administrator to whom that person will report; this shall occur after a full search in compliance with University Nondiscrimination and Equal Opportunity Employment procedures.

1.2.2. When a search committee is appropriate, it shall be appointed by the President or designee to review all applications and to conduct personal interviews with the most qualified candidates. The committee shall include one or more members of the faculty. The Director of the Office of Employee Relations and Compliance, the Chief Diversity Officer, or a member of the Committee on Diversity, Equity, and Outreach may attend committee meetings as a nonvoting member.

1.2.2.1. The committees shall submit a list of the appropriate number of candidates to the President or designee for review and appointment.

1.2.2.2. The appropriate vice president, dean, or director shall have certified that all Nondiscrimination and Equal Employment Opportunity obligations and commitments have been satisfied.

2.0 Searches for Deans of Colleges and Related Positions (Including Deans of the Colleges of Arts and Letters, Fowler College of Business, Education, Engineering, Health and Human Services, Professional Studies and Fine Arts, Sciences, and of SDSU Imperial Valley).

2.1. All vacancies shall be advertised and filled in compliance with the University's Nondiscrimination and Equal Opportunity Employment policy.

2.2. An ad hoc 13-member search committee shall be formed each time to recommend a person to fill one of the above positions. The committee shall comprise (a) six tenured faculty members from the college elected by the faculty of the college under the rules governing elections to the Senate, (b) one faculty member from outside the college elected by the Senate in conformance with sec. 4.0, (c) three members (of whom at least two shall be faculty) selected by the President or designee, (d) two upper division or graduate students whose majors are in that college, selected by Associated Students procedures, and (e) one member elected by and from the staff of that college. The Director of the Office of Employee Relations and Compliance or designee shall serve as a non-voting ex officio member of the committee.

2.3. The procedures and duties of the search committee shall be as follows:

2.3.1. The President or designee shall convene the organizational meeting of the committee and preside until a chair has been elected. The Chair of the Senate or designee shall attend the organizational meeting and participate without a vote. The search committee shall elect its chair from among its elected members.

2.3.2. The committee shall establish its own search and selection procedures in writing, before any formal deliberations, and shall forward these procedures to the President. Any revision of the procedures requires reexamination of all submitted papers. Ongoing consultation with the President shall be established.

2.3.2.1. Minutes of all meetings shall be in writing. Copies of the minutes of each meeting shall be sent to the President and the Director of the Office of Employee Relations and Compliance.

2.3.2.2. The committee shall demonstrate its commitment to affirmative action by including the steps to be taken in the guidelines.

2.3.2.3. Operational procedures shall include timelines. Changes in these timelines shall require a reopening of the search.

2.3.2.4. The committee, before inviting the candidates to the campus, shall present to the President the list of those it intends to invite. If the President requests it, the committee shall add names to the list before any candidates are interviewed on the campus. The President shall appoint, however, only from the final list of those recommended by the committee.

2.4. Before committee recommendations, the Provost shall have certified that all Nondiscrimination and Equal Opportunity Employment obligations and commitments have been satisfied.

2.4.1. All committee recommendations shall be by majority vote of the voting members of the committee.

2.4.2. If the President disagrees with the committee's recommendations, the President shall communicate reasons to the committee. If an agreement cannot be reached between the committee and the President, the search shall be reopened.

3.0 Appointment of Acting Vice Presidents and Deans (including administrators identified in secs. 1.1 and 2.0)

3.1. When, in accordance with Senate policies, a committee has been selected for the purpose of making recommendations concerning appointment to a position designated in secs. 1.1 and 2.0 and when the position becomes vacant before the committee has a candidate for permanent appointment, the President shall seek the advice of the committee before appointing an acting officer.

3.2. When a position designated in Sections 1.1 and 2.0 above becomes vacant before a committee has been elected in accordance with Senate procedures for the purpose of recommending an appointment to the President; the President shall consult with appropriate Senate officers and committees and may then appoint an acting vice president or dean.

3.3. No person appointed as an acting officer shall serve for longer than one year without the concurrence of the committee elected in accordance with Senate procedure to recommend to the President a permanent appointment to the position.

4.0 Procedures for the Selection of Faculty to Serve on Search Committees (other than those selected within colleges as specified in sec. 2.0)

4.1. The President shall announce the vacancies or anticipated vacancies to the Chair of the Senate. The Chair of the Senate shall call for the nominations process to be completed at the next regular or special Senate meeting. The faculty and the senators shall be informed of the impending nominations by campus mail or email. The search committee shall comprise the number of faculty indicated for the position with no more than one from any college, and the faculty shall be tenured and themselves eligible for election to the Senate.

4.2. Nominations shall be made by a faculty member eligible to vote in Senate elections. Nominations by petition shall be in the Senate office seven days before the regularly scheduled Senate meeting. Nominations may also be made from the floor of the Senate. Faculty shall be considered nominated upon formal recommendation by a Senator. There shall be at least one nominee for each seat to be filled by the Senate. All nominees shall have agreed to serve.

4.3. Elected members of the Senate shall elect faculty representatives to the search committee by secret ballot. If the first ballot does not yield a simple majority vote for the indicated number of candidates, additional ballots shall be conducted until that number has received a majority.

5.0 If an administrative search needs to take place for a position of the same category as the positions listed in 1.1, but the position is not explicitly described above, and the search needs to take place before this policy is amended, then the Senate Executive Committee (SEC) shall determine the composition of an as-hoc search committee. All elections for faculty to serve on search committees shall be overseen by the Committee on Committees and Elections (CCE). Associated Students (A.S.) and the Staff Affairs Committee shall respectively formulate rules for the election or appointment of students and staff members. Appointed members shall be selected by the President or designee.

Staff Deans, Appointment of

The appointment of a staff dean shall be the prerogative of the administrator in whose office the staff dean will work, and it shall not require a special faculty committee to nominate candidates.

Academic Misconduct

Management Personnel Plan (MPP) Employees shall not provide students with unethical academic assistance, including but not limited to, providing or arranging for the provision of: (a) copies of a test, an examination, or other course material to any student without the permission of the instructor; (b) fraudulent academic credit or false transcripts regarding an individual's academic record; and (c) an academic exception that results in a grade change, academic credit, or fulfillment of a graduation requirement when such an exception is not available to all students.

Budget Procedures

1.0 Allocations

1.1. The Office of the Provost shall allocate the university's instructional resources to the colleges to allow each college maximum flexibility in executing its programs and achieving its goals.

1.2. These procedures shall relate to instructional equipment, although they may be extended to cover other budget categories.

2.0 Equipment Budget Preparation

2.1. A formula equipment summary containing brief descriptive titles of the equipment sought, arranged in priority order along with their cost, shall be employed at budget preparation levels higher than the college.

2.2. Equipment lists shall be prepared by departments and schools in the fall for the next budget year and shall be submitted to the deans of the respective colleges by December 1. The requests shall be rank ordered and sent to the Office of the Provost by January 1.

3.0 Allocation of Equipment Funds

3.1. As soon as the preliminary equipment amount for the next budget year has been obtained from the Chancellor's Office, the Provost's office shall undertake to allocate this amount according to the needs and priorities indicated in the equipment summary lists received from the colleges. Historical relationships and new program requirements, as well as other guidelines pertinent to the problem, shall be taken into account. The final allocation to each college, however, shall be in the form of dollar amounts rather than as items with a certain dollar value.

3.2. When these allocations are completed (between February 1 and February 15), the Committee on Academic Resources and Planning shall be informed of their amount and the methods by which they were determined.

3.3. Upon receipt of the tentative allocation for equipment, the dean of each college shall allot these funds as dollar amounts to the departments and schools. Within sufficient time to meet Office of Business and Financial Affairs deadlines, each department and school shall return a list of the equipment items for purchase, having a total cost equal to the dollar amount of their allocation. Having received the list of equipment items from the colleges, the Office of Business and Financial Affairs shall then collate this material and compile the list required by the Chancellor's Office.

3.4. Finally, in July or as soon as the information is available, the Office of Business and Financial Affairs shall inform the Provost of the amount finally approved for equipment. If it is the same as the preliminary budget amount allocated in January, the Provost shall simply inform the deans of colleges that equipment purchasing may begin. If the final budget amount differs from the preliminary figure, the allocations previously made shall be adjusted accordingly.

4.0 Augmentation Budgets

The need for revising these formula factors shall be demonstrated, for example, by an augmentation request using a program budgeting format.

5.0 Short-Term Budget Adjustments

A short-range budget adjustment shall be defined as one that does not carry over into the next academic year. It shall be an expedient adjustment to carry the university through the year. This adjustment shall follow these principles:

5.1. Personnel Decisions

5.1.1. No tenured or probationary faculty shall be laid off.

5.1.2. One-year appointments shall be honored before semester appointments

5.1.3. Preferential retention of graduate teaching assistants over part-time faculty shall be left to the discretion of each college.

5.2. Efforts shall be made to maintain FTEs as much as possible without affecting department or school programs.

5.3. Although ability to pay shall be considered during the payback discussions, units responsible for the financial shortfall shall share a relatively larger burden for a payback. Payback allocations shall not be made on a solely proportional basis among the colleges.

5.4. Short-term budget adjustments shall not exceed those demanded by the fiscal exigency.

5.5. As far as possible, the reductions assigned to the major divisions of the university shall protect the ability of the university to maintain its academic program.

6.0 **Summary:** Expenditure of budgeted funds for equipment, for clerical, technical, and student assistant positions, and for instructional operating expenses shall be administered by the Office of Business and Financial Affairs. Budget procedures and allocations shall be as follows:

6.1. The allocation of the instructional resources of the university, as well as the preparation of an augmentation budget, shall be centered in the Office of the Provost as part of an academic planning function.

6.2. These resources shall be allocated to colleges and other administrative units under procedures and rules that permit maximum flexibility in the achievement of programs and objectives.

Payroll Checks

1.0 Faculty and staff may arrange through the Payroll Office to have their warrants deposited directly in a financial institution.

2.0 Non-deposited payroll checks for faculty and staff shall be distributed by courier from the Payroll Office to colleges, schools, or departments. Checks not claimed within five working days of delivery shall be collected and returned by courier to the Payroll Office. After five working days, checks shall be available only in the Payroll Office.

Relocation Expenses

1.0 The California State University shall allocate funds for moving and relocation expenses of newly hired and current employees including (a) teaching faculty, (b) university librarians, (c) deans, (d) vice presidents, and (e) presidents. Reimbursements of such expenses shall be payable from monies made available for such purposes by the Chancellor, campus president, or their designee.

1.1. A newly hired faculty employee or administrator who has been offered a position within the CSU by the Chancellor, campus President, or designee and has accepted the appointment may receive reimbursement for actual, necessary, and reasonable moving and relocation expenses. The recipient and amount of a reimbursement shall be determined by the Chancellor, campus president, or designee.

1.2. Whenever a current CSU employee is required by the Chancellor, campus president, or designee to change place of residence because of a change in assignment, promotion, or other reason related to the employee's duties deemed to be in the best interests of the CSU, the employee shall receive reimbursement for actual, necessary, and reasonable moving and relocation expenses.

1.3. Full or partial reimbursement, within budgetary constraints, may be allowed for the actual and necessary expenses incurred for packing, insurance, transportation, storage in transit (not to exceed 60 calendar days), and unpacking and installation of the employee's household goods at the new residence, when properly documented. Should employees elect to move themselves, reimbursement for such moves may not exceed the costs that would have been incurred had a commercial firm been used.

1.4. An employee may be reimbursed for actual lodging expenses, supported by a voucher, plus meal and incidental expenses, in accordance with the CSU Internal Regulations Governing Travel Expenses and Allowances, sec. 105, Rates for Housing and Lodging (App. A). This allowance shall be paid for not more than 60 days unless the Chancellor or campus president has determined in advance that the search for a new residence will result in unusual and unavoidable hardship for an employee and, therefore, has granted an exception. This allowance shall terminate immediately upon establishment of a permanent residence.

1.5. When an employee is required to change assignment and designated place of work that requires the sale of residence, the employee may be reimbursed for actual and necessary selling costs as determined by prevailing practices within the area of sale. Actual and necessary selling costs may include brokerage commission, title insurance, escrow fees, prepayment penalties, taxes, charges, or fees fixed by local authority required to consummate the sale of the residence. Miscellaneous seller's costs customary to the area may be reimbursed if determined appropriate by the Chancellor or campus president. Actual and necessary selling costs shall be reimbursed for that portion of the dwelling the employee actually occupies if the employee owns and resides in a multifamily dwelling.

1.6. Whenever an employee is required to change an officially designated place of work and such change requires the settlement of a lease on the employee's former residence, the employee may receive the actual and necessary cost of settlement of the unexpired lease to a maximum of one year. Reimbursement shall not be allowed if the Chancellor or campus president determines that the employee knew or reasonably should have known that relocation was imminent before entering into a lease agreement.

2.0 If an employee whose moving or relocation expenses have been reimbursed does not continue employment with the CSU for a period of at least two years (unless the discontinuance of the employment was the result of death, disability, or other similar unexpected cause beyond the control of the employee as determined by the Chancellor or campus president), the employee or appropriate representative shall repay 100 percent of the amount received for reimbursement for the moving and relocation expenses if employed less than six months; 75 percent if employed at least six months but less than 12 months; 50 percent if employed at least 12 months but less than 18 months; 25 percent if employed at least 18 months but less than 24 months.

3.0 The university shall ensure that a copy of these regulations is given to the employee upon notice to the employee of an impending move.

4.0 The university shall not:

a) Differentiate between single and married people in allocating such funds,

b) Use this fund for paying moving or travel expenses for people brought to campus for interviews,

c) Use this fund to pay moving or travel expenses of temporary personnel acting as replacements,

d) Use this fund to pay moving and traveling expenses of lecturers.

Alcohol Abuse and Illegal Drugs

1.0 The university shall facilitate the prevention, assessment, early intervention, and treatment of problems arising from alcohol abuse and the use of illegal drugs, and it shall enforce with appropriate disciplinary actions university policy and applicable local, state, and federal law.

2.0 Prohibitions and Restrictions

2.1. The unlawful possession, use, distribution, or manufacture of alcohol or illegal drugs on the campus or during university-sponsored activities shall be prohibited.

2.2. Except for alcohol in student rooms where a resident is of legal drinking age, residence halls shall be free of alcohol and illegal drugs. Students who are 21 years of age or older may possess in their rooms for personal consumption a limited amount of alcoholic beverages excluding hard liquor.

2.3. The university shall restrict the serving of alcohol to authorized facilities that carefully monitor and supervise the use of alcohol.

3.0 Enforcement and Sanctions

3.1. Persons who violate alcohol or drug policies shall, in addition to any legal consequences, be subject to disciplinary sanctions up to and including suspension and expulsion from the university. Organizations that violate alcohol or drug policies shall be subject to loss of campus status, funding, and other forms of support up to and including suspension or permanent expulsion from the university.

3.2. University offices such as Judicial Procedures, University Police, Center for Fraternity and Sorority Life, Office of Student Life and Development, Office of Student Rights and Responsibilities, and Housing and Residential Life, which are charged with the responsibility for enforcing alcohol and drug policies and imposing sanctions for violations shall, be adequately supported to carry out their responsibilities.

4.0 Prevention and Treatment

4.1. The university shall provide substance-free housing options for specific programs to encourage healthy lifestyles that are free of alcohol and illegal drugs and that require residents, regardless of age, to commit to meeting community standards.

4.2. The university shall develop and support effective prevention, assessment, early intervention, and treatment programs for alcohol and illegal drug use. The programs shall be available to students through Counseling and Psychological Services and Student Health Services, and to staff and faculty through programs supported by the Center for Human Resources.

4.3. The university shall periodically evaluate the impact of interventions to reduce alcohol and illegal drug abuse and to mitigate the negative personal and interpersonal consequences thereof.

4.4. The university shall inform students of campus policies and sanctions for the abuse of alcohol and illegal drugs through such channels and forums as the following: (a) orientation programs, (b) new member education programs, (c) residential life handbooks, (d) SDSU Website, (e) Greek Guidelines, (f) residence hall meetings, (g) recruitment activities.

4.5. Within the rules of applicable state and federal laws and regulations, the university shall communicate to students and organizations instances when sanctions are invoked.

Copyrights, Trademarks, and Trade Secrets

1.0 **Introduction:** Copyrights are used to protect the rights of creators of a diverse group of products ranging from traditional literary, musical, artistic, and dramatic works to lecture notes, multimedia classroom productions, and computer software. This policy shall be flexible and adaptable.

2.0 Definitions

a) "assignment of rights": a transfer of rights under copyright by the owner to the university, a publisher, or any other individual, agency or corporate entity. A transfer of copyright ownership shall not be valid unless it is in writing.

b) "author" or "creator" (synonymous): one who produces a copyrightable work and is the initial owner of the copyright in the work, except a "work made for hire." Authors of a "joint work" shall be co-owners of the copyright in the work. Unless otherwise assigned, the author of a contribution to a "collective work" shall be the owner of the copyright in the separate contribution as distinguished from the copyright in the collective work.

c) "auxiliary": The official auxiliaries of San Diego State University shall be Aztec Shops, San Diego State University Research Foundation, Campanile Foundation, and the Associated Students.

d) "auxiliary resources": funds and material resources, regardless of the sources, that are administered under the control, responsibility, or authority of the President of San Diego State University and the boards of directors of the designated auxiliaries.

e) "contractual agreement": an enforceable agreement between the university and individuals or parties.

f) "copyright": a legal right to protect certain original works of authorship that are fixed in any tangible form of expression from unauthorized reproduction, sale or other transfer, display, performance, or preparation of a derivative work. Copyright protection shall extend to but not be limited to the following works: (1) literary works such as books, textbooks, technical articles, manuscripts and class notes; (2) musical works, including any accompanying music; (3) dramatic works, including any accompanying music; (4) pantomimes and choreographic works; (5) pictorial, graphic, and sculptural works; (6) motion pictures and other audiovisual works, including classroom videos; (7) sound recordings; and (8) computer software, CD ROM systems, and other programs fixed in a tangible medium.

g) "copyright notice": For visually perceptible copies, the copyright notice should contain (1) the symbol "©" or "copyright" or "copr.," (2) the year of first publication of the work; and (3) the name of the owner of copyright in the work. The copyright notice for sound recordings should contain (1) the symbol, (2) the year of first publication of the sound recording, and (3) the name of the owner of the copyright. The notice should be affixed to copies of the work in such a manner and location as to give reasonable notice of the copyright claim. Copyright is secured automatically when the work is created. For works published on and after March 1, 1989, use of the copyright notice shall be optional, though highly recommended. Before March 1, 1989, use of the notice was mandatory on all published works, and any work first published before that date shall bear a notice or risk loss of copyright protection.

h) "derivative work": a work based upon one or more existing works. It is created when one modifies by annotation, editing, translating, or otherwise significantly changing the contents of a work. Only the copyright owner shall have the right to make derivative works. Anyone who creates an unauthorized derivative work, including a user who downloads a copyrighted file, may be liable if the unauthorized derivative work is reproduced, distributed, publicly performed, or publicly displayed.

i) "duration of copyright": term of copyright registration. For a work created on or after January 1, 1978, it shall be automatically protected from the moment of its creation and shall be terminated 70 years after the death of the author. For a joint work the term lasts for 70 years after the last surviving author's death. For "works made for hire" and both anonymous and pseudonymous works, the duration of copyright shall be 95 years from publication or 125 years from creation, whichever is shorter.

j) "employee": University employees shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, graduate assistants and teaching associates, persons with "no salary" appointments, and shall also include visiting faculty and academic professionals who develop intellectual property using university or auxiliary resources and facilities unless there is an agreement providing otherwise. Persons who are not such university or auxiliary employees and who come to the university as guest lecturers or to teach colloquia, seminars, or short courses shall not be considered university employees in their teaching and classroom activities unless an agreement provides otherwise.

k) “fair use”: a use of copyrighted material permitted by law even though no express authorization is granted by the copyright owner as long as the use is for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. Demonstration of such a purpose shall not by itself be sufficient to sustain a claim that the use is “fair.” Fair use shall be determined by the following statutory criteria: “(1) the purpose and character of the use; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for the value of the copyrighted work” (U.S. Copyright Act, 1976, sec. 107).

l) “infringement”: except for fair use and other specifically permitted exceptions, exercise without permission of rights granted by law to the copyright owner; for example, when a material portion of a copyrighted work is copied or is commercially exploited without such permission.

m) “institution” or “university”: San Diego State University and its auxiliaries.

n) “institutional support”: resources associated with the creation, production, or distribution of a copyrighted work provided by either San Diego State University or its auxiliaries.

o) “intellectual property”: ideas, products, processes, and resultant communications that can be protected by law from unauthorized exploitation. This shall encompass copyrights, patents, trademarks, trade secrets, technical data, or know-how.

p) “license”: that which provides for a contractual relationship in which a copyright owner grants permission for use of the copyrighted material. An “exclusive license” shall provide an agreement by the licensor not to license any other person to exploit the licensed intellectual property and also that the licensor or his agents will not exploit the licensed property. A “sole license” shall reserve the right of the licensor to use or sell the licensed property. A “nonexclusive license” shall allow the licensor to grant other licenses to the intellectual property.

q) “material”: all copyrightable works including but not limited to writings, lectures, musical or dramatic compositions, sound recordings, films, videotapes, and other pictorial reproductions, computer programs, listings, flow charts, manuals, codes, instructions, and software.

r) “non-copyrightable works”: works not protected by copyright as follows: (1) ideas, systems, processes, procedures, concepts, or methods; (2) titles of works, names of products or services, even if they are novel or distinctive; (3) names of businesses, organizations, or groups; (4) catch words, slogans, short phrases, and familiar symbols for familiar designs; (5) lists of ingredients, contents, or as a general rule, forms; and (6) information that is in the public domain (common property and property that contains no original authorship) such as standard charts, measuring devices, tables, or lists taken from government public sources.

s) “owner”: the party or parties who own(s) or control(s) rights to copyrightable material.

t) “public domain”: material is said to be in the public domain if it is not protected by common law or statutory copyright and is therefore available for copying without infringement.

u) “publication”: sale, lease, loan, giving away, or otherwise making available to the public the original or tangible copies of a work

v) “San Diego State University resources”: funds and material resources, regardless of the source, administered under the control, responsibility or authority of both the President of the university and the State of California.

w) “trademarks,” “trade names,” and “service marks”: A trademark shall be any word, name, symbol, or device, or combination of these, adopted and used by a manufacturer or merchant to identify its goods and to distinguish them from those manufactured or sold by others. A trade name shall be the name of a business, corporation, company, etc., that distinguishes one business entity from another. If the mark is used to identify a service, it shall be classed a service mark. In general, trademarks appear on products and service marks appear in advertising. The first user of a mark generally shall have the right to exclude subsequent users from adopting a similar mark on similar goods or services.

x) “trade secret”: in California and defined by statute, “information, including a formula, pattern, compilation, program, device, method, technique or process, that derives independent economic value from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use; and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.” A trade secret shall not be claimed on something that may be readily available by reverse engineering or disassembly. A trade secret shall be kept secret and shall give its owner a competitive advantage over those who do not have access to the secret. Other forms of intellectual property shall be protected via disclosure. Whether particular information constitutes a legally protectable “trade secret” shall be determined through litigation, and misappropriation of a “trade secret” shall be the basis for civil and criminal action.

y) “work made for hire”: a specifically ordered or commissioned work or a work prepared by an employee within the scope of employment. In such cases, the employer shall be considered the legal author and owns all of the rights in the copyright unless otherwise expressly agreed in writing.

3.0 Ownership of and Rights Related to Copyrightable Material

3.1. Those who engage in scholarship and creative activity shall have specific privileges and responsibilities associated with the products of such work. San Diego State University shall subscribe to the general principle that the results of scholarship and creative work shall be the property of those who originate them and who therefore have the right of copyright or final disposition of their work. Such property rights, however, shall be defined in relation to all of the resources contributed by persons, institutions, and agencies involved in the scholarship and development of the creative work.

3.2. Institutional support shall refer to both state and auxiliary resources. In institutional support for scholarship and creative activities, auxiliary resources shall be disbursed through the San Diego State University Research Foundation. Nothing in this policy should be construed as affecting the current legal relationship between San Diego State University and its auxiliaries as set forth in the Operating Agreement Between Trustees of The California State University and San Diego State University Research Foundation.

3.3. The university shall facilitate creative activities among its faculty and students and shall make its facilities available for such purposes. Where use of university resources has been made in the creation of copyrightable works, the university may exercise its right to participate in the management, protection, and marketing of such works. The assignment of property rights between the institution and its employees shall depend upon the nature and degree of institutional support devoted to the creation of the copyrightable work. Institutional support for an employee’s project yielding copyrightable results shall be classified under one of four categories: (a) commissioned or assigned works, (b) institutional works, (c) partial institutional support, and (d) no institutional support, as defined and specified below.

3.3.1. Commissioned or Assigned Works

3.3.1.1. A product shall be commissioned or assigned when there exists between the university, acting through any of its agents or auxiliaries, and the author a contractual agreement to develop that specific product.

3.3.1.2. In a commission or assignment, the contractual agreement shall specify the terms applying to the relative rights and ownership of the copyright and the distribution of royalties between the author and the university or its auxiliary.

3.3.1.3. In a commission or assignment by the university, the terms of the agreement shall be consistent with university policy.

3.3.2. Institutional Works (Works Made for Hire)

3.3.2.1. A product shall be an institutional work when it is created for the university or its auxiliaries within the scope of the creator’s employment rather than through a specific contract as in sec. 3.31. For instance, as defined by law, work assigned to employees such as writing a manual or computer program shall be a “work made for hire” whether or not there is an express written agreement specifying that work as a “work made for hire.” However, the parties may agree otherwise in a signed written agreement to that effect in accord with the processes outlined in section 7.4.

3.3.2.2. Unless specifically commissioned or assigned by the university (sec. 3.31), traditional faculty developed academic works (e.g., class notes and syllabi, recorded or broadcast instructional activity, books and articles, works of fiction and nonfiction, poems and dramatic works, musical and choreographic works, pictorial, graphic, and sculptural works, and educational software commonly known as "courseware") are not considered works made for hire.

3.3.2.3. When such works are created independently and at the faculty member's own initiative for traditional academic purposes, the faculty member shall retain copyright ownership of the work. This policy shall apply independently of the physical medium in which these "traditional academic works" appear, that is, on paper or in audiovisual or electronic form. However, any such works which involve the use of significant institutional resources must be disclosed to the university by the faculty member in accordance with sec. 3.33, Partial Institutional Support. When the university has invested substantial resources in the production of copyrightable material (fixed media), then the work falls under Partial Institutional Support.

3.3.2.4. The university shall retain, for educational, research, and administrative purposes only, an irrevocable, royalty-free, non-transferable, non-exclusive license to use by its employees and students of any syllabus that has been authored by an SDSU employee and used as the syllabus for an SDSU course offering. The Vice President for Research or designee may waive the university's rights to such a license on a case-by-case basis.

3.3.2.5. The university or a designated auxiliary shall be considered the legal author and shall own all rights in the copyright to institutional works.

3.3.3. Partial Institutional Support

3.3.3.1. A product shall be considered to have partial institutional support if the author has made use of institutional resources in the development of the product and if the resource cost to the institution is significant. In computing the total cost of the product, the author's contribution will include all direct costs incurred by the author and a reasonable value placed on the cost of the author's time (not all of the author's time will necessarily be allocated to the author's credit). Institutional support will include (a) those costs that would not have been incurred by the institution in the absence of the development of the copyrightable work and (b) those other costs associated with the significant use of institutional equipment, supplies, facilities, employee time, or other institutional resources.

3.3.3.2. The author's use of office, library, or personal computer shall not be construed to be "significant" use of institutional resources, and projects limited to such institutional support may not be disclosed to the university. Consequently, authors who produce textbooks or other noncommissioned or unassigned works and use no other university resources, shall not be considered to have made "significant" use of institutional resources, and therefore the provisions of sec.3.331 shall not apply. If, however, additional and significant use of university resources was made (e.g., additional and significant secretarial time, photographic services, use of recording studios, or specially purchased materials) in the development of the work, the work shall be considered to have been made with significant institutional support, and therefore the provisions of sec. 3.331 shall apply.

3.3.3.3. Assigned time for special educational or research projects, or other institutional grants, fellowships, or scholarships shall be considered to be significant university resources when used in conjunction with the development of a copyrightable work. When such resources are accepted as part of a specific commission or assignment that might lead to a copyrightable work, the acceptance constitutes the type of commission or assignment referred to in sec. 3.312, and the terms of secs. 3.331–332 shall apply. When noncommissioned or otherwise unassigned copyrightable works (e.g., textbooks, creative artistic works) are developed in conjunction with the use of such resources awarded primarily for purposes of faculty professional development (including sabbatical leaves

and difference-in-pay leaves), the university shall make no claim of copyright ownership or royalty distribution, and the terms of sections 3.331–332 shall otherwise apply.

3.3.3.4. If a project that is likely to lead to the development of a copyrightable work entails partial institutional support as defined above, the author shall disclose the project to the university. A contractual agreement shall then be made by the institution and the author at the written request of either party. If at all possible, this contractual agreement should be drafted and signed before the author accepts institutional support. The contract should specify all terms having to do with the assignment of copyrights and granting of licenses and the distribution of royalties. These terms shall be negotiated and determined by mutual agreement of the author and the university or the San Diego State University Research Foundation.

3.3.3.5. If no such agreement can be reached or no contract is made prior to the creation of the work, the issue shall be referred to the University Copyrights and Patents Committee (UCPC). The UCPC shall recommend how the Vice President for Research and Innovation might determine the relative ownership of copyrights and the division of royalties. In the absence of a prior contract stipulating otherwise or as otherwise provided in this policy, this recommendation shall reflect the following general principles:

a) In compliance with existing university policy, the State shall be compensated for its part of the total institutional support.

b) The remaining royalties shall be distributed between the author and the San Diego State University Research Foundation according to the relative values of the author's contribution and the support contributed by the university and the Research Foundation. This calculation will be subject to the limitations of sec. 3.331.

c) If the difference in the relative contributions of the author and the institution is not significant, net income derived from licensing, distribution, sale of the work shall be divided 50 percent to the author and 50 percent to the San Diego State University Research Foundation. The share distributed to the author shall be the personal income of the author.

d) Copyright ownership may vest in whole or in part with either the author or the institution, depending on the relative values of the author's contribution and the institution's support.

3.3.3.6. Each contractual agreement regarding ownership or assignment of rights to a copyrightable work having partial institutional support shall include the reserved right for the university to use the work for research or educational purposes free of royalties. Similarly, the author shall have a royalty-free right to use the work for personal, noncommercial purposes.

3.3.3.7. Whenever persons or organizations other than university employees intend to use university resources or facilities in connection with the creation of a copyrightable work, exclusive of libraries, an agreement shall be executed in advance setting forth the understanding regarding the use of said resources and facilities, ownership rights, and financial arrangements.

3.3.3.8. If intended or used for commercial purposes, otherwise noncommissioned or non-assigned fixed media reproductions (e.g., films, phonorecords, or magnetic and other electronic recordings) of "real time" performance events occurring in San Diego State University venues, including classroom lectures, laboratory demonstrations or related instructional activities shall be disclosed to the university, and all rights in the copyright to such works shall be determined in accordance with sec. 3.33. The university or its auxiliaries shall not make, distribute, or sell any such works without prior written agreement of the author involved.

3.3.4. No Institutional Support

3.3.4.1. A project shall be considered to have received no institutional support if the author has not caused the institution to incur any cost over and above the normal costs of supporting instructional activities.

3.3.4.2. Lacking institutional support, the author of a copyrightable product shall hold all rights and shall receive all royalties. (Cf. sections 7.66–67.)

3.3.4.3. Authors disclosing copyrightable works created without institutional support or independent of their employment at the university may refer their works to the University Copyrights and Patents Committee for copyright assignment or other disposition. If the University Copyrights and Patents Committee recommends such disposition upon disclosure by the author, the author shall, on the approval of the Vice President for Research, execute a Copyright Agreement and an Assignment of Rights with the San Diego State University Research Foundation. Royalties, less deduction for expenses, shall be shared by the author and the San Diego State University Research Foundation according to the terms specified in the Copyright Agreement as agreed to by both parties.

3.4. Works of intellectual property created at San Diego State University that are both copyrightable and patentable shall be governed by the terms of the San Diego State University Patent Policy

3.5. Intellectual property developed by students as a result of classwork is ordinarily owned by the students with following exceptions: (a) unless significant institutional resources have been used in the development of the work, in which case ownership shall be determined in accordance with sections 3.3.3 and 3.4; or (b) unless the student has entered an agreement with the instructor specifying alternative terms of copyright ownership; or (c) unless the work was completed under the terms of a contract with the university or its auxiliaries, in which case ownership shall be determined in accordance with sec. 3.3.1.

3.6. Ordinarily the author of a thesis or dissertation completed at San Diego State University shall hold the copyright to the manuscript, but that right shall not automatically extend to the data used in developing the manuscript or to subsequent publications based on that data.

4.0 Use of the Copyrighted Works of Others

4.1. The university shall protect and shall not infringe on the copyrights of others within or without the university community. Use of copyrighted works without permission of the owner may subject the user and the university to liability from an infringement action or other possible causes of action. Administration, faculty, staff, and students shall restrict their use of copyrighted materials according to university policies, university guidelines, applicable statutes, and relevant court decisions.

4.2. Neither shall the rights of copyright owners be exclusive, nor shall permission be necessary for every use. Exceptions to the exclusive rights of copyright owners shall include inter alia (a) “Fair Use” of copyrighted works; (b) limited copying of computer programs; (c) certain “Library Exemptions”; (d) application of the “First-Sale Doctrine,” which shall allow the display and resale of purchased copyrighted work but shall not apply to sound recordings, computer programs, or distribution through a computer network.

4.3. The university shall encourage use of copyrighted materials either through acquiring the permission of the copyright owner or under one of the legitimate exceptions outlined in sec. 4.2. (See also “Fair Use of Copyrighted Works: A Crucial Element in Educating America,” The Trustees of The California State University [1995].)

5.0 San Diego State University Trademarks, Trade Names, and Service Marks

5.1. Trade or service marks relating to goods or services distributed by the university and its auxiliaries shall be owned by the university or the auxiliary. Examples include names, symbols, logos, seal, mascot, or other logos used with university activities and events.

5.2. It shall be inappropriate to use without permission the name of the university or any of its auxiliaries with any activity not sponsored or authorized by the university.

5.3. Requests to license university trademarks should be addressed to the Vice President for Business and Financial Affairs. Requests to license trademarks owned or affiliated with any of the university’s auxiliaries should be addressed to the General Manager’s office of the auxiliary.

6.0 Trade Secrets: Certain technologies may be licensable to industry as trade secrets. Use of trade secret protection may be approved by the university but should be used rarely. However, if public disclosure will inhibit a company’s willingness to

invest the necessary funds for product development and commercialization, the university, in consultation with the employee, may license the subject intellectual property as a trade secret.

6.1. Knowledge formalized as a trade secret cannot be disclosed in any open scientific forum as long as it maintains legal trade secret status.

6.2. Intellectual property falling within this category shall be treated with regard to licensing and income sharing as are other patented technologies and copyrighted works.

7.0 Administration of Policies and Procedures

7.1. Authorized Contracting Officer: The Vice President for Research and Innovation, acting for the President of the university, shall be designated the institutional officer responsible for matters involving intellectual property. The officer may designate other managers or directors of auxiliaries or units of the institution to act on his or her behalf. After consultation with the University Copyrights and Patents Committee and the college dean involved, the Vice President or designee may (a) approve agreements with respect to ownership and other rights related to intellectual property, (b) register copyrights and obtain patents, and (c) grant licenses in the name of the institution for all intellectual property.

7.2. San Diego State University Research Foundation: Pursuant to the Operating Agreement between the Trustees of the California State University and the San Diego State University Research Foundation, the San Diego State University Research Foundation shall be designated as the university's agent for securing and executing agreements with external entities on behalf of the university with respect to intellectual property, in matters other than the award of compensation for university (i.e., State) expenses. The San Diego State University Research Foundation shall also establish and maintain a Technology Transfer Office for the development, management, and commercialization of all intellectual property secured in the name of the university and of all licenses granted by or to the university. The President may designate persons to act as university agents and contracting officers responsible for securing and executing agreements about copyrightable works or trademarks owned by other designated auxiliaries.

7.3. Copyrights and Patents Committee: A University Copyrights and Patents Committee shall be appointed (see Committees: Copyrights and Patents Committee).

7.4. Intellectual Property Agreements

7.4.1. Agreements Involving University-Commissioned or -Assigned Works (Works Made for Hire)

7.4.1.1. When employees accept a commission or assignment from the university or one of its auxiliaries to produce a copyrightable work not specifically within the defined scope of their employment, an agreement shall be reached specifying the terms that apply to ownership of the work and to the distribution of royalties between the creator(s) and the San Diego State University Research Foundation. Unless otherwise specified in the agreement, the university shall be considered the author and owner of such specially assigned or commissioned works.

7.4.1.2. Before commencing any such work on institutional matters involving the creation of intellectual property for or on behalf of the university, nonemployees, independent contractors, and outside consultants shall sign an agreement with the university setting forth the understanding of the use of university resources and facilities, ownership rights, and financial arrangements.

7.4.2. Agreements Involving Works Developed with University Resources: Whenever significant institutional support in the form of either financial or physical resources is used in the creative process from which the intellectual property results, the institution shall have an interest in the work, and a contractual agreement shall be made between the institution and the creators of the work. The contractual agreement shall specify the terms applying to ownership of the work, assignment of copyrights, and the distribution of royalties between the creator(s) and the San Diego State University Research Foundation. These agreements shall be prepared and executed within a reasonable time, ordinarily not to exceed 60 days from the disclosure of the work to the university. If possible, especially wherein the use of university (i.e., State) resources is likely to be substantial, the agreement shall have been made before the use of these resources.

7.4.3. Agreements on the Reimbursement of State Resources. Wherein considerable university (i.e., State) resources have been used in the development of intellectual property, agreements upon the reimbursement of State expenses shall be executed. The Vice President for Business and Financial Affairs shall prepare such agreements and shall represent the interests of the State in negotiating proper agreements with the San Diego State University Research Foundation and the author. These agreements shall be prepared and executed within a reasonable time ordinarily not to exceed 60 days from the disclosure of the work to the university. If possible, wherein the use of university (i.e., State) resources is likely to be substantial, the agreement on reimbursement shall have been made before the use of these resources.

7.4.4. Agreements with Outside Sponsors

7.4.4.1. If an outside agency provides support for an educational or research project that may result in the creation of intellectual property, the San Diego State University Research Foundation may enter into an agreement with that agency governing the ownership of property rights and the distribution of royalties. In such cases, the Research Foundation may require a written intellectual property agreement with the author on file in order to legally execute contractual agreements about the disposition of copyrightable works of the faculty.

7.4.4.2. Faculty engaged in sponsored projects that stipulate assignment of intellectual property rights to the San Diego State University Research Foundation or to the sponsor shall (a) execute a written intellectual property agreement with the San Diego State University Research Foundation at the time the grant or contract is accepted by the San Diego State University Research Foundation, (b) execute an Assignment of rights either to the Research Foundation or to the sponsor as the circumstances may require, and (c) promptly disclose intellectual property to the University Copyrights and Patents Committee on an Intellectual Property Disclosure form. The San Diego State University Research Foundation shall notify the sponsor of any inventions and shall take necessary further action.

7.4.5. Model or Property Releases: Model or property releases should be obtained before any videotaping, broadcasting, or other recording or transmission of classroom, laboratory, or other instruction. Those whose names, persons, or likenesses will be shown in whole or in part shall have signed a written release.

7.4.6. Release of University Rights: Wherein the university has ownership rights to intellectual property and the San Diego State University Research Foundation determines that commercialization efforts are no longer justified, the university upon request of the author and for good cause may release copyright ownership to the author. Such releases shall generally be subject to a perpetual royalty-free license to the university to use the work for its own purposes. Requests for reassignment of rights to the author should be submitted to the Associate Vice for Research and Innovation.

7.5. Appeals: An author may appeal a decision of the Vice President for Research and Innovation or the Vice President for Business and Financial Affairs regarding the disposition of property rights and royalties. All appeals shall be directed to the President of the university, who after examining necessary evidence may request additional review or modification of the intellectual property agreement.

7.6. Use of the University Name

7.6.1. Works Owned by the university. All works of authorship owned by the university shall be published as follows: "© [year of publication or creation], San Diego State University. All rights reserved." Goods owned or distributed by the university or services rendered by the university shall show thereon the university's trademarks and service marks in packaging and in advertising such goods and services.

7.6.2. Works Owned by the Author or Creator

7.6.2.1. An employee of the university not acting within the scope of employment may make a true and accurate statement of a relationship or connection with or employment by the university in the course of stating experience or qualifications as an author of the intellectual property.

7.6.2.2. In those circumstances in which such identification might reasonably be construed as implying the support or endorsement of the work or the advancement or opposition of any

political, religious, sociological, or economic movement, activity, or program by the university, the employee shall issue an appropriate disclaimer concurrent with the use of the university name, declaring in substance that the university has not endorsed the work or is not involved in the particular activity or program.

7.7. Responsibilities of University Employees and Other Included Parties

7.7.1. The University, its employees, faculty, students, staff, independent contractors, and any person or entity deriving any interest pursuant to this policy shall ensure adherence to this policy and any referenced agreement.

7.7.2. In order to determine the rights of the author and the University, the author of works conceived or developed while employed or enrolled at San Diego State University shall promptly report to the University Copyright and Patent Officer all copyrightable works in which the University may have a right or interest. A written Disclosure of Copyrightable Work and a Declaration of Institutional Support shall be submitted as soon as possible but no later than 30 days from the date of the creation of the work.

7.7.3. The author shall inform all other persons who may have rights to the copyrightable work (e.g., collaborators, research assistants, students) of the terms and obligations of this policy.

7.7.4. The author shall assign to the San Diego State University Research Foundation any and all rights in and to a copyrightable work in which the University has an interest as determined by the University Patents and Copyrights Committee and in accordance with the provisions of this policy.

7.7.5. The author shall cooperate with the San Diego State University Research Foundation in pursuing copyrights, obtaining licenses, or otherwise commercializing intellectual property assigned to the San Diego State University Research Foundation.

7.7.6. The author shall not enter into any "exclusivity agreements" regarding the licensing of copyrightable works that would conflict with normal university work assignments or the satisfactory performance of all duties of the unit employee.

7.7.7. Authors who enter independent copyright agreements with publishers should reserve rights with those publishers to reproduce their own materials for their own instructional and research purposes.

7.8. General Advice and Assistance: The Division of Research and Innovation shall provide assistance to faculty, students, and other university employees in complying with this policy. The Technology Transfer Office of the San Diego State University Research Foundation shall provide assistance to faculty, students, and other university employees in recognizing, securing, and protecting intellectual property rights associated with the products of their research and other scholarly endeavors. The author of copyrightable works should contact the Technology Transfer Office or the Division of Research and Innovation for current information on intellectual property procedures and to ensure appropriate action in accordance with the San Diego State University Copyright, Trademark, and Trade Secret Policy.

7.9. Income Sharing of Funds Received from Copyrightable Works: Any funds received by the San Diego State University Research Foundation through royalties or licenses or through other consideration for copyrightable works shall be distributed in accordance with the Distribution of Royalty Guidelines developed by the University Copyrights and Patents Committee, recommended by the Vice President for Research and Innovation on advice of the college deans and approved by the President. Such funds shall be used to support scholarly activities at San Diego State University with these exceptions:

7.9.1. Funds generated by a unit of the university (e.g., an academic department) in a specific ongoing function may be used to defray the actual expenses of the function. Specific letters of agreement may be entered into between the university and units involved in such functions.

7.9.2. Royalty income allocated to the author in accordance with a Copyright Agreement between the author and the San Diego State University Research Foundation shall be unconstrained by the stipulations of sec. 7.9.

7.9.3. The disposition of funds accruing to the Associated Students shall be unconstrained by the stipulations

of sec. 7.9.

7.9.4. The disposition of funds accruing to certain other auxiliary organizations and formally organized campus groups may, on approval of the President, also be unconstrained by the stipulations of sec. 7.9.

8.0 Amendments: Any change in the Copyrights, Trademarks, and Trade Secrets policy shall be recommended by the Research Council and the Vice President for Research and Innovation for approval by the Senate and the President.

Disabilities, Persons with

(This policy shall apply to all university employees except those represented by the Academic Professionals of California (Unit 4).)

1.0 San Diego State University (a) shall provide an environment where faculty, staff and administrators respect disabled persons, (b) shall conform to federal and state legislation that provides equal access to all persons, and (c) shall promote and support full access to its telecommunication and information technology.

1.1. The university shall implement the Americans with Disabilities Act; the Rehabilitation Act, sec. 504; California Government Code, secs. 12926, 12940, 12955.3, 12926.1, and 19231; and California Civil Code, secs. 51, 51.5, and 54.

1.2. The university shall not discriminate against a qualified person due to a disability in employment application procedures, the hiring process, advancement or promotion, discharge, compensation, job training, or other employment terms, conditions, or privileges. Qualified applicants and employees with disabilities may request reasonable accommodation for their disability to participate in hiring and employment.

1.3. The university shall provide disabled persons access to and participation in the university's programs, services, and activities, and it shall inform them of this policy.

1.4. Responsibilities

1.4.1. The university (a) shall provide reasonable accommodations when requested regarding the known disabilities of job applicants and employees and (b) shall provide reasonable accommodations for the known physical or mental disabilities of job applicants and employees when requested by them or by someone authorized in writing by the applicant or employee, unless to do so would impose undue hardship on the university. The university shall ensure that its programs, services, and activities are accessible to the general public, including disabled persons.

1.4.2. Disabled job applicants shall request accommodation from the Center for Human Resources. Disabled employees shall request accommodation through their departments and shall provide timely documentation of disability in an interactive process.

2.0 An accommodation shall be (a) a change or adjustment to a job or learning environment that permits a qualified job applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, and to enjoy the employment benefits and privileges of employees without disabilities, and (b) a change or adjustment to any program or activity open to the public that permits equal participation by a disabled person.

3.0 Compliance

3.1. The Center for Human Resources, in consultation with the University’s Disability Access and Compliance Committee shall develop and maintain procedures to implement and enforce this policy regarding job applicants and employees. The Office of Employee Relations and Compliance shall do likewise regarding the general public. Copies of these procedures shall be available in the Center for Human Resources and the Office of Employee Relations and Compliance.

3.2. Complaints regarding application, violation, or enforcement of this policy shall be made to and coordinated by the Office of Employee Relations and Compliance.

3.3. Retaliation is illegal. Retaliation against anyone reporting or thought to have reported prohibited discrimination or violation of this policy or who is a witness to or otherwise involved in an investigation of discrimination or policy violation shall be prohibited.

Faculty, Staff, and Student Conflict of Interest

1.0 Faculty must avoid academic supervisory, teaching, or evaluative relationships with students, staff, or other faculty that pose significant conflicts of interest from the standpoint of personal or professional connections. Such connections might include married couples, domestic partners or other affectional liaisons, supervisor/employee relationships, or parent/child relationships. The appearance of conflict of interest should be avoided; the department chair should be consulted if questions arise.Spouses, domestic partners, parents, or those involved in other affectional relationships must not direct or serve on committees that evaluate their partners, children, or other close relatives. Such committees include thesis, dissertation, or preliminary, comprehensive, or qualifying examination committees, periodic staff evaluations, or annual, three-year, or tenure evaluations.

1.1. Students should not enroll in courses offered by their parents, spouses, domestic partners, or partners in affectional liaisons.

1.2. An immediate supervisor in an employment relationship (except for a research or teaching assistantship or a situation in which a student serves as a grader for another course taught by a faculty member) should not direct a student's research nor permit the enrollment of the supervisee in her/his courses or other organized instructional activity.

1.3. Any exceptions should be approved and monitored by the chair or director of the faculty member's unit, unless the chair is involved; in case of involvement, the chair must refer the decision to the dean. If the dean is involved, the exception decision must be referred to the Associate Vice President for Faculty Advancement and Student Success.

Faculty-Student Relations

1.0 **Governing Principles:** In all matters related to classes and grades, relations between faculty and students at San Diego State University shall be governed by the following principles:

1.1. The instructor (i.e., professor, lecturer, or graduate teaching associate) shall be in charge of the class and shall be responsible for its discipline and grading. The instructor shall provide and follow a syllabus, shall maintain an atmosphere conducive to learning, and shall administer examinations and other exercises to determine the level of student attainment in a manner reasonably calculated to minimize the possibility of dishonest work. Grading practices shall meet the highest professional standards of objectivity, fairness, and accuracy, and testing procedures shall be designed to reasonably determine student attainments in the course's subject matter.

1.2. The student shall cooperate with the instructor and fellow students in maintaining an atmosphere conducive to learning. The student shall be courteous to faculty and fellow students and shall be scrupulously careful to adhere to the highest standards of academic honesty.

2.0 **Disciplinary Responsibilities:** In fulfilling responsibilities, the instructor may impose reasonable penalties for infractions of university and class rules and for instances of student dishonesty. In addition, the instructor shall report all incidents of academic dishonesty to the Vice President for Student Affairs and Campus Diversity or to the appropriate judicial body.

3.0 **Grade Changes:** The grade given to a student by an instructor shall not be changed by anyone other than the instructor except 1) as described in 9.0 Official Withdrawal, and 2) under the provisions in the Student Grievance Code. In controversies about grades, assigned grades shall be presumed to be correct.

4.0 For additional discussion of academic misconduct, see University Policies: Academics, Cheating and Plagiarism.

Nondiscrimination and Equal Opportunity

1.0 San Diego State University shall maintain and promote a policy of nondiscrimination on the basis of race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, and covered veteran status. This policy incorporates by reference the requirements of Federal Executive Orders 11246 and 11375 as amended; Titles VI and VII of the Civil Rights Act of 1964 as amended; Title IX of the Educational Act of 1972; the Rehabilitation Act of 1973, secs. 503–504; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974, sec. 402; Equal Pay Act of 1963 as amended; Age Discrimination Acts of 1967 and 1978; and other applicable federal statutes as well as pertinent laws, regulations, and executive directives of the State of California, including regulatory procedures set forth in Title 5 of the California Code of Regulations. Persons covered by these regulations shall be considered members of protected groups.

2.0 The Affirmative Action Program, in compliance with federal and Executive Orders 1088 (2013) and 1026- Revised (2016), shall be revised annually by the Office of Employee Relations and Compliance and shall be disseminated to the campus community. The Nondiscrimination and Equal Opportunity policy shall apply at every level of decisions affecting faculty, staff, administration, and students who are employed by the university. It shall be subject to modification based upon experience and continuing interpretation of the laws of the United States and the State of California and of the policies of The California State University and San Diego State University; but it shall state the university's commitment to the right of persons to equal employment opportunities without discrimination. The university as an employer shall ensure that employees are recruited, hired, placed, upgraded, promoted, awarded tenure, or terminated for job-related reasons and without prohibited discrimination. If any provision of the Nondiscrimination and Equal Opportunity policy is in conflict with the collective bargaining agreement, the collective bargaining agreement shall be controlling.

3.0 Specific Objectives

3.1. To ensure equal employment opportunity for every applicant and employee, without regard to race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, or covered veteran status;

3.2. To determine the appropriate talent and labor pools for each hiring unit for monitoring of placement actions and to ensure that each unit is provided this information at the initiation of a search;

3.3. To assist every unit and department in reviewing and modifying its own practices to ensure fair personnel decisions that are objective, consistent with known requirements, and based on work-related rationale;

3.4. To ensure that the university works conscientiously to seek applications for employment from the widest possible spectrum of available and qualified persons;

3.5. To ensure that stated requirements for positions are essential to the effective performance of the duties of those positions;

3.6. To encourage and assist employees in the professional and technical activities that qualify them for promotions;

3.7. To ensure that employees have equal access to information that allows them to take advantage of opportunities for advancement;

3.8. To ensure that the work environment for faculty, staff, and students is free from both prohibited discrimination and sexual harassment.

4.0 Education and Awareness

4.1. The Office of Employee Relations and Compliance and the Center for Student Rights and Responsibilities shall educate employees and students about their rights to be free from prohibited discrimination and sexual harassment and about their obligations to refrain from prohibited discrimination and sexual harassment.

4.2. When San Diego State University employees are featured in publications, the representative diversity of our employees should be pictured.

4.3. Advertisements for position vacancies shall include the statement, "San Diego State University is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status."

4.4. The policy shall be published in staff and faculty handbooks, in the University Policy File, and in the University General Catalog, the Graduate Bulletin, and the IVC Bulletin.

4.5. The policy shall be distributed to supervisors, and discussions of responsibilities for effective implementation shall be held during management, supervisory, and employee meetings.

4.6. An equal opportunity clause shall be included in purchase orders, leases, and contracts.

5.0 Office of Employee Relations and Compliance

5.1. The Director of the Office of Employee Relations and Compliance oversees legal compliance for nondiscrimination and nonharassment and coordinates the development and implementation of nondiscrimination and nonharassment policies and procedures. The Director acts as liaison to auxiliary organizations in these matters. The Director is appointed by and reports to the Associate Vice President of Administration in the Division of Business and Financial Affairs.

5.2. Two Equal Opportunity Counselors from each college, SDSU Imperial Valley, the Library, Business and Financial Affairs, and University Relations and Development shall be recommended to the Director of the Office of Employee Relations and Compliance by the administrative heads of these units. Nominees for these positions shall be from among tenured faculty and permanent staff.

5.2.1. The Equal Opportunity Counselors (a) shall serve as liaison between the Office of Employee Relations and Compliance and the members of the units, (b) shall offer informal advice and counseling to their peers regarding diversity and discrimination, and (c) shall direct concerned students and employees to the Office of Employee Relations and Compliance or to the Center for Student Rights and Responsibilities.

5.2.2. The Office of Employee Relations and Compliance shall hold regular meetings of the Equal Opportunity Counselors to respond to their concerns and to inform them of recent developments in policy and law.

6.0 Chief Diversity Officer

6.1. The Chief Diversity Officer promotes diversity initiatives and coordinates the development and implementation of campus and community outreach programs designed to improve the climate of the campus with respect to diversity. The Chief Diversity Officer acts as liaison to academic Deans; the Office of Faculty Advancement and Student Success; the Divisions of Research and Innovation, Business and Financial Affairs, University Relations and Development, Student Affairs and Campus Diversity, and Information Technology; and UniversityAuxiliaries in these matters. The Chief Diversity Officer is appointed by and reports to the President.

6.2. The Chief Diversity Officer, in consultation with the Senate Committee for Diversity, Equity and Inclusion, will implement a process for every division, auxiliary, college, department/school and unit, including the SDSU University Senate, to create and/or revise plans for faculty and staff equity, diversity and inclusion. This will occur at least every five years. Plans should focus on diversity of representation, climate, and equitable success outcomes.

6.2.1. The Chief Diversity Officer, in consultation with the Senate Committee for Diversity, Equity and Inclusion, and in accordance with state, and federal laws and CSU policy, will develop criteria for evaluation, strategies for implementation, a review and approval process, and deadlines for submissions of Equity, Diversity and Inclusion plans.

6.2.2. In accordance with previous Senate resolutions, each Equity, Diversity and Inclusion plan shall provide specific recommendations on how to serve historically marginalized and disproportionately represented communities on campus.

6.2.3. Units without an approved Equity, Diversity, and Inclusion plan shall not conduct faculty and staff searches until the criteria are satisfied, absent Presidential exception.

7.0 Diversity Liaisons

7.1. The administrative heads of each college, SDSU Imperial Valley, the Library, Business and Financial Affairs, Student Affairs and Campus Diversity, Information Technology, Research and Innovation, and University Relations and Development in consultation with the Director of the Office of Employee Relations and Compliance shall recommend two Diversity Liaisons to the Chief Diversity Officer. Nominees for these positions shall be from among tenured faculty and permanent staff.

7.2. The Diversity Liaisons (a) shall serve as liaison between the Chief Diversity Officer and the unit diversity councils as well as other members of the units, (b) shall offer informal advice and counseling to their peers regarding diversity and discrimination, (c) shall direct concerned students and employees to the Office of Employee Relations and Compliance, to the Chief Diversity Officer, or to the Center for Student Rights and Responsibility, and (d) shall report to the Chief Diversity Officer on existing and new diversity initiatives within their respective units.

7.3. The Chief Diversity Officer, in consultation with the Office of Employee Relations and Compliance shall hold regular meetings of the Diversity Liaisons to respond to their concerns, to discuss diversity initiatives, and to inform them of recent developments in policy and law.

8.0 Diversity Councils

8.1. To ensure effective shared governance, transparency and broad sharing of relevant information from all voices regarding diversity, inclusion and equity, each college, SDSU Imperial Valley, the Library, Global Campus, Business and Financial Affairs, Student Affairs and Campus Diversity, Information Technology, Research and Innovation, and University Relations and Development shall establish a standing Diversity Council.

8.2. The Diversity Councils a) shall review, advise, and provide feedback to the unit's leadership regarding matters related to students, staff and faculty diversity, equity, and inclusion; b) shall provide guidance and support for the development, implementation and on-going assessment of unit diversity plans; and c) may be involved in coordinating diversity, equity and inclusion initiatives within and across units and contributing to campus diversity, equity and inclusion initiatives.

8.3. Each unit shall establish a process for ensuring that the composition of the Diversity Council includes broad representation of the unit's employees and, as appropriate, students.

9.0 Implementation

9.1. Recruitment, Appointment, and Development

9.1.1. No offers of appointment shall be made to any candidate until appropriate steps have been taken to advertise to and reach out to the widest possible pool of talent in the discipline or field for as long and in as many ways as feasible. The processes leading to appointment shall be objective, fair, and rational to ensure genuinely equal opportunity for qualified persons.

9.1.2. Vacancies shall be advertised locally, regionally, and nationally as appropriate. Such advertisements shall be placed strategically, for sufficient time, and on the World Wide Web to attract maximum attention from the widest spectrum of applicants.

9.1.3. Standards and criteria for employment shall be clearly stated and relevant to job requirements and shall be accessible to employees and applicants.

9.1.4. Selection panels, rather than individual interviewers, should be used whenever possible. Search committees and selection panels should be as diverse as possible, including gender.

9.1.5. Specific steps shall be taken to provide guidance and assistance to employees in meeting the criteria for reappointment, tenure, permanent status, and promotion.

9.2. Conditions of Work

9.2.1. There shall be no discrimination in terms and conditions of employment including work assignments, classification, educational and training opportunities, benefits, research opportunities, use of facilities, and opportunities to serve on committees or decision- making bodies.

9.2.2. Harassment of any employee on account of race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, or covered veteran status shall not be tolerated.

9.2.3. Sexual harassment shall not be tolerated. Sexual harassment shall include such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or applicant as described in Executive Order 1081 (2012).

9.2.4. Persons to be employed at San Diego State University shall be judged on their merits. Therefore, immediate family members of employees may be hired to fill vacancies.

9.2.4.1. Employees neither shall initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to immediate family members nor shall participate in discussions or votes designed to rank other employees in relationship to their immediate family members for the purpose of such decisions.

9.2.4.2. For the purpose of this policy, "immediate family member" is defined as a close relative including: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, spouse, registered domestic partner, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in- law, daughter-in-law, and, by guardianship and/or adoption, a person residing in the immediate household. Relatives of domestic partners shall be treated as relatives of spouses.

9.2.5. No personnel policies or practices shall arbitrarily exclude employees or applicants for advertised positions from employment opportunities because of pregnancy, childbirth, or related conditions. A request by any permanent, female employee for a leave of absence without pay for purposes related to pregnancy, childbirth, pregnancy-related conditions, or adoption shall be granted for up to one year. Additionally, a request by any employee for sick leave or leave of absence with or without pay for these purposes shall be handled in the same manner as requests for other reasons. No female employee shall be required to take a leave of absence before the anticipated delivery date so long as the employee is capable of performing her required duties.

9.2.6. With regard to qualified individuals with a disability or medical condition, the university shall, upon request, provide reasonable accommodation so that they may perform the essential duties of their jobs, unless doing so would impose an undue hardship on the university. Reasonable accommodation is to be determined by the university following its receipt of an individual's request for accommodation and engagement in an interactive process with the individual to identify the nature and extent of the individual's restrictions and the appropriate reasonable accommodation.

9.2.7. Any employee who believes that he or she has been treated in violation of nondiscrimination policy may seek redress through the discrimination complaint procedures available on the Website or at the Office of Employee Relations and Compliance. Use of this complaint procedure shall not prejudice access to formal university grievance procedures. The Office of Employee Relations and Compliance shall inform persons with discrimination complaints of other sources of redress outside the university.

9.2.8. Retaliation against individuals, who have or are believed to have filed a discrimination complaint, opposed a discriminatory act or participated in a discrimination investigation or proceeding, is prohibited.

9.3. Layoff, Termination, and Rejection or Non-reappointment during the Probationary Period

9.3.1. Layoff for lack of funds or lack of work shall proceed according to campus and CSU policy developed in accordance with relevant sections of Title 5 of the California Code of Regulations and of the California Education Code, and without regard to race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, or covered veteran status.

9.3.2. Rejection or non-reappointment during the probationary period and termination of employees shall similarly proceed in accordance with relevant policy and code and applicable sections of the Collective Bargaining Agreement, and without prohibited discrimination. The reasons for such action shall be fully documented.

9.4. Documentation

9.4.1. The Center for Human Resources and the Office of Employee Relations and Compliance shall jointly maintain statistical records for applicants for employment and for employees of the university. These records shall include by job classification sex, race, and other such characteristics as required by law. Summaries of these data shall be available for appointments to temporary positions, new hiring, promotions, and terminations (including rejection or non-reappointment during the probationary period). These records shall be available for two years.

9.4.2. Departments or appropriate administrative units shall be able to provide records of the reasons for the following personnel actions: failure to appoint applicants, failure to reappoint or grant tenure to probationary faculty, failure to promote eligible faculty, and termination of tenured faculty. The Center for Human Resources shall maintain comparable information for staff. These records shall be retained for at least two years and shall be made available to the Director of the Office of Employee Relations and Compliance.

Patents

1.0 Introduction: San Diego State University shall be committed to the development of ideas and to the broad dissemination of these ideas for the purpose of serving the public interest. The university shall also recognize and strive to protect the legitimate private interests of members of the university community who engage in research. Nothing in this policy shall restrict the rights of faculty or staff acting privately outside their capacities as university employees.

2.0 Definitions

a) “auxiliaries”: official auxiliaries of San Diego State University, namely, Aztec Shops, San Diego State University Research Foundation, Campanile Foundation, and the Associated Students, and other auxiliaries that may be established by the university.

b) “auxiliary funds”: funds, regardless of the sources, that are administered under the control, responsibility, or authority of the President of the university and the boards of directors of the designated auxiliaries.

c) “contractual agreement”: an enforceable agreement between the university and other persons or parties.

d) “inventor”: one or more persons, singly or as a group, who conceive or reduce to practice an invention.

e) “invention”: (a) any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof or (b) any patentable plant, for which United States patent rights may be obtained.

f) “intramural research”: research conducted by a university employee without the aid of external funding by outside sponsors.

g) “institution”: San Diego State University and its auxiliaries.

h) “institutional support”: support provided by either San Diego State University or its auxiliaries for a project from which an invention results.

i) “owner”: party or parties who own or control rights to an invention, whether patented or not.

j) “patent”: a grant from the U.S. Patent Office or any foreign patent office entitling the patent owner to prevent others from making, using, or selling an invention for a term of years.

k) “patent agreement”: formal written agreement to do all things necessary to comply with the Patent Policy of the university and to comply with the patent requirements of any grant or contract in which the signer participates. The patent agreement shall obligate the inventor (a) to disclose the details of any and all possible patentable inventions related to the project covered by the particular agreement, (b) to assist the SDSU Research Foundation or an assignee in the preparation and prosecution of any patent applications for inventions arising from the referenced project, and (c) to assign all rights to any such inventions to San Diego State University Research Foundation by means of a formal assignment document specifying the terms of the assignment including the royalty sharing amounts for all parties, including amounts for each inventor, if multiple inventors are disclosed.

l) “SDSU resources”: funds and material resources, regardless of the source, administered under the control, responsibility, or authority of both the President of the university and the State of California.

3.0 Ownership of and Rights Related to Inventions Developed through Intramural Research

3.1. If institutional support in the form of either financial or physical resources is used in the research process from which the invention results, the institution shall have ownership rights in said invention. Moreover, the institution as a public agency shall ensure that inventions are reduced to practice so as to serve the public interest. Discharging this responsibility may involve assisting employees in pursuing patents and marketing products, as well as securing licenses for the use of inventions of value to the institution.

3.2. Institutional support shall refer to both State funds and auxiliary funds. For faculty research support, auxiliary funds shall be disbursed through the San Diego State University Research Foundation. Nothing herein should be construed as affecting the current legal relationship between San Diego State University and its auxiliaries.

3.3. The assignment of property rights between the institution and its employees shall depend upon the degree of institutional support devoted to the conception, reduction to practice, and development of an invention and products or processes that utilize such an invention. Institutional support for an employee's project that yields an invention shall be classified under one of two categories:

3.3.1. Full Commission or Assignment

3.3.1.1. An invention shall be commissioned or assigned when there exists between the university, acting through any of its agents or auxiliaries, and the inventor, a contractual agreement to develop that specific invention.

3.3.1.2. For commission or assignment the contractual agreement shall specify the terms applying to ownership of the patent and the distribution of royalties between the inventor(s) and the university's auxiliary.

3.3.1.3. For commission or assignment by the university, the terms shall be in accordance with controlling university policy.

3.3.2. Partial Institutional Support

3.3.2.1. An invention shall be considered to have partial institutional support if the institution incurs resource costs associated with the invention. If an invention receives partial institutional support, a contractual agreement defining patent rights and royalty shares shall be made by the institution and the inventor. If State resources are used in the project, the agreement shall provide that the State will be reimbursed for said resource costs from the royalties associated with resulting patents.

3.3.2.2. For institutional support, royalties from the product shall be divided according to the following formulation: First, in compliance with existing university policy, the State shall be compensated for its part of the total institutional cost. Second, remaining royalties will be distributed between the inventor(s) and the SDSU Research Foundation as specified in secs. 3.323–324.

3.3.2.3. These relative shares of remaining royalties (sec. 3.322) shall be negotiated and determined by mutual agreement of the inventor and the university or the San Diego State University Research Foundation if such an agreement can be reached prior to the acceptance of partial institutional support by the inventor.

3.3.2.4. If the parties have not reached an agreement prior to acceptance of institutional support, the issue shall be referred to the University Copyrights and Patents Committee (UCPC). The UCPC shall recommend to the Vice President for Research and Innovation a determination of the ownership of patent rights and the division of royalties. This recommendation shall reflect the following general principles:

a) The royalty interests in the invention shall be divided in accord with the relative value of the inventor's contribution and the State or non-State institutional support channeled through the university or the San Diego State University Research Foundation.

b) In computing these values, the inventor's contribution shall include direct costs incurred by the inventor (including patent application costs) and a reasonable value placed on the inventor's time (unless compensated by the institution).

c) Institutional support shall include only (1) those costs which would not have been incurred by the institution in the absence of the development of the invention (including patent application costs) and (2) those other costs associated with the significant use of institutional equipment, supplies, facilities, employee time, or other institutional resources.

d) If the difference in the relative contributions of the inventor and the institution is not significant, net income derived from commercialization of the invention shall be divided 50 percent to the inventor and 50 percent to the San Diego State University Research Foundation. The share distributed to the inventor shall be the personal income of the inventor.

e) Unless otherwise covered by a prior agreement with the inventor (sec. 3.323) or with an outside sponsor (sec. 4.0), or unless the UCPC determines that the contribution of the institution is not significant, ownership of rights to inventions, trademarks, and other tangible research property conceived, reduced to practice, or developed with partial institutional support shall be assigned to the San Diego State University Research Foundation even though the Research Foundation shall share some of the net royalties with the inventor, as specified above.

3.3.2.5. If a patent management corporation is used to assist with the commercialization of an invention, the provisions of this section shall govern only that part of the royalties in excess of the portion retained by the management corporation.

3.3.2.6. The UCPC, after consultation with the Vice President for Business and Financial Affairs, may recommend that pursuing a patent would not be in the best interest of the university. In this case, the Vice President for Research and Innovation may determine that patent rights associated with the invention shall belong to the inventor, and the inventor shall be so notified in writing.

3.3.2.7. Each commercial license or assignment of an invention shall include the reserved right for the university to use the invention for research or educational purposes free of royalty.

3.4. Wherein persons or organizations other than university employees intend to use university resources or facilities in connection with an invention, exclusive of libraries, an agreement shall be executed in advance setting forth the understanding regarding the use of said resources and facilities, ownership rights, and financial arrangements.

3.5. Inventors disclosing inventions conceived, reduced to practice, or developed without institutional support or independent of their employment at the University may at their option refer their inventions to the University Copyrights and Patents Committee for patent prosecution or other disposition. If the UCPC recommends such disposition upon disclosure by the inventor, the inventor shall on the approval of the Vice President for Research and Innovation execute a Patent Agreement and an Assignment of Rights with the San Diego State University Research Foundation. Any royalties (after deduction for expenses, including the costs of a patent management corporation, if applicable) shall be shared by the inventor and the Research Foundation according to the terms specified in the Patent Agreement as agreed to by both parties.

4.0 Ownership of Patent Rights on Sponsored Grants and Contracts

4.1. If an outside agency provides support for a scientific research project, which may result in the conception, reduction to practice, or development of an invention, it may be necessary for the San Diego State University Research Foundation to enter into an agreement with that agency governing the ownership of patent rights and the distribution of royalties. In such cases, the Research Foundation may have to have a written patent agreement with the inventor on file in order to legally execute contractual documents, which agree to dispose of inventions of the faculty.

4.2. Faculty engaged in research on sponsored projects that stipulate assignment of patent rights to the San Diego State University Research Foundation or the sponsor shall (a) execute a written Assignment of Patent Rights with the San Diego State Research Foundation, on behalf of the University, encompassing all current and future contracts and grants, (b) promptly disclose any invention to the University Copyrights and Patents Committee by means of the invention disclosure process, and (c) execute a written Assignment Agreement in order to

effectuate patent prosecution rights and authority.

4.3. The San Diego State University Research Foundation shall notify the sponsor of any inventions and shall take the necessary further action.

5.0 Copyrights and Patents Committee: A University Copyrights and Patents Committee shall be established.

6.0 Patent Agreements

6.1. The Vice President for Research and Innovation , acting for the President of the University, shall be designated as the institutional officer responsible for matters involving intellectual property. The Vice President may designate other managers or directors of auxiliaries or units of the institution to act on his or her behalf. After consultation with the University Copyrights and Patents Committee, the Vice President or designee may approve agreements with respect to (a) ownership and other rights related to inventions, (b) obtaining patents, and (c) granting licenses in the name of the institution for all inventions.

6.2. Pursuant to the Operating Agreement between Trustees of The California State University and San Diego State University Research Foundation, the San Diego State University Research Foundation shall be designated as the University agent for securing and executing agreements for the University with respect to patents and inventions, in matters other than the award of compensation for University (i.e., State) expenses. The Research Foundation shall also establish a Technology Transfer Office for the development, management, and commercialization of University-owned technologies and shall maintain a central file for patents secured in the name of the University and licenses granted by or to the University.

6.3. Wherein University (i.e., State) resources have been used in the development of an invention, agreements upon the reimbursement of State expenses shall be executed. The Vice President for Business and Financial Affairs shall prepare such agreements and shall represent the interests of the State in negotiating proper agreements with the Research Foundation and the inventor. These agreements shall be prepared and executed prior to the initiation of the patent search. If possible, wherein the use of university (i.e., State) resources is likely to be substantial, the agreement on reimbursement shall be made before the use of these resources.

7.0 Appeals: Inventors may appeal a decision of the Vice President for Research and Innovation or the Vice President for Business and Financial Affairs with respect to the disposition of patent rights and royalties. Appeals shall be directed to the President of the university, who may, after examining the required evidence, request additional review or modification of the patent agreement.

8.0 Obligations of University Employees and Other Included Parties

8.1. San Diego State University faculty and staff, as a condition of their employment, shall comply with the terms of this policy. Students involved in research, as a condition of their education or employment at San Diego State University, shall also comply with the terms of this policy.

8.1.1. To protect the inventor’s interests and to establish the inventor’s ownership rights to inventions conceived before employment at San Diego State University, each inventor shall disclose to the University Patent Officer at the time of employment, inventions conceived, reduced to practice, developed, or being developed by the inventor.

8.1.2. In order to determine the rights of the inventor and the university, inventors shall promptly report to the University Patent Officer potentially patentable inventions conceived, reduced to practice, or developed while employed or enrolled at the university. Such disclosures shall be made in writing as soon as possible but no later than the 30 days before the date of first publication of the invention.

8.1.3. Inventors shall inform other persons who may have rights to the invention (including co- inventors, collaborators, and research assistants) of the terms of this policy.

8.1.4. Inventors shall assign to the Research Foundation the rights in and to an invention in which the university has an interest as determined by the University Patents and Copyrights Committee and in accordance with this policy.

8.1.5. Inventors shall cooperate with the Research Foundation in pursuing patents or licenses or otherwise commercializing inventions assigned to the university.

8.2. The foregoing obligations shall also apply to those who wish to refer inventions or discoveries developed independently of the institution for patent prosecution or other disposition by the university.

9.0 Use of Funds Received from Inventions: Funds received by the San Diego State University Research Foundation through royalties or licenses or other consideration for inventions shall be distributed in accordance with the Distribution of Royalties Guidelines developed by the University Copyrights and Patents Committee, recommended by the Vice President for Research and Innovation, and approved by the President. Such funds shall be used to support scholarly activities at the university with these exceptions:

9.1. Funds generated by a unit of the university (e.g., an academic department) in the performance of a specific ongoing function may be used to defray the actual expenses of that function. Specific letters of agreement may be entered into between the university and units involved in such functions.

9.2. Royalty income allocated to the inventor(s) in accordance with a Patent Agreement (sec. 6.0) between the inventor and the SDSU Research Foundation shall be unconstrained by the stipulations of this section.

9.3. The disposition of funds accruing to the Associated Students shall be unconstrained by the stipulations of this section.

10.0 Amendments: Changes in or exceptions to this policy shall be recommended by the University Research Council and the Vice President for Research and Innovation for approval by the Senate and the President.

Research, Classified, Controlled Unclassified, Proprietary or Confidential

1.0 Classified Research is defined as research, methods and/or results that are restricted to individuals who have U.S. government security clearances.

1.1. San Diego State University (SDSU) and/or San Diego State Research Foundation (SDSURF) shall not engage in Classified Research unless all the criteria outlined below are met:

1.1.1. The proposed research has been reviewed and approved by the Vice President of Research and Innovation, Vice President for Information Technology/Chief Information Officer, the appropriate Dean, and Facility Security Officer (FSO).

1.1.2. SDSU and/or SDSURF has met all necessary requirements to obtain clearance to perform research and hold classified information/data as required by the contract and applicable regulations;

1.1.3. All required personnel have obtained necessary security clearances to perform the research as required by the contract and applicable regulations;

1.1.4. The project requires the use of unique specialized facilities or the participation of personnel unique to SDSU and/or SDSURF;

1.1.5. Research does not involve participation by students for work related to fulfillment of degree requirements. Sponsoring faculty are obligated to explain and document this requirement to any students working on a classified project and discuss the fact that Classified Research may not be publishable without third party permission; and

1.1.6. Adequate access to research facilities or instrumentation on-campus used by faculty or students for nonclassified research must be maintained. The sponsoring agency must finance any instrumentation, equipment, or space renovations on-campus designated solely for Classified Research.

1.2. No thesis or dissertation shall be accepted as the basis for a degree if it is subject to restraints imposed by Classified Research.

2.0 Controlled Unclassified Information (CUI) is defined as information that requires safeguarding or dissemination controls pursuant to and consistent with applicable law, regulations, and government-wide policies but is not classified.

2.1. SDSU and/or SDSURF may engage in research involving CUI provided all the following conditions are met:

2.1.1. The research has been reviewed and approved by the Vice President of Research and Innovation, the

Vice President for Information Technology, and appropriate Dean;

2.1.2. All required personnel must complete CUI training;

2.1.3. All required personnel must complete export control training and Technology Control Plan (TCP), if applicable;

2.1.4. All required personnel must abide by SDSU CUI Policy;

2.1.5. Protection of specifically identified CUI is essential for the conduct of the research that is disclosed to the SDSU investigator by an external sponsor under the terms of a confidentiality agreement or other applicable agreement between the investigator, SDSURF and the owner of the CUI; and

2.1.6. CUI is appropriately identified by the providing agency.

2.2. Principal Investigators are obligated to document that any students who will work or any research involving CUI have received training on the proper treatment of CUI in advance and understand that certain aspects of research involving CUI may not be publishable.

2.3. A thesis or dissertation may be accepted as the basis for a degree on a case by case basis if it is subject to restraints imposed on research involving CUI. The Dean of the College of Graduate Studies may approve requests from students to withhold library shelving of a thesis or dissertation approved by the faculty for up to one year to protect the patent or other proprietary rights of students and faculty.

3.0 Proprietary or business confidential research refers to projects that involve requests from sponsors or others for the nondisclosure of the project.

3.1. San Diego State University may engage in proprietary or business confidential research provided the following conditions are met:

3.1.1. Brief delays in the publication of research for patenting or other proprietary purposes (one year maximum on approval of the Vice President for Research and Innovation) or for sponsor review and comment on manuscripts (not to exceed 120 days) provided that sponsor agrees that no changes in the manuscript be made without the consent of the author;

3.1.2. Protection of specifically identified proprietary information essential for the conduct of the research that is disclosed to the SDSU investigator by an outside sponsor, person, or entity under the terms of a non-disclosure agreement between the investigator, SDSURF and the owner of the intellectual property;

3.1.3. Maintenance of confidentiality in certain research-related activities primarily undertaken as a service wherein the project director certifies in advance that the activity is not primarily "research" and the results are not independently publishable (on approval of the Vice President of Research and Innovation or designee); or

3.1.4. The research has been reviewed and approved by the Vice President of Research and Innovation, and appropriate Dean.

3.2. A thesis or dissertation may be accepted as the basis for a degree on a case by case basis if it is subject to restraints imposed by proprietary or business confidential research. The Dean of the College of Graduate Studies may approve requests from students to withhold library shelving of a thesis or dissertation approved by the faculty for up to one year to protect the patent or other proprietary rights of students and faculty.

3.3. Permissible delays

3.3.1. The university may enter into nondisclosure agreements to allow for the exchange of proprietary information between partnering institutions during proposal development and submission.

3.3.2. The university may agree to delay the submission of materials intended for publication for a maximum of 60 days to provide time for a sponsor to review such materials for confidential proprietary information that is protected under a sponsored agreement. In addition, because public disclosure of a patentable invention prior to filing a patent application precludes the availability of

patent protection in most countries, the university may agree to delay the submission of materials intended for publication for a maximum of 90 days, not including the 60-day review period stated above, in order to seek patent protection.

3.3.3. If an agreement proposes a restriction on publication, a Publication Waiver must be reviewed and approved by the Vice President of Research and Innovation, and appropriate Dean.

3.4. Maintenance of confidentiality in research for protection of individual rights to privacy pursuant to the university's Guidelines on the Protection of Human Subjects, the Family Education Rights and Privacy Act, the San Diego State University Student Records Policy, and other applicable state and federal regulations shall not be construed as proprietary or business confidential research.

Research and Scholarship, Integrity in

1.0 Members of the academic community involved in the conduct of research and scholarship shall adhere to the highest standards of ethical behavior. This policy applies to all individuals at San Diego State University including those engaged in research that is supported by the Public Health Service (PHS) or for which an application has been submitted. The procedures herein shall protect the rights and reputations of parties involved in alleged misconduct and shall cover allegations involving students employed on research grants or contracts. Allegations of academic dishonesty by students engaged in research, as part of their academic program, shall be dealt with according to University academic policies, student disciplinary procedures, and regulations of Graduate and Research Affairs.

2.0 Guidelines for Identifying Misconduct: Consistent with the Public Health Service (PHS) definition (42 CFR 93.103), research misconduct means“ fabrication, falsification, or plagiarism for proposing, performing, or reporting research results” and shall not include honest error or honest differences in interpretations or judgments of data. The same shall apply to scholarship.

The definitions of misconduct in academic research and scholarship are as follows:

a) Fabrication is making up data or results and recording or reporting them.

b) Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

c) Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

3.0 Procedures for Handling Allegations of Misconduct

3.1. Inquiry Process. Initial reports or charges of misconduct in research or scholarship shall be directed first to the dean of the college in which the alleged misconduct has occurred. The dean shall inform the department or program chair and the research or scholarship supervisor(s) of the allegations. The dean shall also inform the involved faculty member(s) or non-faculty employee(s) of the nature of the allegations, the nature of the inquiry, and the rights of the parties involved. Diligent efforts will be made to protect the positions and reputations of those who, in good faith, make allegations of scientific misconduct.

3.2. The college dean, after consultation with the department or program chair and appropriate research or scholarship supervisor(s) with appropriate expertise for inquiries, shall conduct promptly a preliminary inquiry to determine whether there is sufficient prima facie evidence to merit a formal investigation of the charges and shall inform the Vice President for Research and Innovation or designee that a preliminary inquiry is under way. Precautions shall be taken to prevent real or apparent conflicts of interest on the part of those involved in the inquiry. Confidentiality shall be strictly maintained throughout the inquiry to the extent allowed by law. If an inquiry is terminated for any reason without completing all relevant requirements, a report summarizing the termination shall be sent to the appropriate official (ORI for PHS funded research). For PHS funded research, the Vice President for Research and Innovation or designee shall notify the Office of Research Integrity (ORI) of the Public Health Service within 24 hours of obtaining reasonable indication of an immediate health hazard, need to protect Federal funds or equipment and individuals affected by the inquiry, and that the alleged incident may be publicly reported.

3.3. The college dean shall forward without delay a written report to the Vice President for Research and Innovation or designee. An inquiry must be completed within 60 calendar days of its initiation unless

circumstances clearly warrant a longer period. Any extension of this period shall be based on good cause and recorded in the inquiry file. The written report shall (a) state the evidence reviewed, (b) summarize relevant interviews, and (c) include the conclusions of the inquiry. A copy of the report of the inquiry shall be given to the person(s) against whom the allegation has been made, and their comments on that report may become part of the record. Detailed documentation of the inquiry shall be maintained by the Vice President for Research and Innovation or designee for at least three years and, in federally funded research, shall be provided upon request to authorized personnel. Appropriate interim administrative action shall be taken to protect Federal funds and ensure that the purposes of the Federal financial assistance are being carried out.

3.4. If, after consideration of the report of the inquiry, the Vice President for Research and Innovation or designee determines that there is not sufficient prima facie evidence to support the charges, no further action need be taken, and the Provost and the parties involved shall be so informed. Efforts shall be taken, as appropriate, to restore the reputations of persons alleged to have engaged in misconduct when allegations are not confirmed.

3.5. Investigation Process. If, after consideration of the report of the inquiry, the Vice President for Research and Innovation or designee determines that sufficient prima facie evidence supports the charges, the Vice President for Research and Innovation or designee shall appoint within 30 days of the completion of the inquiry an ad hoc committee with appropriate expertise to conduct a formal investigation, and the Provost shall be so notified. The membership of the committee shall consist of at least four knowledgeable and impartial persons including one representative from the department, program, or auxiliary unit of the involved faculty member(s) or non faculty employee(s) and three faculty members from related departments, programs, or areas. For externally funded research, the Vice President for Research and Innovation or designee may also appoint a member of the San Diego State University Research Foundation as an ex officio member to represent the interests and legal obligations of the Research Foundation. In addition, the Vice President for Research and Innovation or designee may appoint members from outside the institution in order to broaden the expertise of the committee. Precautions shall be taken against the investigators' real or apparent conflicts of interest.

3.6. As soon as the committee has been requested to conduct a formal investigation, the Vice President for Research and Innovation or designee shall notify the accused faculty member(s) or non faculty employee(s) of the charges and the function of the committee. In consultation with the Provost and the college dean, the Vice President for Research and Innovation or designee may determine that the research activities of the involved researcher(s) may be restricted or monitored during the course of the investigation. The Vice President for Research and Innovation or designee shall also notify the President, the Provost, the school director or the department or program chair, and for funded research the Chief Executive Officer of the San Diego State University Research Foundation and the project officer(s) of the funding agencies that a formal investigation involving charges of misconduct in research or scholarship has been initiated. For PHS funded research, the Director of the Office of Research Integrity shall be notified in writing on or before the date the investigation begins, and such notification shall include (a) the name of the person(s) against whom the allegations have been made, (b) the general nature of the allegations, and (c) the application or grants involved. If an investigation is terminated for any reason without completing all relevant requirements, a report summarizing the termination shall be sent to the appropriate official (ORI for PHS funded research). Confidentiality of the affected individual(s) shall be strictly maintained throughout the investigation to the extent possible.

3.7. The Vice President for Research and Innovation or designee shall convene the committee, appoint one of the faculty on the committee to serve as chair, present the charges and allegations, and discuss University and Research Foundation policies and procedures pertinent to the investigation. The committee shall investigate all charges and facts and may interview parties appropriate to reaching a decision regarding the merit or lack of merit to the charges. The chair of the committee shall meet with the appropriate personnel officers (i.e, Associate Vice President for Faculty Advancement and Student Success, Director of the Center for Human Resources, and Research Foundation Director of Human Resources) regarding existing procedures and safeguards to protect all parties' rights and reputations before carrying out the investigation. Diligent efforts shall be made to protect the positions and reputations of those who, in good faith, made allegations of scientific misconduct. The committee shall begin its investigation promptly and shall provide a written report of its findings and recommendations to the Vice President for Research and Innovation or designee no later than 60 days after beginning the formal investigation. The Vice President for Research and Innovation or designee may either accept the report or return it to the committee for

further information or clarification. The committee shall also forward the final copy of this report to the accused parties, who shall have an opportunity to comment on the findings. The investigation shall be completed within 120 calendar days. For PHS funded research, the Vice President for Research and Innovation or designee shall notify the Office of Research Integrity (ORI) of the Public Health Service within 24 hours of a reasonable indication of possible criminal violations are found or about an immediate health hazard, need to protect Federal funds or equipment and individuals affected by the investigation and that the alleged incident may be publicly reported. Appropriate interim administrative action shall be taken to protect Federal funds and ensure that the purposes of the Federal financial assistance are being carried out. ORI shall be promptly advised of any developments during the course of the investigation which disclose facts that may affect current or potential DHHS funding for individual(s) under investigation or that the PHS needs to know to ensure appropriate use of Federal funds and otherwise protect the public interest. If the investigation cannot be completed within 120 days, a request for extension shall be made to the ORI with an explanation for the delay, an interim report on progress to date, an outline of what remains and an estimated date of completion.

3.8. If from the findings and recommendations of the committee the Vice President for Research and Innovation or designee determines that no unethical or fraudulent acts have been committed, all parties shall be notified accordingly. The Vice President for Research and Innovation or designee and the college dean shall undertake all necessary efforts to restore fully and promptly the reputation and credibility of the researcher(s) under investigation when allegations are not confirmed. All interim restrictions on research activity shall be promptly removed.

3.9. If from the findings and recommendations of the committee, the Vice President for Research and Innovation or designee determines that there is evidence of misconduct, he or she shall report to the Provost this conclusion and recommendations regarding the imposition of sanctions or disciplinary action. The President shall make the final determination regarding the appropriateness of the recommendations. Sanctions may include (a) termination of current research or scholarly activity, (b) public disassociation of the University from future unauthorized research or scholarly activity, (c) restriction from future research or scholarly activity for some period of time, (d) special prior review and approval requirements in future research or scholarly activities, and (e) debarment from intramurally funded research or scholarly programs. The President may also determine whether the matter warrants a reprimand or disciplinary action pursuant to the Collective Bargaining Agreement or sec. 89535–89539 of the Education Code or should be referred to the cognizant auxiliary organization for appropriate action.

3.10. The President shall determine whether information about the charges, the investigation, or their disposition shall be released to the public, the press, or specific parties (e.g., editors of journals in which papers or reports of the research in question may have appeared). For externally funded research, the sponsoring agency shall be notified of the findings of the investigation and the final disposition of any sanctions, disciplinary action, or restitution to be made. For PHS funded research, a written report documenting the investigative process, summary of information obtained relevant to the investigation, findings to include the actual text or summary of the views of individual(s) found to have engaged in misconduct, and sanctions taken by the institution shall be made available to the Director of the ORI, who shall decide whether that office shall proceed with its own investigation. The University shall maintain such documentation for at least three years after PHS acceptance of the final report.

Sexual Assault, Domestic Violence, and Stalking

1.0 San Diego State University shall be committed to creating a community free from the crimes of sexual assault, domestic violence, and stalking. All members of the San Diego State University community shall uphold this policy.

2.0 The university shall cooperate fully in any criminal prosecution or civil litigation that may occur as a result of crimes of sexual assault, domestic violence, or stalking that are committed on the campus, at an off- campus facility, or at a university function.

3.0 A person who is convicted of committing these crimes on university property, at a university off-campus facility, or at a university function shall face maximum campus sanctions as prescribed by policies, codes, and collective bargaining agreements that govern the behavior of students, faculty, staff, and guests or visitors.

4.0 Members of the campus community and their guests or visitors should report crimes of sexual assault, domestic violence, and stalking to the appropriate university officials. A list of those appointed to receive these complaints and a

summary of campus resources available to survivors of these crimes shall be made available.

4.1. Those who have experienced or witnessed the crimes of sexual assault, domestic violence, and stalking should seek immediate assistance from the University Police and campus caregivers. Those seeking assistance shall be treated with respect and dignity, and their concerns shall be responded to in a timely and professional manner. To ensure a responsive environment to victim, the university shall provide support services to address the personal and academic needs of those surviving sexual assault, domestic violence, and stalking while these crimes are being investigated and prosecuted on and off the campus.

4.2. University officials responding to charges of sexual assault, domestic violence, and stalking shall inform victims of their rights and the various options for relief, including the necessary steps and potential consequences of each option. These shall include but may not be limited to support in pursuing criminal prosecution, civil litigation, campus disciplinary action, and campus grievance procedures. Victims shall also be counseled about various options including mediation, alternative housing assignments, and academic scheduling assistance.

5.0 This policy has been enacted by San Diego State University in accordance with California State Law, Assembly Bill 3098, Postsecondary Education: Student Safety (July 1990).

Sexual Harassment

1.0 San Diego State University shall be committed to preventing sexual harassment and to promptly addressing violations of this policy. The university shall create and maintain a positive learning and working environment for its students and employees and shall not tolerate sexual harassment. Nothing herein shall contravene rights guaranteed in the Constitution of the State of California or the Constitution of the United States.

2.0 Sexual harassment and its behaviors shall be prohibited by the university: Sexual harassment is demeaning and degrading and a form of prohibited discrimination on the basis of sex. As an affront to one's dignity, sense of self, and self-esteem, it can negatively impact performance at work or in an academic setting.

3.0 Sexual harassment is illegal: It is a violation of state and federal laws including the California Education Code, sec. 212.5, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. Sexual harassment is specifically prohibited in The California State University by Executive Order 1096 (2016).

4.0 Scope

4.1. This policy shall apply to all persons at the university or attending university sponsored classes, events, and programs. Visitors to the campus and workers employed by private firms engaged in business on the campus shall comply with this policy.

4.2. The SDSU Research Foundation, the Campanile Foundation, Aztec Shops, and the Associated Students, as auxiliaries of the university, also have policies that prohibit sexual harassment. These policies apply to programs and employees of the respective auxiliaries and each has a procedure and office designated for receiving reports of sexual harassment. Complaints related to auxiliaries may also be reported to the Office of Employee Relations and Compliance.

4.3. The university and its auxiliaries shall promptly and reasonably investigate complaints of sexual harassment. If the alleged harasser is an employee of the university or of an auxiliary, the employer shall investigate and implement remedies and discipline as appropriate. Wherein the alleged harasser is not an employee or student, the university or auxiliary shall take action to minimize the recurrence of the harassing behavior. Although each auxiliary has a reporting procedure, complaints may be reported to the Office of Employee Relations and Compliance, which shall redirect the complainant to the appropriate auxiliary.

5.0 Definitions

5.1. Sexual harassment shall be the unwelcome imposition of sexual attention often in the context of a relationship of unequal power. This policy shall apply to men and women equally with regard to both opposite sex and same sex harassment.

5.2. Sexual harassment shall be any conduct, physical or verbal, that is sexual and has the effect of unreasonably

interfering with a person's or a group's educational or work performance or that creates an intimidating, hostile, or abusive educational or work environment.

5.3. Because academic freedom shall be safeguarded and the openness and integrity of the teaching process shall be protected, discussion of sexual topics and the discussion and display of sexually explicit materials and the touching of students in certain classroom settings may be professionally appropriate and shall not necessarily constitute "sexual harassment."

5.4. The California Education Code, sec. 212.5, states: "Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

5.4.1. "Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

5.4.2. "Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

5.4.3. "The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

5.4.4. "Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution."

5.5. Examples of sexually harassing conduct may include but shall not be limited to the following: (a) sexual assault, (b) derogatory comments of a sexual nature, (c) displaying sexually suggestive pictures or objects, (d) graphic verbal commentaries about a person's body, (e) impeding or blocking movements, (f) jokes of a sexual nature, (g) slurs of a sexual nature, (h) suggestive gestures, (i) unwelcome touching. Some of these examples may not, however, constitute sexual harassment if appropriate to reasonable academic purposes.

5.6. Conduct may be found to be sexually harassing if it is pervasive or repetitive and sufficiently severe to alter the conditions of employment, education, or participation in university-sponsored activities or is a single incident sufficiently outrageous or harmful in and of itself that it substantially alters the conditions of the environment for the complainant or interferes with a person's right to pursue an education or to perform a job-related responsibility.

6.0 Intent of Sexually Harassing Behavior: A claim by an alleged harasser that he or she did not intend to commit sexual harassment is not, as the law currently stands, a defense to a complaint of sexual harassment. Regardless of intent, the effect, characteristics, and context of the behavior shall determine whether the behavior constitutes sexual harassment.

7.0 Sanctions for Sexual Harassment

7.1. Sanctions that San Diego State University may impose for sexually harassing behavior or other unprofessional conduct by a faculty or staff member shall include but not be limited to reprimand, mandatory attendance at sexual harassment training programs, suspension, demotion, and dismissal (loss of tenure).

7.2. Sanctions imposed for sexually harassing behavior by a student shall include but are not limited to mandatory attendance at sexual harassment training program, probation, suspension, and expulsion.

7.3. Sexually harassing behavior by nonstudents or nonemployees may result in restricting the harasser's access to campus.

7.4. In addition to university-imposed sanctions, persons who commit sexual harassment shall be subject to personal liability for damages suffered by the complainant.

8.0 Consensual Relationships: For purposes of this policy, a consensual relationship shall be any freely and mutually agreed-to dating, romantic, or sexual relationship between persons. The previous existence of a consensual relationship shall not be considered a defense in the context of a sexual harassment complaint.

9.0 **Administrative Office for Coordinating Complaints:** The Office of Employee Relations and Compliance shall coordinate the university response to complaints of sexual harassment and shall educate the university community about sexual harassment. It shall be a clearinghouse for university sexual harassment complaints and investigations, including those that arise in auxiliary corporations. It shall develop and disseminate sexual harassment complaint procedures to implement this policy and shall disseminate applicable state and federal regulations. Copies of these procedures shall be available at the Office of Employee Relations and Compliance and on its Website.

10.0 **Mandatory Reporting by University Officers:** Upon learning of allegations of sexual harassment from the alleged victim, deans, directors, department chairs, and other officers of the university shall report the allegations to the Office of Employee Relations and Compliance within five working days.

11.0 **Procedures for Reporting Sexual Harassment**

11.1. A student, staff, or faculty member who believes that he or she has been sexually harassed may initiate a complaint with the Office of Employee Relations and Compliance or the designated office in the appropriate auxiliary. The Office of Employee Relations and Compliance or the auxiliary shall investigate complaints of sexual harassment and coordinate a formal investigation, a mediated intervention, or a formal mediation.

11.2. A formal investigation shall be initiated by the complainant filing and submitting a Formal Complaint Form with the Office of Employee Relations and Compliance or by lodging a complaint with the appropriate auxiliary office. The procedures and time schedule for a formal investigation shall be available from the investigating office.

11.3. Mediated interventions shall include but not be limited to steps to stop the harassing behavior or to remove the complainant or alleged harasser from the harassing environment.

11.4. At any time from the initiation of a complaint to the conclusion of the campus investigation, either party or the university may suggest a confidential, nonbinding formal mediation of the dispute. Both parties and the University shall agree to any formal mediation and any resolution that arises therefrom.

11.5. Without filing a formal complaint, a student, faculty member, or staff member may discuss with staff in the Office of Employee Relations and Compliance behaviors that could be sexual harassment. If a described behavior fits the definition of sexually harassing behavior, some intervention may be required.

11.6. The university shall ensure that formal procedures appropriate to university complaints are followed. These procedures shall be governed by law, labor agreements, and university policy.

12.0 **Other Persons to Contact**

The Office of Employee Relations and Compliance shall coordinate the university response to complaints of sexual harassment. A list of other personnel in the auxiliaries trained to receive complaints of sexual harassment shall be available at the Office of Employee Relations and Compliance and in informational material regarding the Sexual Harassment Prevention policy. Lists shall also be available in the auxiliaries

12.1. Conversations with persons other than those designated shall not constitute notice to the university or its auxiliaries of allegations of sexual harassment.

13.0 **University Support:** Upon receiving a complaint of sexual harassment, the Office of Employee Relations and Compliance shall inform the complainant of the support services available at the university and in the community. At the university this may include the Chief Diversity Officer, Office of Counseling and Psychological Services, the Office of the Ombudsman, Student Health Services, Employee Assistance Programs, and Campus Police.

14.0 **Confidentiality**

14.1. The Office of Employee Relations and Compliance and each designated auxiliary office shall maintain confidentiality for all parties to the extent permitted by law. The university or auxiliary shall take prompt action to correct sexually harassing behavior when it is reported. At the complainant's request, the university or auxiliary shall attempt to intervene in a manner that shall maintain the complainant's anonymity. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to persons charged with harassment.

14.2. Students who wish complete confidentiality may obtain confidential counseling and advice about sexual harassment from counselors in the Office of Counseling and Psychological Services or Student Health Services. Faculty and staff may obtain confidential counseling and advice through employee assistance programs. Since university officials and auxiliary officials shall not be informed about such counseling, the university and its auxiliaries shall not be in a position to eliminate the alleged behavior that gave rise to the complaint.

14.3. Nonparty witnesses participating in sexual harassment investigations shall not share with parties, other witnesses, or any others information revealed to them during the investigation.

15.0 **Record Keeping:** The Office of Employee Relations and Compliance and each designated auxiliary office shall keep the written records of mediated interventions, formal mediations, and formal complaints with final dispositions in a confidential, secure location with access to the records limited to those persons with a need to know. Records shall be kept for 10 years.

16.0 **Retaliation against Persons Reporting Sexually Harassing Behaviors**

16.1. It is illegal to retaliate against anyone reporting or thought to have reported sexual harassment behaviors or who is a witness or otherwise is involved in a sexual harassment proceeding. Encouraging others to retaliate also is illegal. Examples include but are not limited to retaliatory grading, evaluation, assignment or ridicule, threats, and withholding information to which a person is entitled.

16.2. Sanctions imposed for retaliatory behavior by a faculty or staff member shall include but not be limited to reprimand, suspension, demotion, and dismissal (loss of tenure). The sanctions imposed for retaliatory behavior by a student shall include but not be limited to probation, suspension, and expulsion.

17.0 **False Charges**

17.1. To make false charges of sexual harassment shall be a serious offense. A false charge shall be one in which the charging party knowingly or recklessly alleges sexual harassment for which there is no basis.

17.2. Sanctions imposed for false charges of sexual harassment by a faculty or staff member shall include but not be limited to mandatory attendance at a sexual harassment training program, reprimand, suspension, demotion, and dismissal (loss of tenure).

17.3. The sanctions imposed for false charges of sexual harassment by a student shall include but not be limited to mandatory attendance at a sexual harassment training program, probation, suspension, and expulsion.

18.0 **Other Legal Remedies:** Complainants not satisfied with the disposition of their complaint at the university may contact the Fair Employment and Housing Office of the State of California, the United States Department of Education Office for Civil Rights, or the Equal Employment Opportunity Commission. Contact information shall be available at the Office of Employee Relations and Compliance.

19.0 **Policy Review, Evaluation, and Improvement:** This policy shall be evaluated every two years by the Office of Employee Relations and Compliance. Proposed changes shall be forwarded to the Senate.

20.0 **Information Distribution and Training:** The Office of Employee Relations and Compliance shall distribute this policy to the university community and shall provide educational opportunities appropriate to faculty, staff, and students.

Student Conduct Procedures

The Student Conduct Procedures of The California State University are outlined in Executive Order 1098- Revised (2015). The Executive Order may be found at https://www.calstate.edu/eo/EO-1098-rev-6-23-15.html.

Student Grievance Code

1.0 A grievance shall be a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the faculty, administration, or staff that in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall lie with the complainant.

2.0 The Student Grievance Committee (SGC) shall hear complaints, investigate grievances and make final judgments

regarding redress of student grievances concerning members of the faculty, administration, or staff. The Student Grievance Committee may make advisory recommendations regarding disciplinary action to appropriate administrators.

2.1. The voting members of the Student Grievance Committee shall be:

a) Five students and three alternates named by the Associated Students. Undergraduate students serving on this committee shall be regular students in good standing. Graduate students shall have been admitted to an authorized advanced degree or credential program;

b) Three tenured and probationary faculty members and two alternates named by the Senate;

c) Two full-time members of the administration and two alternates named by the President; and

d) One full-time staff representative and one alternate named by the Senate.

2.2. The Ombudsman shall be a non-voting ex officio member.

2.3. Seven voting members shall constitute a quorum. Judgments shall be reached by a majority of those present and voting, except where otherwise indicated (see sec. 4.2.).

2.4. Each student member shall be appointed for two years. Non-student members shall be appointed for three years. No member shall serve more than two terms consecutively.

2.5. A nonvoting Chair shall be appointed for a two-year term by the President of the University. A nonvoting Vice Chair shall be selected by the Associated Students. No member shall serve as Chair more than two consecutive terms. The Chair shall be the Committee's administrative officer whose duties shall include the following: (a) arranging for appropriate times and places for meetings and hearings, informing members of the times and places of meetings and hearings, informing in writing all interested parties of the times and places of meetings or hearings that they are requested to attend and supplying them with a statement of alleged grievances, and informing all other interested parties that a grievance is pending and of the final disposition of the grievance; (b) securing and distributing written material appropriate for its consideration; (c) arranging for the recording of proceedings; (d) maintaining records and informing in writing the appropriate administrator of the committee's judgments regarding redress or recommendations regarding disciplinary action.

2.6. Should any member of the Committee be unable to complete an appointed term, a replacement shall be appointed to fill the balance of the term by the original appointing officer or agency. Resignations shall be submitted in writing to the Chair of the Committee. The Chair shall inform in writing the appropriate officer or agency of the vacancy and shall request the prompt appointment of a replacement.

2.7. Should a Committee member be unable to hear a case, an alternate shall be appointed for the course of the grievance.

2.8. If a member of the Committee is granted an official leave for less time than remaining in a term, or if because of illness or other reasons a member is judged unwilling or unable to participate in the work of the Committee, the Chair shall inform the officer or agency of the appointee and shall request the prompt appointment of a temporary replacement. When the services of a temporary appointee are no longer required, the Chair shall promptly inform the temporary appointee and the appointing officer or agency.

2.8.1. Should the Committee be involved in a specific case when an absent member returns, the replacement member shall continue as a member of the committee in all sessions dealing with that specific case until it is concluded. The returning member shall resume membership on the Committee for subsequent cases.

2.8.2. When a member of the Committee has more than three consecutive absences, the Committee may vote to remove that member and may request a replacement from the appointing officer or agency.

2.9. A member of the committee may be reappointed upon the expiration of term if duly recommended by the designated persons as specified in 2.1, but the member may be appointed for a third term only after a break in service of no less than one year. If the Committee is involved in a case when a member's term expires, the member shall continue on the Committee only in its consideration of the case. A newly appointed member shall not be considered a member of the committee for a prior continuing case. The new Committee member shall, however, serve for all other matters.

2.10. A member of the Committee may choose to be disqualified permanently from the Committee, in which event a replacement for the balance of the term shall be appointed by the original appointing officer or agency.

2.10.1. A member of the Committee may choose to be disqualified from consideration of any case, in which event a replacement shall be appointed by the Chair of the Committee from the list of alternates of the member's constituency.

2.10.2. If a member is a principal in a preliminary investigation or hearing by the Committee, the member shall be excluded from considering that case.

2.10.3. Upon the conclusion of a hearing in which a Committee member was a principal, the Committee shall determine the member's fitness to continue on the Committee. The decision shall be conveyed by the Chair to the appointing officer or agency, either informing of the continuation of membership or requesting a replacement.

2.11. Either party to a hearing may request of the Chair that a Committee member be excluded from considering the case. The request shall be for cause and shall be brought to the Chair's attention as the first item in the hearing. If a member is disqualified by the Chair from consideration, a replacement shall be appointed by the Chair from the list of alternates of the member's constituency.

3.0 Steps toward Redress

3.1. Steps toward redress should begin with informal discussions and should be resolved at the lowest level possible. If a satisfactory solution is not reached, the grievance should then be taken to the Student Grievance Committee for hearing and appropriate action.

3.2. Informal Discussion

3.2.1. Informal discussion between persons directly involved in a grievance shall be essential in the early stages of the dispute and should be encouraged at all stages. An equitable solution to a problem should be sought before the persons directly involved in the case have assumed official or public positions that might polarize the dispute and render a solution more difficult. Neither persons directly involved in a case nor any other persons shall use the informal discussion, the filing of a grievance, or the character of the informal discussions to strengthen the case for or against persons directly involved in the dispute or for a purpose other than to settle the grievance.

3.2.2. When a student feels aggrieved by a member of the faculty, administration, or staff, the student may consult with fellow students, non-involved faculty members, the counseling staff, the Ombudsman, the Assistant Dean of the College in which the course was taken, the Associate Vice President for Faculty Advancement and Student Success or the Dean of the College of Graduate Studies to evaluate the situation and to determine which of the following steps might best apply:

a) The student should bring the complaint to the attention of one or more of the proper department, school, or college committees where such grievance provision exists or to the chair, director, dean, administrator, or staff supervisor; or

b) The student should bring a complaint against an administrator or staff member to that person's supervisor.

3.3. Procedures for Hearings by the Committee

3.3.1. No student grievance shall be filed with the Committee later than the last day of the semester (excluding summer session) after the semester during which the student was allegedly aggrieved.

3.3.2. When informal recourse fails, the student may file in writing to the Committee an appeal accompanied by available documentary evidence. Simultaneously a copy of the complaint shall be given to the respondent.

3.3.3. The Committee shall establish and publish its own procedures in accordance with provisions for academic due process and in accordance with the stipulations below. Present at these meetings shall be only Committee members, parties to the action and their representatives, and testifying witnesses.

3.3.4. The Committee, before sitting as a whole to arrive at judgment, shall arrange for a swift and comprehensive investigation of the matter. From written statements presented by the complainant and from preliminary discussions with the complainant it shall decide whether there are sufficient grounds to hear a case and whether it will accept written statements in lieu of personal appearances by witnesses. The Committee shall review and consider documentary records of department, school, or college grievance organizations relating to the case. If the Committee closes the case, having decided that there are not sufficient grounds for a hearing, it shall notify in writing the complainant and respondent as to the reasons for its actions.

3.3.5. If the Committee determines that the case merits further consideration, the parties involved (a) shall be informed in writing, (b) shall be consulted as to the possibility of correcting the situation, and (c) if a hearing is still required, shall be advised in writing of the scheduled time, place of the hearing, and the alleged grievance.

3.3.6. At the hearing the complainant, the respondent, persons directly involved, and witnesses may testify and be questioned by either party and Committee members. Written evidence presented by either party may be subject to refutation and consideration by the opposite party and Committee members. Only evidence presented in the hearings shall be considered in the final judgment.

3.3.7. A record of the hearing shall be presented for reference and review. A tape recording of the hearings shall be made and shall be retained for at least five years.

3.3.8. Proceedings shall be conducted in accordance with the American Association of University Professors' Joint Statement on Rights and Freedoms of Students (1967).

4.0 Judgment

4.1. Committee members shall arrive at a judgment in consultation among themselves. Only those entitled to vote on the case, their alternates, the chair, the Ombudsman, and a clerk secretary shall be present during consultation and voting. Only members of the Committee who have heard all testimony during the hearing relating to the alleged grievance shall vote on the case.

4.2. If informal attempts at redress fail, a judgment of the Student Grievance Committee relating to redress alone shall be forwarded to the appropriate administrator. When redress requires that a grade be changed, the Committee by vote of two-thirds of the members of the Committee who have heard the grievance shall forward their judgment to the Provost who shall affirm or deny the judgment of the Committee. If the Provost affirms the decision, the Provost will direct the appropriate administrator for recommended redress. When the decision whether to change a grade depends upon the quality of work in a course, the chair of the department involved in the grievance will be asked by the SGC to recommend faculty at SDSU or elsewhere competent in the subject matter of that course to evaluate the quality of the work. This expert consultation will be considered by the SGC before a judgment is reached.

4.3. The Committee shall transmit its judgment regarding academic matters to the Provost who will direct final action. The committee shall transmit its judgments regarding redress for other matters to the appropriate administrator.

4.4. When in the opinion of the Committee disciplinary action may be appropriate, the Committee may recommend further action to the appropriate administrator.

4.5. The judgments reached by this Committee shall take precedence over decisions reached by student grievance committees within departments, schools, or colleges, and over decisions made by individual deans.

4.6. If redress requires a policy change or if a policy change appears advisable or necessary, the Committee shall refer its recommendations to the Senate Executive Committee or to the President as appropriate.

4.7. Should any person, whether or not directly involved in a complaint, allegedly suffer some disadvantage, discrimination, or reprisal as the result of a complaint, testimony, or statement in connection with Committee action, the Student Grievance Committee shall, upon request or upon its own motion, exercise original jurisdiction and take the necessary steps to verify the facts and remedy the injustice.

5.0 Revisions in the Code

5.1. The Committee may recommend revisions in this code. Revisions shall be submitted for ratification by the Senate, the Associated Students, and the President.

5.2. This code shall be reviewed by the parties concerned and shall be reconfirmed, amended, or terminated as necessary

Sustainability

1.0 Sustainability Policy

1.1. San Diego State University (SDSU) shall create accessible paths for University shareholders to achieve sustainability goals and resilience planning which benefit social, environmental, and economic health.

1.2. The Senate Sustainability Policy shall benefit the greater San Diego region and apply to all students, faculty, staff, and auxiliaries—and their respective areas—for the University's Mesa, Imperial Valley, Mission Valley, Georgia, and all future SDSU campuses.

1.3. SDSU shall comply with rules and regulations regarding sustainability issued by the city of San Diego, the California State University (CSU) , the State of California, and the Federal Government.

1.4. SDSU shall strive to achieve the goals of the 2017 Climate Action Plan (CAP) and construct new goals that reflect contemporary needs such as full carbon neutrality by 2030 with a feasibility study in place.

1.5. SDSU shall heed recommendations of both the United Nations Sustainable Development Goals and the Association for the Advancement of Sustainability in Higher Education (AASHE) while evaluating and updating our current CAP as appropriate.

1.6. SDSU shall designate a central administrative role committed to the implementation and integration of sustainability across all SDSU campuses.

1.7. SDSU shall strive towards developing and implementing a Zero Waste Policy which will prioritize the purchasing of recycled products whenever possible.

1.8. Taken together, all of these rules, regulations, and recommendations shall constitute, and guide annual reporting on the actions and outcomes of, the SDSU Sustainability Policy.

Appointive Authorities

1.0 Unless otherwise stipulated, authorities for appointments to committees, councils, and the like shall be as follows: (a) faculty by the Senate Committee on Committees and Elections, (b) administrators by the university administration, (c) staff by the Staff Affairs Committee, and (d) students by the Associated Students.

2.0 Unless otherwise stipulated:

2.1. Appointments shall be made by procedures of each appointive authority.

2.2. Appointed members, including ex officio members, shall have votes.

2.3. Chairs shall be appointed by the Senate Committee on Committees and Elections and ratified by the Senate.

3.0 Appointments to Senate-appointed committees, councils, and the like shall be ratified by the Senate.

4.0 Committees, councils, and the like may establish subcommittees, to which they may appoint nonmembers.

Campus Development Committee

1.0 Purpose: Campus development shall comprise the following: (a) site development; (b) the construction of new buildings and modification of existing buildings; (c) roads, landscaping, and parking; (d) the naming of rooms and buildings; (e) the location of monuments, works of art, and signage; and (e) related matters.

2.0 Membership (13): seven faculty, including one senator; one staff member; Director of Physical Facilities, Vice President for Business and Financial Affairs or designee, SDSU Research Foundation Director of Facilities, two students to include the President of Associated Students.

3.0 Functions

3.1. The Committee shall represent the university community in deliberations and decisions regarding major aspects of campus development. It shall review the Campus Master Plan and Five-Year Capital Outlay Program at least annually and shall report to the Senate on these items in September.

3.2. The Committee shall be informed in a timely fashion of proposed major changes in campus development so that it may review these changes and report to the Senate.

3.3. The Committee may also propose changes and shall report to the Senate such recommendations.

Environment and Safety, Committee

1.0 The campus environment shall include (a) sidewalks, walkways, and pedestrian malls; (b) classrooms, laboratories, and work areas; and (c) restrooms, stairwells, elevators, hallways.

2.0 Membership (13): five faculty, including one senator, one of whom shall chair; two staff members, Vice President for Business and Financial Affairs or Director of Administrative Services, Director of Health Services or designee, Director of Physical Plant or designee, a member of local Unit 3 collective bargaining agency, and two students.

3.0 Functions

3.1. The Committee shall study, advise, and report to the Senate and administration on the safety, health, and learning conditions in the campus environment.

3.2. The Committee shall investigate problems such as health, hazardous materials and waste, safety, emergency preparedness, matters of excessive noise or traffic, and other matters that detrimentally affect the campus environment and learning conditions.

[12] The Senate Executive Committee and Senate Core Committees' charters are outlined in Bylaws 3.0.

3.3. The Committee shall recommend policy and procedures on the health, safety, and learning conditions of the campus environment.

Expanded Senate Executive Committee

1.0 **Membership (43):** members of the Senate Executive Committee, members of the Academic Deans Council, members of the Presidential Budget Advisory Committee (PBAC). The Senate Chair shall chair.

2.0 **Function:** The Committee shall meet to consider crises of profound or wide-ranging impact on the university and shall report to the Senate Executive Committee.

Faculty Honors and Awards Committee

1.0 **Membership (4+):** four faculty, with one student selected by Associated Students joining the Committee for the Excellence in Teaching Award, two former recipients and one alumnus joining the Committee for the Chief Diversity Officer, and a past recipient of the award, all with full voting privileges.

2.0 **Functions:** The Committee shall nominate faculty to the following honors and awards: (a) Emeritus status, (b) SDSU Senate Excellence in Teaching Award, (c) Alumni Award for Outstanding Faculty Contribution to the University (d) San Diego State University Diversity Excellence Award, and (e) such other honors and awards as the Senate shall designate.

General Education Curriculum Committee

1.0 **Membership (12):** nine faculty, one from the College of Arts and Letters, Sciences, Professional Studies and Fine Arts, Fowler College of Business, Health and Human Services, Education, and Engineering, one from SDSU Imperial Valley, and one from the Library; Associate Vice President for Curriculum, Assessment and Accreditation or designee; and two undergraduate students.

2.0 **Functions**

2.1. The Committee shall review and evaluate current and proposed courses for General Education.

2.2. The Committee shall provide informational reports to the Undergraduate Curriculum Committee.

2.3. The Committee shall review and evaluate, in consultation with content experts, courses that fulfill the American institutions, cultural diversity, and writing graduation requirements.

Global Campus Advisory Council

1.0 **Membership (17, one of whom must be a Senate member):** Eight faculty (one of whom shall serve as Council chair); specifically, one from each of the academic colleges and SDSU Imperial Valley, Academic Affairs representative, Student Affairs and Campus Diversity representative, Curriculum, Assessment and Accreditation representative, College of Graduate Studies representative, Library representative, Academic Affairs - Technology representative, Undergraduate Curriculum Committee representative, Global Campus staff representative (not eligible to serve as Committee Chair).

Non-voting: Dean of Global Campus

2.0 **Functions:** The Council shall (a) assist in the development of policies, procedures, and directions for present and future self-support education programs, including special sessions; (b) review and recommend proposed self-support programs with the Dean of Global Campus and make recommendations to the appropriate university entity; (c) communicate the strategic purpose for and functions of self-support programs to faculty and the general community; and (d) assist in analyzing issues and opportunities regarding self-support and recommend actions to promote student success.

Honorary Degrees, Advisory Committee on

1.0 **Membership (10):** Provost, who shall chair; Vice President for Research and Innovation; Dean of the College of Graduate Studies; Vice President for University Relations and Development, Associate Vice President for Faculty Advancement and Student Success; Chair, Vice Chair, and immediate past Chair of the Senate; President of the San Diego State University Alumni Association, President of the Associated Students.

2.0 Functions

2.1. The Committee shall review nominations for honorary degrees forwarded from the President's office that have been received from the campus community and the Chancellor's office. It shall evaluate the specific contribution made to San Diego State University according to the general criteria established by the Board of Trustees.

2.2. The Committee may include others to participate in its review. By Trustees' policy, Committee business shall be held in confidence.

2.3. Having assembled documentation, the Committee shall recommend to the President persons deemed worthy of this honor, and it shall identify a supporting college or academic unit. It may also defer consideration until it has additional information for evaluation. Its recommendations shall also be sent to the Senate Executive Committee for its executive session consideration and its separate recommendation to the President before candidates are proposed to the Trustees.

Instructional and Information Technology Committee

1.0 Membership (16): nine faculty, one from each college, SDSU Imperial Valley and the Library; one staff member; one student; Director of Instructional Technology Services or Designee; Chief Information Officer or designee; Academic Affairs Information Technology Coordinator or Designee; Information Technology Security Office Designee appointed by the Associate Vice President for Financial Operations; representative selected by and from the Information Technology Managers Group.

2.0 Functions

2.1. The Committee shall advise the administration and the Senate on instructional and information technologies.

2.2. The Committee shall evaluate the specific contribution made to San Diego State University according to the general criteria established by the CSU Board of Trustees.[13]

2.3. The Committee shall assist the Directors of Instructional Technology Services, the Library, the Academic Affairs Information Technology Coordinator, and other campus Instructional / Information Technology offices, with developing long-range master plans and shall review and make recommendations on the mission and services of ITS, the Library and Academic Affairs on instructional and information technologies.

2.4. The Committee shall consider any matter referred by the Senate or by the administration of the University (and may consider, at its own discretion, other matters relating to instructional and information technologies at the campus and CSU system-wide levels.) The committee shall review and provide feedback on campus information technology initiatives as related to instruction, research and operational needs.

International Affairs Council

1.0 Membership (24): fourteen faculty; seven administrators or staff to include the Associate Vice President for International Affairs, who shall serve as Chair; one staff member, one undergraduate and one graduate student who have studied in a foreign country.

2.0 Functions: The Council shall (a) recommend policies and procedures to enhance the university's international activities, (b) shall identify existing involvement in international activities and related resource commitments, (c) report on funding programs and opportunities for external support of international activities, (d) shall identify needs for improvement and development, and (e) report annually to the Senate and administration.

3.0 Campus ACIP Member: The Council shall appoint the campus ACIP member for a three-year term; this initial term may be renewed for one additional three-year term. The appointed ACIP campus member may be a contingent faculty member, a staff, or MPP. It is the option of the ACIP member to continue service on ACIP during leave or FERP, if not contrary to campus policy.

[13] Such criteria can be found: https://calstate.policystat.com/policy/12871063/latest/

Liberal Studies Committee

1.0 **Membership (13):** five faculty who have taught in the Program for Liberal Studies, one each from English and speech, mathematics and natural sciences, fine arts and humanities, social and behavioral sciences, and Imperial Valley; Director of Liberal Studies who shall chair; Dean of the College of Education (or designee); Director of the School of Teacher Education; Chair of Dual Language and English Learner Education; Chair of Special Education; a Liberal Studies advisor; and two students majoring in Liberal Studies, one of whom shall be from Imperial Valley.

2.0 **Functions**

2.1. The Committee shall develop policy, program, and curricular proposals for recommendation to the Senate and shall review other policy and curriculum proposals that affect the Program in Liberal Studies.

2.2. The Committee shall consult with deans of colleges and with other Senate committees and shall consider their recommendations in preparing its proposals.

2.3. The Committee shall have primary responsibility for recommending policy and program changes in Liberal Studies and may request the assistance of external specialists.

Library Committee

1.0 Membership (20): sixteen faculty, two from each college and one from SDSU Imperial Valley; Dean of the Library, one classified Library staff member appointed thereby, two students.

2.0 Functions

2.1. The Committee shall advise the administration and the Senate on the allocation of book and periodical funds and on Library policies and programs, and it may consider other matters relating to Library policy and planning.

2.2. The Committee shall regularly report to the Senate and shall forward to the Senate requests from the Dean of the Library.

Research Council

1.0 **Membership (20+):** At least sixteen faculty, one to three from each college, the Library, and SDSU Imperial Valley; Chair of the Institutional Review Board (IRB); Associate Vice President (and CEO) for San Diego State University Research Foundation (SDSURF) (or designee); Dean of the College of Graduate Studies (or designee); Vice President for Research and Innovation (or designee), who shall chair.

2.0 **Functions:** The Council shall provide advice on research related policies, as well as promote, encourage, and publicize the research, scholarship and creative activities necessary to carry out the research mission of the University. The Council shall carry out these responsibilities after appropriate deliberations and consultations with other interested segments of the university.

These responsibilities shall include but not be limited to the following:

a) To advise on the needs for research and creative activities resources,

b) To advise on the policies and procedures pertaining to the creation of campus research centers and institutes,

c) In consultation with the University Copyrights and Patents Committee, review and advise on patents and copyrights policy,

d) To advise and consult on the development of faculty and student research programs, as well as the allocation of dedicated funds for these programs,

e) To encourage the development of interdisciplinary research facilities and activities,

f) To promote university-wide research lectureships on topics of general interest,

g) To advise on best practices and institutional programs for faculty in obtaining fellowships and grants from appropriate sources,

h) To review and assure information on policies to protect the rights of parties concerned in experiments involving human subjects, policies for the care and use of animals in research, and policies for research using recombinant DNA and biohazardous material is made widely available to the University community,

i) To advise on the process and communication of the procedures for the administration of research proposals and grants, and

j) To report annually to the Senate and the administration.

Student Learning Outcomes and Program Assessment Committee (SLOPAC)

1.0 Membership (16): nine (9) faculty, including one from each college, the Library, and SDSU Imperial Valley; Associate Vice President for Curriculum, Assessment and Accreditation (or designee); Associate Vice President for Student Affairs and Campus Diversity (or designee); Instructional Technology Services representative (ex officio); Center for Teaching and Learning representative (ex officio); the Assessment and Accreditation Specialist, and two undergraduate students.

2.0 Functions

2.1. The Committee shall provide oversight for the program assessment of Degree Learning Outcomes, and shall evaluate assessment plans and progress for all degrees and programs, including those programs accredited by external agencies.

2.2. The Committee shall assess reports for each degree on a regular basis and provide feedback to the respective programs.

2.3. The Committee shall provide the Senate, and, when relevant, the Graduate Council, with an annual report on the state of program assessment across the university, including programs accredited by external agencies.

Tenure-Track Planning Committee

1.0 Membership (10+): Chair of the Senate, Chair of Academic Policy and Planning, Chair of University Resources and Planning, Chair of Faculty Affairs, Chair of Diversity, Equity and Inclusion. For colleges not otherwise represented among these Senate positions, membership will be augmented with a tenured or probationary faculty representative from each missing college planning committee to ensure that each college has at least one representative on the Tenure-Track Planning Committee. Colleges represented shall be: Arts and Letters, Education, Engineering, Fowler College of Business, Health and Human Services, Professional Studies and Fine Arts, Sciences, Library and Imperial Valley.

1.1. The Chair of the Tenure-Track Planning Committee will determine any gaps and coordinate with the Chair of the Committee on Committees and Elections (CCE). CCE will oversee the filling of vacancies within the relevant colleges.

1.2. Members are not required to be current Senators.

1.3. The Provost shall serve in an advisory capacity to the committee.

2.0 Function and Process: The Committee shall annually consider the Senate's Tenure-Track Planning Policy and programming initiatives, review requests and supporting documentation, and recommend to the Provost the allocation of new and vacated tenured and probationary faculty positions.

2.1. The Provost should provide to the Tenure-Track Planning Committee in the Spring semester the number of hires and search proposals for searches that will launch in the following academic year. If final budgetary information is unavailable, the number of vacated faculty lines, new hires, and search proposals will be shared with the Tenure-Track Planning Committee as soon as possible.

2.2. Each committee member will solicit feedback from their respective college planning committee about the process of shared governance utilized in each college's planning process. That information will be shared with the entire Tenure-Track Planning Committee as part of the committee's overall recommendations.

2.3. The Tenure-Track Planning Committee will make its preliminary recommendations by the end of the spring semester based on the guidelines of the Tenure-Track Planning Policy, Building on Inclusive Excellence faculty hiring program policy, and any other relevant policies or directives.

3.0 Recommendation: After appropriate consultation with the Tenure-Track Planning Committee, the Provost shall determine

and communicate to the university a decision concerning allocation of the distribution of new faculty lines across academic affairs. The Provost shall report back to the Tenure-Track Planning Committee and the full Senate the final set of positions allocated in each hiring cycle, and shall justify decisions that deviate from the recommendations of the TTPC.

4.0 **Cluster Hires**: The Tenure-Track Planning Committee shall be involved in the establishment of University-wide cluster hires as described in section 6 of the University Policies: Faculty, Tenure-Track Planning.

Bookstore Advisory Committee

1.0 Membership (14): eight faculty, one from each college and SDSU Imperial Valley; one Aztec Shops Board representative, the Aztec Shops General Manager, the Book Department Manager, the Senate representative to Aztec Shops; one staff member; one student.

2.0 Functions

2.1. The Committee shall improve the relationship between the faculty and Aztec Shops Bookstore by reviewing Bookstore policies, textbook requisitions, sales data, and custom course packets.

2.2. The Committee shall be especially sensitive to specific problems and to written complaints.

2.3. The Committee may recommend to the Aztec Shops Board changes in policy or procedures and shall report to the Aztec Shops Board and the Senate at least once a year, no later than the April meeting.

Copyrights and Patents Committee

1.0 The Committee shall report to the University Research Council on the effectiveness of the Copyrights, Trademarks, and Trade Secrets policy and of the Patents policy.

2.0 Membership (9+): at least four faculty: three from Senate appointees to the Research Council, one of whom shall chair; at least one other faculty member, one member-at-large, Chief Executive Officer of the SDSU Research Foundation or designee, Vice President for Research and Innovation or designee, Vice President for Business and Financial Affairs or designee, Director of the San Diego State University Research Foundation Technology Transfer Office (nonvoting). Members shall be appointed to one-year renewable terms by the Vice President for Research and Innovation.

3.0 Functions: The Committee shall (a) submit for approval to the Vice President for Research and Innovation and to the University Research Council (URC) guidelines for the implementation of the provisions of the Copyrights, Trademarks, and Trade Secrets policy, (b) ascertain the extent of institutional support involved in the completion of intellectual properties and shall recommend to the Vice President for Research and Innovation assignment of ownership rights and division of royalties, and (c) advise the Vice President for Research and Innovation on other matters of intellectual property.

Fee Advisory Committee, Campus

1.0 Membership (17): Senate Chair or designee; two Senate appointed faculty members; Provost or designee; Vice President for Student Affairs and Campus Diversity or designee: Vice President for Business and Financial Affairs or designee; Vice President for Research and Innovation or designee; one Senate appointed staff member; seven students from the San Diego campus, appointed by Associated Students, including the Associated Students President (San Diego campus) or designee; two students from SDSU Imperial Valley, appointed by Associated Students. Student members shall constitute a majority.

2.0 Functions

2.1. The Committee shall ensure that campus fees are established or adjusted in accordance with Executive Order 1102 (2015) and Trustees' policy.

2.2. The Committee shall advise the President on the establishment and adjustment of Category II and III fees.

2.3. The Committee shall advise the President on the reasonableness of Category II and III fee proposals, whether the deletion, adjustment, or reclassification of current fees or the creation of new fees.

Freedom of Expression, Committee on

1.0 Membership (15-17): Provost or designee, Vice President for Student Affairs and Campus Diversity or

designee, Vice President for Business and Financial Affairs or designee, Dean of SDSU Imperial Valley or designee, Associated Students President or designee, five faculty, at least one of whom must be a Senator, four students, and one staff member. One of the faculty members of the committee shall function as chair and serve a single, non-renewable three-year term. If not appointed to a voting position, the coordinator for noncommercial speech and expressive activities and the coordinator for commercial activities shall serve as ex officio, non-voting, members.

2.0 Functions: The function of the Committee on Freedom of Expression is to provide advice regarding the regulation and management of campus activities that fall under the university's freedom of expression policy and to receive, evaluate, and advise the President on complaints regarding freedom of expression activities.

2.1. The Committee shall work with campus administrators and organizations to ensure that the Freedom of Expression Policy is being followed, both in campus regulations and in management practices. The Committee shall, on a biannual basis, review existing campus and auxiliary organization policies that might affect freedom of expression and make suggestions, as needed, for revision of those policies to reflect the intent of the SDSU policy on freedom of expression.

2.2. The Committee shall review campus activities covered under the SDSU Freedom of Expression Policy and advise the President whether those activities were managed in a manner consistent with the principles expressed in the policy.

2.3. The Committee shall serve as a forum for complaints regarding activities covered under the SDSU Freedom of Expression Policy and shall advise the President as it deems to be appropriate.

2.4. The Committee shall serve as a forum for complaints regarding activities covered under the SDSU Freedom of Expression Policy and the Academic Freedom Policy and shall advise the President as it deems to be appropriate.

2.5. The Committee may promote an understanding of free expression and academic freedom through forums, discussions, workshops, and other educational activities.

Intercollegiate Athletics Council

1.0 Jurisdiction: The Intercollegiate Athletics Council (IAC) shall be an all-university advisory body to the President on varsity intercollegiate athletics. The IAC shall be responsible for recommendations to the President about the entire intercollegiate athletic program as offered by the San Diego State University Department of Athletics. The IAC shall represent the segments of the university community interested in athletics at San Diego State University. The Chair of the IAC shall make periodic reports to the Senate.

2.0 Duration: The IAC shall function with periodic review by the President.

3.0 Membership (19 voting):

3.1. Nine faculty, five appointed by the Senate and four appointed by the President (which includes the Faculty Athletic Representative and may include up to one college dean with faculty retreat rights); Vice President for Business and Financial Affairs; Vice President for Student Affairs and Campus Diversity or designee; Vice President for University Relations and Development or designee; Diversity Officer for Student Affairs and Campus Diversity, who shall sit on the Gender, Diversity, Equity and Well-Being Committee; two students, one appointed by the President of Associated Students and one appointed by the Student-Athlete Advisory Council; member of the Aztec Club; one alumnus appointed by the Director of the Alumni Association; one community member appointed by the President; one staff member nominated by the Staff Affairs Committee and confirmed by the Senate.

3.2. One of the five Senate-appointed faculty members will be appointed by the Senate to serve as the University representative to the Coalition on Intercollegiate Athletics (COIA).

3.3. Chair or designee of the Committee on University Resources and Planning to sit on the IAC Budget Subcommittee.

3.4. The President or the Chair of the IAC may invite others with special expertise to sit as non-voting ex officio members.

3.5. The Chair of the IAC shall be named by the President from the faculty members selected to the IAC.

3.6. Term Limits

3.6.1. Faculty (excluding the Faculty Athletics Representative) and staff members appointed by the President, Senate and Staff Affairs Committee shall serve three- year terms. These members shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation. So far as feasible, member seats shall be arranged to serve staggered terms.

3.6.2. Student members shall serve one-year terms.

3.6.3. Alumni and community members shall serve three-year terms. These members shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation.

3.7. Membership as defined in section 3.0 for the conduction of committee business shall not include substitutes, absentees, or proxy representation.

3.8. In the event of a vacancy, the jurisdiction represented by the position shall be responsible for filling that position.

4.0 Duties and Responsibilities

4.1. The IAC shall be the primary advisory body to the President on varsity intercollegiate athletics. Subject to approval by the President, it shall develop policies governing intercollegiate athletics that shall guide the administration of the intercollegiate athletics program by the Director of Intercollegiate Athletics. The IAC shall have no administrative or executive capacity.

4.2. More specifically, the IAC shall consider and recommend to the President policy on such matters as (a) income and expenditures budgets, (b) the schedules for seasonal and postseason play in relation to the effect upon student-athlete welfare, (c) grants and other financial aid to student- athletes, (d) eligibility of student-athletes, (e) student-athlete grievance procedures on sportsmanship and other non-scholarship policies, (f) awards to student-athletes, (g) ticket distribution policies, and (h) public and campus relations of the athletics program. Issues of student-athlete welfare shall be within the purview of the IAC.

President's Budget Advisory Committee (PBAC)

1.0 Membership:

1.1. Voting Members (15)

1.1.1. Administration-appointed members: Vice President for Business and Financial Affairs (co-chair), Senior Vice President for Academic Affairs (Provost; co-chair), Vice President of Student Affairs and Campus Diversity (Chief Diversity Officer), Vice President for Research and Information, Vice President for University Relations and Development, Vice President for Information Technology (Chief Information Officers), and the President's Chief of Staff.

1.1.2. Student-appointed members: President of Associated Students, and one additional student representative identified by Associated Students.

1.1.3. Senate-appointed members: Senate Chair, or designee; Chair of the Committee for University Resources and Planning, three elected faculty members, and one elected non-MPP staff member.

1.1.3.1. There shall be no more than one faculty representative from any of the following: College of Arts and Letters, College of Engineering, College of Professional Studies and Fine Arts, Fowler College of Business, College of Education, College of Health and Human Services, College of Sciences, SDSU Imperial Valley, Faculty Advancement and Student Success, and the Library.

1.2. Non-Voting Members (10)

1.2.1. Budget Area Representatives: Chief Financial Officer of the Campanile Foundation, AVP for Academic Affairs Financial Operations, AVP for Student Affairs and Campus Diversity Financial Operations, AVP for

Business and Financial Affairs Financial Operations, Director of Information Technology Finance and Administration.

1.2.2. Staff Attendees: Chief Financial Officer SDSU Research Foundation, Senior AVP for Administration, Director of Budget and Finance, Special Assistant to the Vice President of Business and Financial Affairs.

1.2.3. Senate Attendees: Senate Treasurer.

1.3. The committee co-chairs shall share the committee membership roster annually in September, or as changes occur, with Senate leaders. The Senate Secretary shall include the full membership of PBAC in the Senate's committee roster and make this information available to the university community.

2.0 Procedure for Electing Senate Representatives to PBAC[14]

2.1. Nomination of Senate-appointed Members

2.1.1. The Committee on Committees and Elections Chair shall announce vacancies and make a call for nominations. The Staff Affairs Committee Chair shall announce vacancies and make a call for nominations to all non-MPP staff.

2.1.2. Calls for nominations shall go out no later than the second week of February for terms that begin the following academic year.

2.1.3. The call for nominations shall include the following statement: "For these positions, it is desirable for nominees to have experience with and understanding of complex budgets. Elected representatives are expected to make decisions based on the overall academic mission of the university, and not to advocate for their respective academic or bargaining units."

2.1.4. Nominations shall be made by a faculty member or non-MPP staff member with the approval of the nominee. No self-nominations are allowed.

2.1.5. Nominees shall write a short statement, no longer than 250 words, addressing their qualifications for the position. The statement shall be distributed to the Senate in advance of the election.

2.2. Election of Senate-appointed Members

2.2.1. Faculty representatives shall be elected by the full voting membership of the Senate in an election managed by the Committee on Committees and Elections, per the procedures outlined in the Bylaws, no later than the end of March for terms that begin the following academic year.

2.2.2. The staff representative shall be elected by the Staff Affairs Committee no later than the end of March for terms that begin the following academic year.

2.2.3. Elections may be completed during a Senate session, or via a secure electronic balloting process ahead of a Senate session as long as the Chair of the Committee for Committees and Election makes a formal announcement regarding the election results during the Senate meeting.

2.3. Term for Senate-appointed Members

2.3.1. The election shall be for a three-year term.

2.3.2. Elected representatives who go on leave for any part of the academic year forfeit the remainder of their term, creating a vacancy that shall be filled by regular procedure outlined in 2.1. and 2.2.

2.3.3. Upon the completion of their term, representatives may run for re-election, but shall serve no more than nine consecutive years.

[14] Exceptional Procedure for Academic Year 2019-2020. All 2019-2020 interim appointments shall end at the conclusion of the academic year.The Chairs of the Senate and Staff Affairs Committee shall send out a call for nominations for all four vacancies no later than the second week of March 2020, and the election shall be held during the Senate/Staff Affairs Committee's April 2020 meeting. In order to stagger terms of the elected representatives, the length of terms beginning in the Fall of 2020 shall be determined by lot after the election. One of the elected representatives shall serve a one-year term, one shall serve a two-year term, and two shall serve three-year terms. Subsequently all terms shall be three years.

3.0 Function: The President's Budget Advisory Committee (PBAC) reviews the university budget periodically and makes recommendations to the President regarding budget proposals.

Press Editorial Board, San Diego State University

1.0 Membership (19): six faculty, Director of the SDSU Press, one academic dean, Dean of the College of Graduate Studies, ten external members.

2.0 Function: The Editorial Board shall represent the interests of the university community for scholarly publication.

Promotions and Tenure Review Panel

1.0 Membership (8): eight tenured faculty members, one from each academic college and SDSU Imperial Valley. The Chair shall be chosen by the Panel.

2.0 Function: The Panel shall review recommendations from departments and schools, department chairs, and school directors, colleges, and deans regarding reappointment, promotion, and tenure and shall present its recommendations to the President.

Student Grievance Committee

1.0 Membership (10 + 6 alternates): five students and three alternates; three faculty, at least one of whom is a tenured or probationary faculty member, and two alternates; one full-time staff representative and one alternate; Ombudsman (nonvoting).

1.1. A Vice Chair shall be selected from among the voting student members appointed by the Associated Students. The role of the Vice Chair is to chair Student Grievance Committee meetings when the Chair cannot do so. The Vice Chair shall not vote when serving as the chair of a Student Grievance Committee meeting.

2.0 Functions: The Committee shall hear and seek redress of student grievances concerning members of the faculty, administration, or staff, and to recommend disciplinary actions. (See Codes: Student Grievance Procedure.)

3.0 The chair of the Student Grievance Committee shall present an annual written report to the President and the Senate Executive Committee of the number of grade appeal cases heard and the disposition of those cases.

Student Media Advisory Committee

1.0 Membership (18): Associated Students President or designee, Associated Students Vice President for Finance or designee, Associated Students Executive Director or designee (nonvoting), Daily Aztec Editor (nonvoting), Daily Aztec General Manager (nonvoting), KCR Radio General Manager (nonvoting), University President designee, Student Affairs and Campus Diversity designee, University Relations and Development designee, Business and Financial Affairs designee, three faculty members, one from the faculty in Journalism; one staff member; four students.

2.0 Functions: The Student Media Advisory Committee shall be an advisory body to the University President on student-run media.

Teacher Preparation Advisory Council

1.0 Membership (16): eight faculty, one from each college and SDSU Imperial Valley; Dean of College of Education, who shall chair, Provost, Dean of the College of Graduate Studies, Associate Vice President for Faculty Advancement and Student Success; three representatives from the San Diego area school districts;

2.0 Functions: The Council shall advise the Dean of Education on various programs for the preparation of teachers and other school personnel.

Transportation Advisory Committee

1.0 Membership (11):

1.1. Voting members (6): two faculty members; two students; and two staff members.

1.2. Non-Voting members (5): Director of Parking & Transportation; Transportation Analyst; Director of Energy and Sustainability, or designee; a representative from the Chancellor's Office; and a representative from a San Diego transportation agency.

1.3. The Director of Parking & Transportation shall chair the committee or designate a chair.

1.4. Terms:

1.4.1. Appointed faculty or staff members shall serve for a period of two (2) years.

1.4.2. Student members shall be appointed annually.

1.5. Eligibility:

1.5.1. Senate-appointed members shall be appointed by the Senate in a manner outlined in the University Senate Policy File Bylaws: faculty members shall be appointed by the Committee on Committees and Elections; student members shall be appointed by Associated Students; and staff members shall be appointed by the Staff Affairs Committee. The Transportation Advisory Committee Chair shall consult with the Chair of the Committee on Committees and Elections in order to fill vacant senate-appointed seats on the committee.

1.5.2. University Senate, Staff Affairs, Associated Students, and others putting forward nominees for appointed membership on this committee shall consider the backgrounds of potential nominees to ensure that members with varying abilities and from diverse communities are represented.

1.5.3. Members should be representative of constituencies which use transit, micromobility, carpool, vanpool, and/or active transportation (e.g. bicycle/walking) as forms of commuting.

1.6. The committee may invite guests as needed to participate in the activities of the committee, and who may contribute to discussions, provide information about or background on an issue, etc. Guest participants are not eligible to vote.

1.7. Any committee vote of the regular voting member that results in a tie shall require that the Energy & Sustainability Director cast a vote to break the tie. If the Director of Energy & Sustainability is not present, the committee chair shall cast a vote to break the tie.

2.0 Function:

2.1. The purpose of the Transportation Advisory Committee is to assist San Diego State University in identifying and prioritizing recommended opportunities to improve pedestrian, bicycling, transit and other non-single occupancy vehicle commute modes.

2.2. The committee’s goal is to provide members of the campus community equitable access to mobility options and to help overcome barriers using sustainable transportation modes.

2.3. The committee shall remain independent from existing campus parking committees.

2.4. The committee shall report to the Vice President of Business & Financial Affairs.

2.5. Regular meetings of the Transportation Advisory Committee shall occur at least once per semester, but may be called as needed by the chair.

Classrooms

1.0 All lecture classroom space shall be scheduled by departments or other appropriate administrative units to average 53 hours per week with an anticipated occupancy rate of 66 percent.

2.0 The present time module (50-minute class MWF; 75-minute class TTh) for class scheduling shall accommodate classes meeting three hours per week. Normally, undergraduate classes meeting three hours per week shall conform to this time module until 3:00 p.m.; classes beginning at 3:00 p.m. or later may be scheduled at varying time modules. Classes meeting other than three hours per week shall begin on the hour.

3.0 Administrative units may by mutual agreement exchange allocated rooms or space. A copy of the memorandum confirming any such exchanges shall be forwarded to the Associate Vice President for Academic Affairs - Enrollment or designee.

Responsible Use

1.0 Computers

1.1. Computer users shall be liable for activities on their accounts. Relevant federal and state laws and university regulations shall apply. The university shall reserve the right to limit, restrict, or extend computing or communications privileges and access to its information resources.

1.2. Responsible Use

1.2.1. Preamble. This policy exists within a framework of state and federal laws, along with CSU and campus policies that may be related to the use of technology. The CSU has published a system-wide policy (Information Security Responsible Use Policy; https://calstate.policystat.com/policy/10593951/latest/) which applies broadly to all members of the campus community with respect to the use of CSU information assets. Where an existing law or policy applies to an activity that stems from the use of technology, that existing law or policy will be observed in conjunction with this SDSU Responsible Use Policy. The SDSU Information Security Policies and Practices (https://it.sdsu.edu/security/policies) builds on the CSU Responsible Use Policy.

The use of University information technology resources is subject to existing requirements of legal and ethical behavior within the University community. Specifically, "Campus information technology resources" may be campus computers or other devices, or use of the campus network via a non-campus owned computer or device, or use of a hosted "cloud" application or resource which is used to support the campus mission.

Electronic communications: University electronic communications are to be used to enhance and facilitate teaching, learning, scholarly research, to support academic experiences, to facilitate the effective business and administrative processes of the University, and to foster effective communications within the academic community.

Violations may result in University disciplinary action or referral to appropriate external authorities.

1.2.2. Scope of Policy. This acceptable use policy applies to all uses of University information technology (IT) resources. This includes the resources under the management or control of the Information Technology Division (ITD) or other units of San Diego State University, as well as auxiliaries e.g., Research Foundation, Aztec Shops, etc.. A "user" is defined as any individual who uses, logs into, or attempts to use or log into, an application or system; or who connects to, or attempts to connect to or traverse, a network, whether by hardware or software or both, whether on campus or from remote locations. The policy addresses the confidentiality, integrity and availability of such resources in support of the University's missions, codifies appropriate usage and establishes the need for users to respect the rights of others and to be in compliance with other University policies, policies of external networks and resources, and all applicable federal, state and local laws and regulations.

1.2.3. Security and Privacy. The same principles of academic freedom and privacy that have long been applicable to written and spoken communications in the University community apply also to electronic information. The University cherishes the diversity of perspectives represented on this campus and, accordingly, does not condone either censorship or the unauthorized inspection of electronic files.

Freedom of thought, inquiry, and expression is a quintessential academic value. Material considered offensive to one person may not be to others and may constitute expression protected by the First Amendment of the United States Constitution. SDSU relies on the integrity and responsible use of campus technology resources by each of its members and expects adherence to the highest academic standards. Materials that violate applicable laws (e.g., child pornography, copyright infringement, etc.) or SDSU policy (e.g., sexually explicit content creating a hostile work environment, etc.) may not be accessed through or stored on campus technology resources.

Users should be aware, however, that the University cannot guarantee absolute security or privacy. Users should therefore engage in "safe computing" practices by safeguarding their accounts, and regularly changing and never sharing their passwords. Backup and recovery systems must be implemented in accordance with University disaster recovery guidelines, and all institutional systems must utilize security controls (such as multi-factor authentication) in accordance with effective practices and University policies and procedures.

Users should also be aware that their uses of University information technology resources are not completely private as the information contained will be subject to the University's obligation to respond to subpoenas or other court orders, reasonable discovery requests, university inquiries relating to alleged violations of law and/or policy, and public requests for documents pursuant to California and Federal Law. All University records are subject to public record requests, unless an expressed exception in the law recognizes the confidentiality of the material, such as the exceptions provided for student, medical, or library records.

The Public Records statute contains no general exception for documents generated by faculty or staff in the course of their employment. As a result, faculty and staff should refrain from keeping personal information on University systems, and utilize a personal email account for their personal communications. Additionally, users should be aware that University records that are otherwise subject to open records requests do not become confidential if they are created or stored on personally owned devices or in personal accounts. Hence, the absolute privacy of electronic communication cannot be guaranteed.

All users of SDSU information technology resources are advised to consider the open nature of information disseminated electronically, and should not assume any degree of privacy or restricted access to such information. Further, SDSU may inspect, capture, lock, or disclose electronic communications records without the consent of the holder of such records or the owner of the account:

a) When required by and consistent with the law;
b) When there is a substantiated reason to believe that violations of law or policy have taken place;
c) When there are compelling circumstances that limit the ability of the record holder to give permission; or
d) Under critical operational or security-related circumstances.

1.2.4. Individual Responsibilities. Access to SDSU's information technology resources is a privilege granted to faculty, staff and students in support of their studies, instruction, research, duties as employees, official business with the University, and/or other University-sanctioned activities. Access may also be granted to emeritus faculty, staff and administrators and individuals outside of SDSU. including volunteers and contractors, for purposes consistent with the mission of the University. The University retains the right to set priorities on use of its computer and network resources and to limit recreational or personal uses when such uses could reasonably be expected to cause strain, directly or indirectly, on any computing facilities; to interfere with research, instructional, or administrative computing requirements; or to violate applicable policies or laws.

Authorized users are expected to:

- Protect information, data, and systems, and clearly and accurately identify oneself in electronic communications.
- Use computer and network resources efficiently.
- Ensure that the use of computer resources and networks is oriented toward the academic and other

missions of the University.

- Ensure that default passwords are changed using strong password methodologies and prohibiting use by unregistered Users.

Examples of misuse include, but are not limited to, the activities in the following list:

- Violation of applicable Federal or State laws, CSU or Campus policies.
- Copyright infringement - reproduction or distribution of copyrighted works not according to the Copyright laws or Fair use.
- Knowingly running or installing on any computer system or network or giving another user a program intended to damage or place excessive load on a computer system or network.
- Using facilities and computer systems for commercial purposes, or personal financial gain (except where permitted by academic policy).
    - Use of a University computer account to engage in consulting services, software development for private profit, advertising products/services, crypto-currency mining, and/or other commercial profit-based endeavors.
- Purposely sending electronic junk mail, phishing, or chain letters.
- Using a computer account or password that a user is not authorized to use.
- Forging or misrepresenting one's identity, or altering or concealing the source of electronic communications, such as creating or editing an email to make it appear as if the message was sent by someone else.
- Using electronic communication (via email, listserv, chat, web conference or otherwise) to harass or intimidate others. Violations of this policy may lead to disciplinary actions, up to and including termination or expulsion, as well as revocation of access to university information technology resources.

1.2.5. Implementation/Procedural Considerations. Upon initial access and annually thereafter, users must acknowledge they have read and agree to abide by the Responsible Use Policy and applicable standards.

1.2.6. Revocation of Access. Violations of university computing policies may result in the revocation of access or the discontinuance of an account or the loss of computing privileges. Any revocation of access or loss of computing privileges for faculty, staff and administrators will be subject to and consistent with university policies relating to discipline. The revocation of access, discontinuance of an account or the loss of computing privileges for an emeritus faculty, staff, or administrator or for a non-SDSU employee, including volunteers and contractors, as a result of a violation of university computing policies will be at the discretion of the appropriate campus governing bodies. Security misuse resulting in the immediate need to revoke access will be at the discretion of the Vice President for Information Technology.

The university may also revoke access and/or discontinue an account for emeritus faculty, staff, and administrators as well as for non-SDSU employees when there is a pattern of non-use over a period of one year.

1.3. Legality and Enforcement

1.3.1. University policies shall not supersede federal or state laws. Illegal actions may result in prosecution.

1.3.2. Violations of university computing policies may result in the revocation of access or the discontinuance of an account or the loss of computing privileges.

1.4. Privacy: Computer files, electronic mail, and computing accounts shall not be absolutely private and may be subject to access by various authorized persons in compliance with the California Public Records Act.

1.5. Operational procedures shall be determined and periodically reviewed by the Instructional and Information Technology Committee.

2.0 Electronic Mail

2.1. Communication through electronic mail should be encouraged and supported in the same manner as in classrooms, publications, and correspondence through standard hard copy mail. Professional codes of conduct shall prevail, and users shall adhere to standards of civil communication.

2.2. Email messages shall be the intellectual property of the source. Acknowledgment of the source should follow general citation guidelines.

2.3. The email system shall be managed like other campus communications.

2.4. For university business, email lists may be created. Persons may request deletion from such lists but shall otherwise know the information transmitted through such lists.

2.5. Faculty and staff who request email service shall have an email account established and made available for their use.

2.6. Administrative units shall keep the university informed about email legalities. Persons should treat email with the same caution as hard copy mail.

2.7. Persons lacking legitimate business purposes for obtaining access to other persons' files or communications shall not use electronic mail and computer systems to access those files or communications.

Events

1.0 When the university or its auxiliary organizations offer, sponsor, or authorize on-campus events that contribute to teaching, research, community service, fund raising, community outreach, and campus life, the university shall facilitate campus operations to support the events and to mitigate their impact upon the campus learning environment and the surrounding community. Consultation by the Vice President for Business and Financial Affairs, the Associated Students, and the sponsoring organization shall precede a final decision to hold a controversial or conflicting event.

2.0 Major events shall be scheduled at least two months before the event date. The sponsoring event scheduler shall forward notice of a proposed event to the Events Calendar Coordinator for publication on the Campus Events Calendar. The Events Calendar Coordinator shall review and determine whether conflicts exist and whether the combination of events will adversely impact traffic, parking, safety, or other operations or facilities. Approval for each event shall require the resolution and mitigation of these adverse impacts, and the approval shall be vested with the Vice President for Business and Financial Affairs.

Faculty-Staff Club

1.0 The Faculty-Staff Club building shall be dedicated exclusively to the purposes of housing the Faculty-Staff Club.

2.0 Faculty and staff who are members of the Faculty-Staff Club shall contribute regularly toward its support according to a scale determined by the Faculty-Staff Club Board of Directors.

3.0 The Faculty-Staff Club shall be reserved for members and guests for faculty and staff meetings, dining, and recreation. The Club shall not be available for scheduled instructional purposes or institutes.

Kumeyaay Nations Flag

The San Diego State University Senate and the San Diego State University Administration shall adopt as an explicit and binding University Policy that the Kumeyaay Nations flag be raised, lowered, and appropriately respected on the SDSU campus.

Library Privileges

1.0 Faculty

1.1. The loan period for faculty is six months with one renewal.

1.2. Books on loan to faculty are subject to recall at the request of faculty or of students. These requests are to be respected by the borrower, and the book returned. (If the book is vital to a current project, the library may be so advised so that special arrangements can be made.)

1.3. Nonprint items shall be loaned to faculty for a limited time.

1.4. Maximum periodical loan periods for faculty shall be (a) current (latest) issues: non-circulating, (b) unbound back issues: three days, (c) bound periodical volumes: seven days. The Dean of the Library may make exceptions to meet critical faculty needs.

1.5. Not more than 100 items shall be checked out to a faculty member at any one time.

2.0 **Emeritus Employees:** Privileges shall be as in sec. 1.0.

3.0 **Graduate Students**

3.1. Classified graduate students, upon proper identification, may borrow books for up to three months and may check out bound periodicals for one day.

3.2. The borrowing privileges of Teaching Assistants and Associates shall be the same as other classified graduate students. The borrowing period may be extended by renewal or by a faculty member checking the book out for the Teaching Assistant or Associate.

4.0 **Students**

4.1. The due date for books checked out from the main collection shall be 7 days before the start of that semester's first day of finals. One renewal is allowed. Materials are subject to recall with a maximum of two weeks to return.

4.2. Periodicals shall not be loaned to students.

5.0 **Fines:** Borrowers shall be responsible for overdue or recalled library materials. The fine levied for the library materials not returned within two weeks shall reflect not only the cost of the book but also the cost of processing it. Nonrefundable accounting charges shall be assessed if payroll deduction is initiated.

6.0 **Confidentiality:** At the recommendation of Executive Board of the American Library Association, the Dean of the Library should:

6.1. Formally adopt a policy that specifically recognizes its circulation records to be confidential,

6.2. Advise librarians and library employees that such records shall not be made available to any agency of federal, state, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power, and

6.3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Naming

1.0 The Trustees of the California State University have developed CSU policies on naming facilities ("Policy And Procedure On Naming California State University Facilities and Properties"[15]), as well as colleges, schools, other academic entities, and athletic programs ("Policy And Procedures On Naming California State University Academic and Athletic Entities"[16]). In these policies, the Trustees have retained for themselves the authority to name all CSU facilities and properties, i.e., all buildings; major portions of buildings; university or college streets or roads; stadium and baseball fields and other areas of major assembly or activity; plazas, malls, and other large areas of campus circulation; as well as naming all CSU colleges, schools, programs, centers, and institutes. The Trustees' policy has stated that the naming of facilities, properties, academic entities, and athletic programs is to be reserved for fund-raising purposes only, and only under extraordinary circumstances should such entities be named without private support. The definition of "extraordinary circumstances" shall be at the sole discretion of the Board of Trustees. The policies referenced above have outlined specific procedures to be followed in proposing names to the Trustees.

These policies, along with Executive Order 713 (1999, revised 2021), "Delegation of Authority - Naming of CSU

[15] ICSUAM 15501.00: https://calstate.policystat.com/policy/10764454/latest/#
[16] ICSUAM 15502.00: https://calstate.policystat.com/policy/10764433/latest/

Facilities and Properties"[17], and Board of Trustees Resolution RIA 11-21-10 (2021), "Delegation of Authority: Naming of CSU Academic and Athletic Programs"[18], have delegated to the President of each university in the California State University System the naming of those facilities and properties, academic entities, including endowed chairs, scholarships, and athletic programs for which the Trustees have not reserved the naming rights.

The intent of the following policy is to guide the process of naming entities for which the President of San Diego State University has been delegated ultimate responsibility.

2.0 Principles

2.1. Naming proposals may originate from administrators, faculty, staff, or students. Each proposal for naming shall be considered on its own merits. No commitment for naming shall be made before final approval of the proposed name. Confidentiality shall be maintained throughout the process of submitting a naming proposal.

2.2. Individuals originating proposals where the naming is associated with a philanthropic gift should seek guidance on procedures from the Office of the Vice President for University Relations and Development. When such proposals include the naming of facilities and properties, the Director of Facilities Planning should be consulted to ascertain the projected cost of the facility and to ensure that proposed design changes, including signage or other modifications, are appropriate. Non-philanthropic proposals that involve naming facilities and properties should proceed through the Campus Development Committee.

2.3. A name of an SDSU facility, academic entity, or project shall meet one or more of the following criteria:

2.3.1. It designates the function of a facility or entity.

2.3.2. It reflects geographic or topographical features of the facility or entity.

2.3.3. It reflects a traditional theme of the university or college.

2.3.4. It honors one or more individuals or an organization for one of more of the following reasons:

a) Unique distinction in higher education or public service,

b) Academic service to the university and a national or international reputation as a scholar or extraordinary contributions to SDSU or the CSU,

c) Administrative service to the university marked by extraordinary contributions to SDSU or the CSU,

d) Staff service to the university marked by extraordinary contributions to SDSU or the CSU, or

e) A monetary gift or gift-in-kind to the university or an income generating gift, including a gift made by another in the named individual's behalf.

2.4. Substantial contributions for naming purposes shall be encouraged from both private and corporate donors. In general, the amount of the contribution should equal or exceed the "best practice" for the sort of naming envisioned, as determined by data from the Council for Advancement and Support of Education.

3.0 The Role of Consultation in the Naming Process.

3.1. Appropriate faculty members should be consulted whenever the naming of a facility or an entity directly affects them.

3.2. Appropriate students should be consulted whenever the naming of a facility or an entity directly affects them. The Associated Students shall determine the procedures by which students should be consulted in the naming process.

4.0 The Senate Executive Committee (SEC) shall act on behalf of the Senate in considering naming proposals.

4.1. The committee may receive such proposals at its regular meetings, or special meetings of the SEC may be called for the purpose of acting on naming proposals. The SEC shall meet in executive session to consider

[17] https://calstate.policystat.com/policy/10754719/latest
[18] https://calstate.policystat.com/policy/10754783/latest/

these proposals and shall maintain confidentiality regarding its deliberations. In reviewing naming proposals, the SEC shall consider:

a) The fit between the proposal and the criteria for naming outlined in Section 2.0 above.

b) The appropriateness of the monetary gift involved, if any, for the significance of the entity to be named.

c) The vetting process that was employed to ensure the integrity of the gift, as well as the integrity of the donor.

d) The consultation process is employed to ensure that the proposal has the support of affected faculty and/or students.

4.2. The SEC's recommendation shall be transmitted confidentially to the President.

Noise Abatement

1.0 An instructor, staff member, or student hampered by noise pollution may call the Office of the Director of Public Safety to request a decibel meter reading of the sound level in his or her classroom or office. The Director of Facilities Planning, Design and Construction shall prohibit repeatedly noisy events from occurring in specific areas, order removal of noisy machinery to a more remote site, or do whatever is necessary to eliminate a persistent source of noise pollution.

2.0 Equipment buyers in Physical Plant operations shall consider carefully the noise generated by machinery being considered for purchase. Equipment that causes excessive noise in classrooms and offices shall be phased out as rapidly as possible.

3.0 Existing and future fixed machinery shall be installed in noise-abating acoustical environments.

4.0 No motorcycle parking lots shall be allowed in the campus interior.

5.0 Authorization to bring moving vehicles into the campus interior shall be regulated to avoid noise.

6.0 Campus planning shall include noise abatement. The Campus Development Committee may consider abolishing parking in the campus interior except for service vehicles, handicapped parking, and any other essential use, and replacing paved lots with landscaping and benches.

Parking and Traffic

1.0 Permit Requirements

1.1. State law requires that a fee be charged for parking on university property by San Diego State University faculty, staff, and students. Every vehicle, including those with specialized license plates, not otherwise exempt, that occupies a parking stall shall display a valid permit in accordance with the regulation and time and date posted. Parking lots and structures shall have signs posted indicating when parking permits are required.

1.2. Faculty and staff members with valid parking permits shall park in areas designated for faculty and staff. Faculty and staff members may use student parking facilities with a Faculty/Staff permit.

2.0 Regulations: The complete and current university Parking Rules and Regulations shall be published each semester in the Class Schedule.

2.1. General

2.1.1. The regulations of the State of California Vehicle Code and the traffic laws of the City of San Diego and San Diego State University shall govern traffic and parking on the campus of San Diego State University.

2.1.2. Title 5 of the California Code of Regulations, art. 7, subchap. 5, reads in part: "No person shall drive any vehicle, nor shall any person stop, park or leave standing, any vehicle upon the driveways, paths, or grounds of any campus, except with the permission of the president of the campus where such a vehicle is driven or parked."

2.1.3. The garaging of vehicles shall be prohibited except for residence hall tenants with the appropriate permit to park for long term in selected residence hall areas.

2.2. Violations: The university shall be authorized to create and enforce parking regulations pursuant to the California Vehicle Code, sec. 21113(a). In addition, other state and local laws relative to parking and vehicle operation shall be enforced on university property.

3.0 **Residence Hall Parking:** A special parking area may be set aside for those living in specified residence halls; these residents shall receive designated parking permits for use in that campus area only.

4.0 **Micro-Mobility Transportation**

Micro-mobility refers to alternate modes of transportation to include skateboards, scooters, bicycles, roller skates, hoverboards or any other device whether human propelled, electric or motorized.

4.1. Human-propelled devices such as skateboards, roller skates, bicycles, scooters, and similar personal wheeled conveyances may only be operated on streets and designated paths. In other locations, these devices shall be walked and shall be parked in designated parking stands or areas.

4.2. Commercially shared electric or motorized skateboards, scooters, bicycles, or other non-human propelled micro-mobility devices may only be permitted to be used on campus if the commercial entity has a current operating contract with the university. All electric or motorized micro-mobility devices used to commute to campus shall be parked in zones designated for these devices.

4.3. It is recommended that all personal bicycles display a valid SDSU bicycle license.

4.4. Any micro-mobility devices attached to railings or other fixtures not designated for bicycle parking are subject to removal and impoundment.

4.5. Pedestrians shall have right of way at all times.

4.6. An 8 miles an hour speed limit shall be observed, except on curbed streets.

4.7. Mopeds and motor scooters, motorbikes, and motorcycles shall be operated only on curbed streets and vehicular thoroughfares. They shall not be ridden or walked elsewhere on campus but shall be parked in areas designated for motorcycles and not in bicycle stands or in areas designated for bicycles.

4.8. Motorized and non-motorized carts, trucks, or dollies approved for operations on campus and only officially permitted motor vehicles shall be operated in areas other than designated bike/skateboard lanes.

4.9. These prohibitions shall not apply to non-ambulatory persons in wheelchairs or to children in carriages or strollers.

4.10. These prohibitions shall be enforced in accordance with the San Diego State University Public Safety Code, Section 100 and the California Vehicle Code, Section 21113(f) (as revised to conform to this policy change).

4.11. The university, at principal entrances and accesses, shall post appropriate signs to campus.

Smoking

1.0 Smoking shall be prohibited by San Diego State University as follows:

a) In buildings owned and occupied by or leased and occupied by SDSU and in SDSU vehicles,

b) In SDSU outdoor areas including parking lots,

c) In outdoor SDSU owned or leased constructed seating areas where people are likely to congregate.

d) Appropriately worded “no smoking” signs shall be placed in locations where the smoking rule is consistently violated and all public ash receptacles shall be placed in compliance with this policy.

2.0 The distribution of free samples of tobacco products is prohibited. No tobacco-related advertising or sponsorship shall be permitted on SDSU property, at college-sponsored events or in publications produced by the college, with the exception of advertising in a newspaper or magazine that is not produced by SDSU and which is lawfully sold, bought or distributed on

campus property. For the purposes of this policy, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

3.0 The designated officials in charge of receiving complaints about employees shall be Human Resources, and for complaints about students shall be Student Affairs. Other violations shall be referred to Public Safety, unless other designated officials are named by the President to receive complaints concerning violations of this policy. This official, policy, procedures for complaints, and consequences of violations will be posted online. If needed, AB 795 allows for fines to be assessed for repeat violators, and this avenue will be explored if needed, though social enforcement shall be the primary means of enforcement.

4.0 All members of the campus community will be informed of the smoking policy by widely distributing the campus tobacco policy on an annual basis. The tobacco policy will be clearly posted in employee and student handbooks, on the college/university website, and in other relevant publications. Key components of the policy will be also shared with parents, alumni/ae, and visitors. The general policy will be both printed and electronic formats.

5.0 The university shall offer smoking-cessation assistance for students through Student Health Services and for faculty and staff through the Employee Assistance Program. Interested employees should contact the Center for Human Resources.

6.0 San Diego State University auxiliary organizations shall comply with this policy.

7.0 Smoking shall be permitted in university-sponsored theatre and dance productions and other representations where smoking is part of the script.

8.0 Notice of this policy shall be posted at or near principal entrances to the campus and on www.sdsu.edu.

9.0 This policy shall implement Cal. Code Regs. Title 5 section 42356 and CSU Memorandum 200-26 and 2003-19 in accordance with the Education Code 89030 and 89031 and Cal. Govt Code sections 7596-7598, and Executive Order 1108 (2017).

10.0 Smoking is defined as inhaling, exhaling, burning, or carrying a lighted or vapor-producing tobacco product. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

Space and Equipment

1.0 Entitlements for Space and Equipment

1.1. Instructional program needs and development of faculty potential shall be the criteria for defining entitlements for space and equipment.

1.2. These criteria shall be applied (a) in light of current instructional practices that have proven successful and satisfactory to faculty and students and (b) in view of untapped, yet apparent potential of each portion of the faculty for unique and creative endeavors.

1.3. Existing formulae not pertinent to the stated criteria shall be used only to define the barest minima of space and equipment to be provided within building programs.

1.4. Generally, longer-range plans of new construction shall be favored over frequent and costly programs of converting the function of a physical facility to that of another.

2.0 Faculty Office Space

2.1. Issues regarding a faculty member’s office space allocation shall be negotiated by the faculty member, department chair or school director, and dean of the college.

2.2. When requested, the university shall provide available office space for tenured and probationary faculty on leave.

2.3. The university shall provide for storage and for handling of stored materials when tenured and probationary faculty

members on leave do not have access to office space.

Student Official Email Address Use Policy

1.0 University Responsibility

1.1. The university shall provide each student with an email account to use as their official email. As of July 2020, the SDSU student standard for email, productivity and collaboration tools shall be the Google Suite for all existing and future students.

1.2. Email shall be an official means of communication with San Diego State University students.

1.3. A student's official email address shall be retained as part of the student's record. Official email addresses shall be designated as directory information under the Family Educational Rights and Privacy Act of 1974.

1.4. All use of official email addresses shall be consistent with FERPA and other applicable state and federal laws.

1.5. Official email addresses shall be used by university staff and faculty for communications that meet the academic and administrative needs of the university. Official email addresses shall not be used for external solicitations.

1.6. Official email addresses shall not be used for notification of service or notice of non university legal processes or proceedings.

1.7. If a student wishes to forward their official email to a non-San Diego State University email address, or use a third-party email service other than Gmail to manage their official email (e.g., MS Outlook, Mac Mail, etc.) they may do so, but the student shall assume all risks associated with the delivery of these communications. (The University is unable to secure third-party email services. Students should understand that forwarding their email or using a third-party email service other than Gmail presents risks to the security and privacy of this data that SDSU is unable to control.)

1.8. The University shall ensure that students are made aware of the Student Official Email Address Use Policy and of their responsibilities under this policy.

2.0 Student Responsibility

2.1. It is the responsibility of the student to ensure their official email address is functional and able to receive email from San Diego State University. "Mailbox full," "user unknown" or spam blockers are not acceptable reasons for missing university messages.

2.2. Each admitted and matriculated student shall be responsible for checking their official email address in order to stay current with university communications. Students shall be expected to check their official email at least once per day during the academic term, as well as once per week during the three-week periods preceding and following the academic term.

Academic Freedom

San Diego State University is committed to academic freedom as a core value that underlies its mission of teaching, scholarship and creative activity, and service to the public, our University, and the larger scholarly community. Academic freedom, whether reflected in formal research and publication, teaching, creative activity, or in the exploration of new ideas, benefits the campus community and the world at large and should be defended by faculty, instructional staff, and students.

San Diego State University recognizes that the faculty, working within a system of shared governance, possesses the unique ability to apply professional judgments about the quality of the various kinds of scholarship and teaching undertaken by colleagues. In making these judgments, the faculty relies on a variety of review systems, such as department reviews, editorial boards of scholarly journals, panels constituted to review proposals for funded research, periodic reviews, and student evaluations of teaching.

San Diego State University also seeks to develop in its students a sense of thoughtful independence. To do so, we recognize that students, faculty, and instructional staff must be free within the classroom and through scholarly research, creative activity, and community service to explore the widest possible range of viewpoints. However, San Diego State University also endorses the following portion of the American Council on Education's Statement on Academic Rights and Responsibilities: "The validity of academic ideas, theories, arguments and views should be measured against the intellectual standards of relevant academic and professional disciplines. Application of these intellectual standards does not mean that all ideas have equal merit. The responsibility to judge the merit of competing academic ideas rests with colleges and universities and is determined by reference to the standards of the academic profession."

The development of the sort of thoughtful intelligence that facilitates the generation of new knowledge carries with it a set of responsibilities that apply to faculty, instructional staff, and students alike. These responsibilities are based on shared values such as integrity, fairness, professional and social responsibility, equality of opportunity, confidentiality, honesty and openness, respect for self and others, and freedom and safety. The professional responsibilities of the faculty, instructional staff and the students in carrying out this ideal, as well as procedures to seek redress of grievances, are set forth elsewhere in the University Policy File.

The Senate resolves and reaffirms that SDSU's commitment to the protection of academic freedom, recognizes that academic freedom extends to faculty participation in institutional governance, including faculty statements on university operation and administration; and that the rights and protections of the SDSU Academic Freedom Policy include faculty scholarship, teaching, creative activity, speech and service that faculty engage in while employed at SDSU; and that these protected activities are not subject to "employee-speech" limitations, restrictions and/or sanctions.

Academic Responsibilities

1.0 Instructional Materials

1.1. Instructors shall ensure that instructional materials used in or for a course are significantly related to the announced structure and purpose of the course. Giving the audience forewarning of materials that may be deemed offensive shall be optional.

1.2. Instructional materials, whatever their source (rental, purchase, private collection, guest lecture), shall be legally acquired and shall include captioning whenever possible.

2.0 Course Syllabi: The syllabus for each course shall describe the course's purpose, scope, and student learning outcomes. In addition, each syllabus shall include office hours and contact information for the instructor, refer to the current procedure for accommodating students with disabilities (refer to Student Ability Success Center), and describe the course design, required materials, schedule, grading policies, and statement of permitted use of generative AI, which may vary by section. A syllabus shall not bind the instructor to specific details, and the instructor shall retain the right to adjust the course design. Major departures from the syllabus, however, especially with regard to student learning outcomes, major assignment due dates and exam dates, and grading policies, shall be made only for compelling reasons.

2.1. As a university located on the historic lands of the Kumeyaay Nations, faculty retain the option to include the SDSU Land Acknowledgement statement (the abbreviated or full version) in their syllabus as recognition that SDSU resides on the land of the Kumeyaay, and as an expression of the university's commitment to advancing access, justice, equity, diversity, and inclusion.

2.2. Instructors shall provide students with access to their course syllabus at or before the first class meeting and shall post their syllabus on the official SDSU learning management system as well as any other course web site routinely accessed by the course students. Any major changes to the course syllabus shall be announced in class, communicated to all students electronically, and incorporated into an updated and posted version of the syllabus.

2.3. Recognizing that access to syllabi is important for alumni and prospective students, instructors shall submit their syllabi to the appropriate department coordinator at a time specified by College policy or by the end of the semester.

2.4. Departments shall, by the end of each semester, submit their syllabi for deposit into the SDSU Syllabus Collection according to procedures defined in the Chairs and Directors Handbook.

3.0 **Instructional Materials:** In order to facilitate universal access to instructional materials:

3.1. Instructors shall endeavor to order textbooks, course readers, and other required instructional materials on or before the deadline established by the campus bookstore, and definitely no later than six weeks in advance of the beginning of the academic term.

3.2. Whenever possible, departments and schools shall endeavor to order textbooks for classes without assigned instructors on or before the deadline established by the campus bookstore, and at least six weeks in advance of the beginning of the academic term.

4.0 **Faculty Office Hours:** Each faculty member shall hold regularly scheduled office hours and shall post a schedule of those hours and their contact information at their office location and within their syllabus.

5.0 **Academic misconduct:** Instructional employees shall not provide fraudulent academic credit or provide an academic exception that results in a grade change, academic credit, or fulfillment of a graduation requirement when such an exception is not available to all students. Nothing in this section is intended to penalize, prevent, or discourage mentoring or otherwise providing extra education to any student. Nothing in this section shall be construed to prohibit assistance to a student based upon an accommodation for a student disability or instructor assistance required by law or university policy. Any disciplinary action will be administered in accordance with the Education Code and applicable Collective Bargaining Agreement.

6.0 For additional discussion of faculty responsibilities related to student academic dishonesty, see University Policies: Codes, Faculty-Student Relations.

Appointment at Another Campus

1.0 A faculty employee may apply for appointment at another California State University campus in his or her field of expertise.

2.0 A faculty employee shall not be involuntarily appointed at another campus within The California State University.

Awards

1.0 **San Diego State University Senate Excellence in Teaching Award**

1.1. This award, originally from the Board of Trustees of The California State University and Colleges, shall recognize excellence in teaching. Faculty members shall be selected for the contributions made to their students, to their academic disciplines, and to their campus communities. The awardee will be recognized by the title "Senate Distinguished Professor."

1.2. Procedure and Criteria for Nomination

1.2.1. Nominations shall be called for by the Faculty Honors and Awards Committee no later than the beginning of the first week of October.

1.2.2. Nominations may be received from students, faculty members, administrators, alumni, and other members of the community.

1.2.3. Each fall each Dean shall nominate one distinguished tenured, probationary, or FERP faculty member from their respective College unit. From this slate of candidates one nominee shall be selected by the

University Honors and Awards Committee and honored by the university.

1.3. Criteria for Award

1.3.1. Portfolio: Each nomination should present a teaching portfolio that supports the excellence of the candidate. Such a portfolio should include items such as: recommendation letter(s), summaries of student evaluations, and evidence of awards, content expertise, instructional design and/or delivery, mentoring, student accomplishments, and commitment to improving pedagogical practice.

1.3.2. Criteria: A nominee shall have a record of superlative teaching, affecting students in significant ways consistent with the highest objectives of the University.

1.3.2.1. Neither professional achievement through research or creative scholarship nor service to the campus and community shall substitute for this basic requirement.

1.3.2.2. The nominee's professional accomplishments, services to the campus and the larger community shall be evaluated for their quality and their contributions to the nominee's teaching.

1.3.2.3. A significant part of each nominee's accomplishment shall have been established while a faculty member of The California State University.

1.4. Procedure for Award: All nominees shall be honored at an awards ceremony during the Spring Semester. The recipient of the Senate Award shall present a public lecture as part of the awards ceremony.

2.0 Alumni Award for Outstanding Faculty Contributions to the University

2.1. Faculty shall be so honored and shall receive monetary awards from the San Diego State University Alumni Association.

2.2. Criteria: The Faculty Honors and Awards Committee shall recommend faculty members who have contributed the most to the university or on behalf of the University to the community, the state, the nation, or the world of scholarship in such categories as outstanding teaching, distinguished scholarship or professional activity, or other exceptional service.

2.3. Procedure

2.3.1. Each spring the Faculty Honors and Awards Committee shall recommend one tenured, probationary or FERP faculty member from each college, including SDSU Imperial Valley, the Library, as well as one from the Division of Student Affairs and Campus Diversity, for an Alumni Award for the following academic year. The committee may choose not to recommend an award.

2.3.2. Nominations shall be called for by the Office of Faculty Advancement and Student Success and the Faculty Honors and Awards Committee during the first week of the spring semester. Nominations may be received from students, faculty members, administrators, alumni, and other members of the community. Each nomination shall include (a) a completed nomination form available from the Office of Faculty Advancement and Student Success and (b) no more than four pages of justification. Nominations shall be submitted to the appropriate dean's office in accordance with the schedule established by the Office of Faculty Advancement and Student Success.

2.3.3. Each dean shall appoint and confer with a faculty committee designed to review nominations for the award. The dean shall provide the committee with copies of nominations.

2.3.4. The college committees shall obtain curricula vitae and supporting documentation of nominees. Each college committee shall submit at least three unranked nominations with written rationales for the committee's choices that convey the values of each candidate's contribution. Colleges with fewer than 50 tenured, probationary, and FERP faculty may submit two unranked nominations.

2.3.5. Each dean shall forward these recommendations and supporting materials to the Faculty Honors and Awards Committee via the Office of Faculty Advancement and Student Success.

2.3.6. The Faculty Honors and Awards Committee shall recommend nominees to the President, who shall

select the recipients. Deans shall submit to the Office of Faculty Advancement and Student Success précis of the recipients' accomplishments.

3.0 San Diego State University Diversity Excellence Award

3.1. This award shall recognize faculty with an exemplary commitment to diversity and inclusion in the areas of teaching, service, and/or research. Each spring no more than three faculty members shall be honored at the annual SDSU Diversity Awards ceremony. Faculty members shall be selected for their commitment to the university's shared vision of diversity and social justice, specifically in the areas of contributions made to their students, to their academic disciplines, and to their campus communities.

3.2. Procedure and Criteria for Nomination

3.2.1. Nominations shall be called for by the Faculty Honors and Awards Committee in conjunction with the Chief Diversity Officer and the Chair of the Committee on Diversity, Equity and Inclusion.

3.2.2. Nominations may be received from students, faculty members, administrators, alumni, and other members of the community.

3.2.3. A nominee shall have a record of outstanding performance in one or more of the following areas: Student engagement, inclusive curriculum, commitment to social justice, cross-cultural understanding, diverse community service, and research.

3.2.4. Each nomination may be supported by evidence that includes any or all of the following: (a) a curriculum vitae containing detailed lists of the nominee's achievements as a teacher, as a member of the profession, and as a member of the campus community, and (b) descriptive and evaluative written statements by present and/or former students, by colleagues in the nominee's academic discipline, by campus administrators, and by others who are qualified to comment upon the nominee's contributions. Such written statements should include a brief paragraph identifying the writer and the writer's qualifications for nominating the candidate.

3.2.5. The nominee's professional accomplishments shall be evaluated for their quality and their contributions to diversity and social justice. The nominee's teaching and service to the campus and larger community shall be evaluated for their relevance in developing student cultural competence, supporting the attraction and retention of diverse students, and for their overall significance.

3.2.6. Each college is encouraged to submit at least one and no more than three nominations to the Awards Committee.

3.2.7. From the nominations received, the Awards Committee shall select at least one.

3.2.8. All recipients shall be honored at the SDSU Diversity Awards ceremony each spring.

Endowed Chairs

1.0 Named gift endowments from private sources may be established for endowed chairs and professorships. Faculty support endowments are important to the university because they help ensure that San Diego State University is able to recruit and retain extraordinary teachers and researchers. Endowment funds may support faculty professional development and research activities, provide faculty salary support or a combination of both, depending upon the needs of the program and/or the wishes of the donor. The President must approve faculty positions bearing the name of an individual(s) or organization(s) in recognition of a significant faculty support endowment gift.

2.0 Establishing Endowed Faculty Positions

2.1. Endowed faculty positions shall be consistent with the mission and goals of the university. No department or school shall be required to accept a gift of an endowed chair.

2.2. Endowed positions may be fully or partially funded by private support. Endowed faculty positions will be established only after the necessary funding has been obtained. Named faculty positions can be created through endowment gifts and/or annual contributions. The use of annual gifts to support a named faculty position is only permitted when there is a legally enforceable written pledge to provide direct support to a named position.

Funding for all endowed positions shall be administered through the Campanile Foundation.

2.3. Endowed positions that result from a gift agreement shall conform to the conditions of the gift.

2.4. The President shall establish categories that represent the following types of endowed faculty positions:

2.4.1. Positions that bring to the university internationally recognized faculty who will have a transformational impact on the University and whose research and teaching will provide students with an exceptional opportunity for study. The highest level of academic recognition at SDSU, awarded to the most distinguished scholars in their field to enhance their scholarly efforts and research.

2.4.2. Positions that bring to the university nationally recognized faculty who will have a transformational impact on a program, department, or college, and whose research and teaching will provide students with an exceptional opportunity for study. Awarded to the most eminent scholars in their field to enhance their scholarly efforts and research.

2.4.3. Positions intended to retain and attract outstanding faculty who are clearly leaders in their disciplines and whose contributions to a program, department, or college are critical to its ongoing success. Awarded to outstanding faculty to both reward and enhance scholarly efforts.

2.4.4. Positions that provide a naming opportunity for the donor and enable the university to recognize and reward the most productive faculty or attract and retain less experienced faculty destined to achieve prominence in their field.

2.4.5. Other faculty support endowments may include fellowships and awards for research and/or teaching.

3.0 Appointment of Faculty to Endowed Positions

3.1. Nominations for candidates for endowed chairs and professorships shall originate in the department or school using the normal appointment processes involving the unit personnel committee, shall be recommended by the college dean, and shall be forwarded along with the necessary documentation to the Provost for recommendation to the President before an offer is made. Nominations may be for either internal or external candidates.

3.2. It is the expectation that holders of endowed chairs fulfill the expectations of the position. In cases where this ceases to apply, on recommendation of the department, the dean and the Provost to the President, the President may revoke the title of the endowed chair. In such cases the faculty member shall retain professorship status under normal pay and workload if tenured.

4.0 Chaired professors shall be so designated in official correspondence and in university catalogs, bulletins, and publications.

5.0 Appointment as a chaired professor shall not in itself imply tenure other than as granted by normal university procedures.

Grievance

Faculty employees or groups of employees who allege that they have been directly wronged by a violation, misapplication, or misinterpretation of a term or provision of the Collective Bargaining Agreement (CBA) may seek resolution of disputes in accordance with the provisions and procedures stated in the Collective Bargaining Agreement (CBA).

SDSU Imperial Valley

1.0 Faculty Appointment and Assignment: As of April 17, 1990, faculty appointed with duties at SDSU Imperial Valley shall be appointed in San Diego campus departments or schools and SDSU Imperial Valley. By virtue of their department or school appointment, SDSU Imperial Valley faculty shall have the rights and privileges of membership in a San Diego campus department or school and those of the faculty at SDSU Imperial Valley, including seniority by date of tenure-track appointment and eligibility to serve on department or school or SDSU Imperial Valley committees. These faculty shall also be liable to the same department or school criteria and standards for personnel actions, namely: appointment, reappointment, promotion, tenure, and post-tenure review.

1.1. In applying department or school criteria and standards for personnel actions, units shall weigh accordingly the

distinctive requirements of SDSU Imperial Valley assignments, even as they consider varying obligations and accomplishments among their faculty assigned to the San Diego campus.

1.2. Those recommended by departments or schools and approved by the President shall be granted department or school seniority by the date of their original tenure-track appointments to San Diego State University.

1.3. probationary faculty appointed to a department or school on the San Diego campus may apply before January 1 of any year for an appointment at SDSU Imperial Valley. The request shall be addressed to the Faculty Council at SDSU Imperial Valley, which shall forward its recommendation to the President or designee.

2.0 Personnel Action Procedures

2.1. The Dean of SDSU Imperial Valley shall request appointments and reappointments of SDSU Imperial Valley faculty.

2.2. Personnel actions for SDSU Imperial Valley faculty appointed in San Diego campus departments or schools shall be initiated in the relevant San Diego campus units but shall be directed to the SDSU Imperial Valley Peer Review Committee and Dean and shall follow normal channels; they shall not be directed to San Diego campus colleges or deans.

2.3. Personnel actions for faculty appointed only at SDSU Imperial Valley shall be initiated by duly constituted SDSU Imperial Valley faculty committees, shall be directed to the SDSU Imperial Valley Dean, and shall follow normal channels; they shall not be directed to San Diego campus departments or schools, colleges, or deans.

2.4. Assisted by SDSU Imperial Valley faculty, San Diego campus departments or schools shall be responsible for peer evaluation of teaching effectiveness at SDSU Imperial Valley. SDSU Imperial Valley shall be responsible for student evaluation of SDSU Imperial Valley teaching effectiveness.

2.5. San Diego campus departments or schools may delegate to SDSU Imperial Valley the appointment, reappointment, and peer evaluation of Contingent Faculty.

3.0 Instructional Assignments

3.1. SDSU Imperial Valley faculty may apply to teach wholly or partially at the San Diego campus. This application shall require presidential approval upon receipt of approval of the SDSU Imperial Valley Dean and the San Diego campus department or school and college according to their criteria and procedures.

3.2. SDSU Imperial Valley and San Diego campus faculty shall be encouraged to request intercampus teaching for which there shall be compensation such as reassigned time for travel or for instructionally related research.

Leaves, Difference-in-Pay

1.0 A difference-in-pay leave shall be for purposes beneficial to San Diego State University.

2.0 A tenured and probationary faculty employee, including temporary, shall be eligible for a difference-in-pay leave who has served full time for six years preceding the leave. A faculty unit employee shall be eligible for a subsequent difference-in-pay leave who has served full time for three years after the last sabbatical leave or difference-in-pay leave. The President may determine that previous service within The California State University shall be counted toward difference-in-pay eligibility.

2.1. Up to one year of a professional leave of absence without pay may be counted as service for a difference-in-pay leave. The faculty employee's department or school shall certify that the activity engaged in during the leave without pay was of sufficient worth and relevance to one's service as a faculty member. Upon certification, the unit may request that the leave count as service. This request shall be granted upon endorsement by the college dean and approval by the Provost.

2.2. An eligible faculty employee may apply for a leave by submitting an application to the department chair or school director. The application shall include a statement of the purpose of the difference- in-pay leave, a description of the proposed project and the CSU resources necessary to carry it out, and a statement of the period requested for the leave and the dates of any previous difference-in-pay or sabbatical leave.

2.3. A difference-in-pay leave may be approved for one or more semesters or months as appropriate to the appointment.

2.4. The salary for a difference-in-pay leave faculty employee shall be the difference between the employee's salary and the salary at the rank of Instructor, Step 1. The salary for a difference-in- pay leave for a librarian employee shall be the difference between the employee's salary and the minimum salary of the lowest comparable time-base Librarian rank.

3.0 Department or school committees composed of tenured faculty members elected by the probationary and tenured faculty shall review difference-in-pay leave applications. The committees shall consider questions related to the quality of the proposed difference-in-pay leave application and time since the last difference-in-pay leave or sabbatical leave. The department or school committee shall "not recommend" for difference-in-pay leave to an applicant whose application is judged not worthy. If so, the applicant shall be allowed to alter the application to meet the unit's criteria. Department or school recommendations shall be forwarded to the dean of the college. The unit shall provide a statement to the dean of the college regarding the possible effect on the curriculum and the operation of the unit if the faculty employee is granted a difference-in-pay leave.

4.0 The college committee shall recommend regarding applications, taking into account department or school recommendations. The committee may also "not recommend" applicants for difference-in-pay leaves if it judges the application not worthy. These applicants may appeal this decision and may revise their applications for final submission to the committee. The committee shall forward the recommendations to the dean of the college.

5.0 The dean shall recommend, taking into account the quality of the application and the college committee's recommendations. The dean may also "not recommend" an applicant for difference-in-pay leave if the application is not deemed worthy. Such applicants shall be informed in writing of the reasons for non- recommendation. The dean of the college shall consider department or school recommendations, the college's program needs, and college's budget implications. The dean shall forward the recommendations to the Provost.

6.0 The Provost shall consider the recommendations by the department or school committee and by the college and dean of the college, campus program needs, and campus budget implications. The Provost shall respond in writing to the applicant, including the reasons for approval or denial. A copy of this response shall be provided to the affected unit. If a difference-in-pay leave is granted, the response shall include the conditions of such a leave.

7.0 Final approval of a difference-in-pay leave shall not be granted until the applicant has filed with the President a suitable bond, an accepted statement of assets, or a promissory note that is at least equal to the amount of salary paid during the leave. The suitable bond, accepted statement of assets, or promissory note shall indemnify the State of California against loss if the employee fails to render the required service at San Diego State University following return from the difference-in-pay leave.

8.0 The Office of Faculty Advancement and Student Success shall specify any deadlines relating to the leave procedures and shall specify the requirements of written reports of faculty employees accepting difference-in-pay leaves.

9.0 Privileges and Responsibilities

9.1. Having completed a leave, the faculty employee shall submit a written report to the Provost, dean, and department chair or school director before the following October 15. Each college shall maintain a file of accepted applications and written reports from persons granted difference-in-pay leaves. A faculty employee on difference-in-pay leave shall be considered in work status and shall receive the same health, dental, and appropriate fringe benefits otherwise provided by The California State University.

9.2. A faculty employee on difference-in-pay leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.

9.3. A faculty employee on difference-in-pay leave shall not accept additional or outside employment without prior approval of the President.

9.4. A faculty employee shall render services to San Diego State University upon return from a difference-in-pay leave at the rate of one term of service for each term of leave.

Leaves of Absence without Pay

1.0 In the best interest of the university, a leave without pay may be granted to a faculty employee in accordance with the provisions and procedures stated in the Collective Bargaining Agreement (CBA).

2.0 Pursuant to the Collective Bargaining Agreement (CBA), the President may grant personal leaves of absence without pay and shall determine whether such a leave constitutes a break in service. A personal leave of absence without pay may be for the purposes of unpaid sick leave, outside employment, maternity/paternity/parental leave, or other personal purposes.

3.0 Professional leaves of absence without pay may be granted by the President (see CBA for provisions and procedures). A professional leave of absence may be for the purposes of research, advanced study, other forms of professional development, and other purposes of benefit to the university.

Leaves of Absence with Pay

Pursuant to the Collective Bargaining Agreement (CBA), a faculty employee may request a leave of absence with pay for bereavement, jury duty, voting, serving as a court-subpoenaed witness, fulfilling military requirements, maternity/paternity or a personal emergency.

Leaves, Sabbatical

1.0 A sabbatical leave shall be for purposes beneficial to San Diego State University.

2.0 A tenured and probationary faculty employee shall be eligible for sabbatical leave who has served full time for six years in the preceding seven years and at least six years after a previous sabbatical leave or difference-in-pay leave. Credit granted toward the completion of the probationary period for service elsewhere shall also apply toward fulfilling the eligibility requirements for a sabbatical. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements.

2.1. Up to one year of a professional leave of absence without pay may be counted as service for sabbatical leave. The faculty employee's department or school shall certify that the activity engaged in during the leave without pay was of sufficient worth and relevance to one's service as a faculty member. Upon certification, the unit may request that the leave count as service. The request shall be granted upon endorsement by the college dean and approval by the Provost. Leaves counted as service toward either tenure or a salary increment shall automatically count as service for a sabbatical leave.

2.2. An eligible faculty member may apply for a sabbatical leave by submitting an application to the department chair or school director. It is suggested that applicants discuss their applications with their department chair or school director before submission.

2.3. The application shall include a statement of the purpose of the sabbatical, a description of the proposed project and the CSU resources necessary to carry it out, a statement of the time requested, which shall not exceed one year, and time since last difference-in-pay leave or sabbatical leave.

2.4. Sabbatical leaves for a librarian or 12-month counselor shall be for four months at full salary or eight months at one-half of full salary.

2.5. A sabbatical of two semesters may be implemented within two consecutive years, subject to the recommendation of the department or school and dean and approval of the Provost.

2.6. Those whose projects and applications for leaves of one semester at full salary are approved but whose ranking is not high enough to make it probable that they will receive such a leave may request that their applications be changed to a difference-in-pay leave.

3.0 Department or school committees composed of tenured faculty members elected by the probationary and tenured faculty shall review sabbatical applications. The committee shall recommend and rank the applications submitted by probationary and tenured faculty. A faculty unit employee applying for a sabbatical shall not serve on these committees. The committees shall consider questions related to the quality of the proposed sabbatical application and time since last difference-in-pay leave or sabbatical leave.

3.1. If a department or school review committee makes a recommendation, the unit's chair or director may make an independent recommendation.

3.2. The department or school committee shall "not recommend" for sabbatical leave an applicant whose application it judges not worthy on the basis of academic merit. If so, the applicant shall be allowed to alter the application to meet the unit's criteria. Applications specifically to advance an eligible faculty employee's candidacy for a degree shall not be acceptable.

3.3. All applications and department or school rankings for sabbatical leaves shall be forwarded by the unit's chair or director to the dean.

3.4. The department or school shall provide a statement to the dean of the college regarding the possible effect on the curriculum and the operation of the department or school if the applicant is granted a sabbatical.

4.0 The probationary and tenured faculty members of each college shall elect a college committee of tenured faculty by methods determined by the college faculty. The committee shall recommend and rank the applications from the college, taking into consideration department or school recommendations. Both considerations of academic merit and time since the last difference-in-pay leave or sabbatical leave shall determine the ranking. The college committees may also "not recommend" applicants for sabbatical leaves if they judge the applications not worthy. The department or school shall provide a statement to the dean of the college regarding the possible effect on the curriculum and the operation of the department or school if the applicant is granted a sabbatical. The college committee shall forward the recommendations and rankings to the dean of the college.

5.0 The dean shall rank the applications from the college, taking into consideration the academic merit of the application, time since last difference-in-pay leave or sabbatical leave, the college committee's recommendations, and the college's program needs. The dean also may "not recommend" an applicant for sabbatical leave if the application is not deemed worthy based on academic merit. These applicants shall be informed in writing of the reasons for non-recommendation. The dean of the college shall forward the recommendations and rankings and non-recommendations to the Provost.

6.0 The Provost shall consider the recommendations from the college and the dean and shall approve or deny each request. The Provost shall respond in writing to each applicant, including the reasons for approval or denial, indicating for all denials whether the determination to award the sabbatical was based primarily on academic merit or on time since last difference-in-pay leave or sabbatical leave. If a sabbatical leave is granted, the response shall include any conditions of the leave. A copy of the response shall be provided to the affected department or school and to the college committee.

7.0 Final approval of a sabbatical leave shall not be granted until the applicant has filed with the President a suitable bond, an accepted statement of assets, or a promissory note for an amount at least equal to the salary paid during the leave. The suitable bond, accepted statement of assets, or promissory note shall indemnify the State of California against loss in the event the employee fails to render the required service to San Diego State University following return of the employee from the sabbatical leave.

8.0 The Office of Faculty Advancement and Student Success shall specify the requirements of written reports of faculty members accepting sabbatical leaves, determine the number of one semester at full salary sabbaticals required each year to comply with the Collective Bargaining Agreement (CBA), and establish and publish yearly deadlines.

8.1. If anyone granted a leave withdraws the request before actually taking the leave, the additional leaves available shall be granted in continuing rank order from the priority list within the college.

8.2. A sabbatical of two semesters may be implemented within two consecutive years, subject to the recommendation of the department or school and dean and the approval of the Provost.

9.0 The Associate Vice President for Faculty Advancement and Student Success shall report by October 15 the statistical results of the sabbatical leave applications for the two previous years. This report shall be sent to all personnel on the Executive Committee distribution list, its availability announced to the campus, and it shall be made available in all department or school and college offices. This report shall list by college (a) the number of faculty eligible for sabbatical leave, (b) the number of sabbatical leave applications, (c) the number of sabbatical leaves recommended by the department and school committees, (d) the number of sabbatical leaves recommended by the college committees and deans, (e) the number of sabbatical leaves awarded by the Provost, (f) the percentage of sabbatical leaves awarded of the number of eligible faculty, and (g) the percentage of sabbatical leaves awarded of the number of sabbatical applications submitted.

10.0 Privileges and Responsibilities

10.1. Having completed a sabbatical leave, the faculty employee shall submit a written report to the Provost, dean, and department chair or school director before the following October 15. Each college shall maintain a file of accepted proposals and of written reports from faculty granted sabbatical leaves.

10.2. A faculty employee on sabbatical leave shall not accept additional or outside employment without prior approval of the President.

10.3. A faculty employee on sabbatical leave shall be considered in work status and shall receive the same health, dental, and appropriate fringe benefits otherwise provided by The California State University.

10.4. A faculty employee on sabbatical leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.

10.5. A faculty employee shall render services to San Diego State University upon return from a sabbatical leave at the rate of one term of service for each term of leave.

Leaves, Sick

Pursuant to the Collective Bargaining Agreement (CBA), a faculty employee may request that an absence be charged to sick leave.

Personnel Files

1.0 For the fair evaluation of colleagues, for good personnel practices, and in compliance with the Collective Bargaining Agreement (CBA), faculty members shall have access to records that pertain to them.

2.0 Official Personnel Action File

2.1. The official Personnel Action File (PAF) for, probationary, and tenured faculty employees shall be located in the Office of Faculty Advancement and Student Success; the custodian for the PAF shall be the Associate Vice President for Faculty Advancement and Student Success. The official PAF for part-time and full-time Contingent Faculty employees shall be located in the department or school office; the custodian shall be the department chair or school director.

2.2. The PAF shall contain the information upon which personnel actions regarding a faculty employee shall be based. Information used to make personnel recommendations or revisions shall be written, signed, and placed in the PAF.

2.3. Material identified by source may be placed in the PAF. Identification shall indicate the author, the committee, the campus office, or the name of the officially authorized body generating the material. Information submitted by the faculty employee and by academic administrators may include statements and opinions about the qualifications and work of the faculty member provided by other persons identified by name.

2.4. A copy of materials to be placed in the PAF shall be provided to the faculty employee five days prior to such placement except for temporary suspension or discipline, wherein the employee shall receive copies of materials being forwarded to the PAF. The five-day delay in filing may be implemented in the Office of Faculty Advancement and Student Success, the college, or the department or school. After five days, the custodian shall place the material in the PAF. This provision shall not apply to material placed in the file created for periodic evaluations or performance reviews as part of the faculty evaluation process.

2.5. A faculty employee shall have the right of access to the material in his or her PAF, exclusive of pre-employment materials. The employee shall have access to pre-employment materials when the materials are used in personnel actions.

2.6. A faculty employee may request an appointment for the purpose of inspecting his or her PAF. Such appointment(s) shall be scheduled promptly during normal business hours. The manner of inspection shall be subject to reasonable conditions. The employee may have another person accompany him or her to inspect the PAF.

2.7. Within 14 days following receipt of a faculty employee's written request, the Associate Vice President for

Faculty Advancement and Student Success shall provide a copy of requested materials. The employee may be required to bear the cost of duplicating such materials.

2.8. The PAF shall contain an access log for each faculty employee. Access to the PAF shall be for the purpose of official business only. All instances of access shall appear on the log.

2.9. Requests by faculty employees to correct or delete materials in the PAF shall be sent to the custodian of the file with copies to the dean and faculty committee if appropriate. Probationary and tenured faculty employees shall appeal the denial of a request to the Provost within seven days of the denial. The Provost shall respond to the appeal within 21 days after receipt of the appeal. Part-time and full-time Contingent Faculty employees shall appeal the denial of a request to the Associate Vice President for Faculty Advancement and Student Success within seven days of the denial. The Associate Vice President shall respond to the appeal within 21 days after receipt of the appeal.

3.0 Other Faculty Employee Files

3.1. The PAF shall indicate the location of other records kept on campus to which the faculty employee has access. These records and their location shall include personnel and payroll files and college and department or school duplicate records.

3.2. Colleges and departments or schools may maintain copies of material contained in the PAF in other working files for convenience. Only the official PAF may be used as the basis of personnel actions.

3.3. Working files maintained in colleges and departments or schools that contain duplicates of material in the PAF shall be secured and access to them limited to appropriate administrators (deans and chairs or directors) and administrative support staff.

3.4. Pre-employment applicant files shall be kept in the department or school in a separate location from other working files until the end of the faculty employee's probationary period.

3.5. Grievance records shall be kept in a file separate from the grievant's PAF. The Office of Faculty Advancement and Student Success shall manage faculty employee grievances and shall maintain grievance records.

4.0 Working Personnel Action File

4.1. The Working Personnel Action File (WPAF) shall be defined as that file specifically generated for use in an evaluation cycle.

4.1.1. The WPAF shall include (a) required forms and documents, (b) information specifically provided by the employee being evaluated, (c) information provided by faculty members, students, and academic administrators, (d) faculty and administrative evaluation recommendations from the current cycle, and (e) all rebuttal statements and responses.

4.1.2. Materials for evaluation submitted by a faculty employee to the WPAF shall be deemed incorporated by reference in the PAF but may not be physically placed in the file. An index of those materials shall be prepared by the employee at the beginning of the cycle and shall be submitted with the materials.

4.2. The WPAF shall be forwarded from the department or school to the dean and shall contain rebuttals and responses to rebuttals made within the department or school. Chairs or directors shall ensure that faculty employees are provided copies of the materials collected or prepared by the department or school and placed in the WPAF.

4.3. The dean shall ensure that faculty employees are provided with copies of the materials added to the WPAF by the college.

4.4. The WPAF shall be declared closed on a date determined by the Office of Faculty Advancement and Student Success and the Senate Committee on Faculty Affairs. Insertion of material after the date of this declaration shall have the approval of the University Promotions and Tenure Review Panel. Material to be added shall be limited to items that become accessible after the closing date of the file. This material shall be returned to the initial evaluation committee for review, evaluation, and comment before consideration at subsequent stages of

review. If during the review process the absence of required evaluation documents is discovered, the WPAF shall be returned to the level at which the requisite documentation should have been provided. These materials shall be provided in a timely manner.

4.5. The WPAF shall be incorporated into the PAF after final action has been taken. The WPAF shall no longer exist after the personnel action for which it was created has been concluded.

4.6. The department or school peer review committee or the department chair or school director shall be responsible for assisting candidates to prepare files that are complete, containing all information required for review, with items properly identified.

5.0 Written Student Evaluation of Teaching Effectiveness

5.1. All course sections taught by faculty employees shall be evaluated by students unless consultation with a college has resulted in an agreement by the dean of the college and the college peer review committee to evaluate fewer sections. In cases where student evaluations are not required for all course sections, sections chosen for evaluation shall be representative of the faculty unit employee's teaching assignment, and shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair or program director. In the event of disagreement, each party shall select 50% of the course sections to be evaluated. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Results of evaluations may be stored in electronic format and incorporated by extension into the Personnel Action File provided that individuals involved in evaluations and personnel recommendations or decisions are provided secure access for these purposes.

5.1.1. For the purpose of clarity and comparability across campus, responses to all quantitative items shall be rated from 1 to 5, with 1 the lowest (worst) and 5 the highest (best). These numbers shall correspond to the following descriptors, in the following order: 1=Poor, 2=Below Average, 3=Average, 4=Good, 5=Excellent. Responses of “not applicable” or “does not apply” shall be placed at the end.

5.1.2. Each form shall contain three common questions that together constitute universal reference points or common ground across the university’s faculty evaluation process. The following common questions shall be the first questions on each form:

- Rate the instructor’s overall organization and presentation of the course material.
- Rate the instructor’s focus on the student learning outcomes listed in the syllabus.
- Rate the instructor’s teaching overall.In addition to these quantitative items, each form shall contain at least three open-ended, qualitative items prompting students to provide written comments. The common open- ended questions shall be:
  - What were the instructor’s strengths?
  - In what ways might the instructor improve this course?
  - SDSU is committed to the values of equity, diversity, and inclusion. Please describe whether the instructor created an inclusive learning environment where diverse students, particularly those from marginalized communities, were supported and welcomed.

5.1.3. Any additional evaluative items shall be limited in number—no more than 10 additional quantitative items and no more than one additional qualitative item. Additional items shall emphasize criteria that are credibly evaluated by students (such as clarity of instruction, usefulness and timeliness of feedback on assignments and exams, perceived fairness, punctuality and reliability, ability to stimulate student interest, ability to communicate one’s subject matter or expertise, and problem-solving ability), rather than criteria that students are not particularly well qualified to judge (such as the instructor’s knowledge of the subject matter or teaching methodology).

5.1.4. If included on the form, demographic items (such as class standing, major, and so forth) and student self-evaluative items (such as hours spent on the class) should be listed last and clearly distinguished from instructor evaluation items.

5.1.5. The evaluation results report shall contain a composite mean of the three common questions as well as an

overall average of all quantitative items.

5.1.6. Student evaluations collected as part of the regular student evaluation process shall be anonymous and identified only by course number.

5.1.7. Student communications or evaluations provided outside of the regular evaluation process shall be identified by name in order to be included in the Personnel Action File.

5.1.8. The results of student evaluation of instruction shall be an important element of the evaluation of instruction but not the sole indicator of instructional quality.

5.1.9. The results of student evaluations of teaching effectiveness for Contingent Faculty employees shall be included in their periodic evaluations as required.

5.1.10. The results of student evaluations of teaching effectiveness for probationary and tenured faculty employees shall be part of the WPAF as required.

6.0 When classroom visits are utilized as part of the evaluation process, the faculty member shall be provided a notice of at least 5 days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es).

Political Tests for Employment

No one shall be denied employment at San Diego State University on the basis of a political test, whether of belief or association. Fitness to be a member of the faculty shall be determined by professional qualifications judged by one's peers and by one's conduct, not by one's lawful political associations. The university acknowledges but protests the requirement that United States citizens sign an oath of allegiance.

Probationary Faculty, Appointment of

1.0 Recommendations regarding probationary appointments shall originate at the department or school. Probationary appointment procedures shall include the following:

1.1. Each department or school shall elect a search committee of at least three tenured or probationary faculty employees for the purpose of reviewing and recommending candidates for probationary appointments.

1.2. Each department or school search committee recommendation report shall be approved by a simple majority of the membership of the committee. An abstention shall count as a negative vote.

2.0 Recommendations and decisions concerning appointment shall be based on (a) demonstrated potential for professional competence and (b) a willingness to accept professional responsibilities in developing teaching effectiveness, professional growth, and service to the community and in achieving and maintaining high standards of professional conduct.

3.0 The department or school shall recommend for appointment to full-time positions only those candidates who by virtue of their qualifications can be expected to meet reappointment, tenure, and promotion criteria. The department or school may recommend appointment with tenure at the rank of Associate or Professor.

4.0 The initial department or school review of a candidate for appointment at the rank of Professor shall be conducted with utmost care and diligence, whether or not the candidate is also being considered for an administrative office. The unit shall not recommend the appointment unless it can document clear advantage to the university in hiring the candidate at this rank. The criteria shall normally be those for promotion to Professor, namely: a cumulative record of excellence in teaching, professional growth and service.

5.0 When a person is appointed to the faculty with both instructional and non-instructional responsibilities, the criteria for the evaluation of teaching, professional growth, and service for reappointment and tenure decisions shall be stipulated in the letter of appointment. The criteria shall be established jointly by the department or school and the dean of the college to which the faculty employee is appointed, and shall be approved by the Associate Vice President for Faculty Advancement and Student Success and the Provost. In appointments at the rank of Professor, the provisions of sec. 4.0 also shall apply.

6.0 When a person is appointed to the faculty with stipulations that will prevail in later decisions on reappointment,

retention, and tenure, the stipulations shall be made to him or her in writing before formal acceptance of the appointment. Dates and times shall be stated; however, no stipulations shall be made that will circumvent established rules and procedures.

7.0 Upon the request of a majority of the full time tenured and probationary faculty members of the department or school, the search committee may be asked to reconsider its recommendations.

8.0 The department or school appointment committees shall encourage information from non-tenured faculty and from students.

9.0 Persons appointed to academic positions at San Diego State University or its auxiliaries shall be judged on their merits. Immediate family members of faculty members (professors, administrators, and librarians) may be considered for academic positions (teaching, administrative, and library). Faculty employees shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families.

10.0 After considering the recommendations of the department or school and the dean of the college, the President shall appoint faculty employees. No faculty employee shall be deemed appointed in the absence of an official written notification from the President or designee.

11.0 Official notification to a faculty employee of an appointment shall include the beginning and ending dates of appointment, classification, time base, salary, rank, employee status, assigned department or school, and other conditions of employment.

12.0 Initial probationary appointments and subsequent probationary appointments may be for a period of one or more years.

12.1. Probationary appointments shall normally be made at the Assistant Professor or Senior Assistant Librarian rank. The President may appoint a faculty employee at a higher rank on the determination of merit consistent with the provisions of sec. 4.0.

12.2. The President, upon recommendation of the affected department or school, may grant to a faculty employee at the time of initial appointment to probationary status up to two years' service credit for probation based upon (a) previous service at a postsecondary education institution, (b) previous full-time CSU employment, or (c) comparable experience.

Probationary Faculty, Periodic Evaluation of

1.0 A probationary faculty employee shall receive either a periodic evaluation or a performance review during each year of probation but shall not receive both in the same academic year.

1.1. To be considered for reappointment, promotion, or tenure in an academic year, a faculty employee shall undergo a performance review in that academic year.

1.2. Each school or department shall develop procedures and criteria for periodic evaluations of probationary faculty.

2.0 Probationary faculty shall normally receive a periodic evaluation in the first year of a two-year appointment or in the first and second years of a three-year appointment.

3.0 For those with teaching responsibilities, procedures shall include at least the consideration of student evaluations of teaching performance.

4.0 The probationary faculty employee shall be provided a copy of the written record of the periodic evaluation, and a written record of a periodic evaluation shall be placed in the employee's Personnel Action File.

Professional Activities, External

1.0 San Diego State University shall generally support appropriate consulting and other external professional activities by its professional personnel but it shall not permit such activities that interfere with university duties. Activities that may enhance professional experience and complement campus activities in general should not exceed the equivalent of a 20 percent overload (i.e., one three-unit class).

2.0 Conditions and Criteria

2.1. The university policy on outside professional activities shall apply to tenured and probationary faculty, academic administrators, or professional staff.

2.2. Full-time professional employees shall devote primary effort to their regular university responsibilities, including teaching, research, administration, and university-related community service. They should not undertake professional activities that would interfere with the effective performance of regular university responsibilities and duties.

2.3. Faculty members shall determine the allocation of their time with due regard for the full, proper, and effective performance of regularly assigned university duties. Consulting and other external professional activities should not exceed the equivalent of 20 percent overload. This shall not apply to activities performed while on leave without pay, during the regularly scheduled holidays, or in recess periods. However, it shall apply to faculty members while employed full time by the university during a summer session.

2.4. A member of the faculty, administration, or professional staff shall not accept (a) employment as a consultant or (b) regular and continuing external employment that will conflict with or oppose the interests of the university. One shall not accept consultancies on specific projects wherein the parent company or organization is soliciting business relationships with the university; nor shall one perform services for organizations bidding against the university for contracts or grants. San Diego State University endorses the statement On Preventing Conflicts of Interest in Government- Sponsored Research at Universities (1964), which identifies potential hazards in consulting relationships and should be referred to in evaluating individual consulting activities.

2.5. A teaching or research appointment at another educational institution is an appropriate professional activity when justified by professional returns to the faculty member and the university. When, however, a conflict of interest may arise, the faculty member shall contact the department chair or school director regarding the appropriateness of the proposed teaching or research activity at another institution.

2.6. University resources, personnel, and students shall not be used for outside professional activities without prior approval and a formal agreement, including reimbursement procedures.

2.7. Faculty, administrators, and professional staff shall not be designated as “consultants” when providing professional services on grants and contracts administered by the San Diego State University Research Foundation. This limitation shall conform to Internal Revenue Service rulings that an established employee relationship shall preclude the possibility of a coincident consultant relationship. Such work may be performed, however, as an overload by a person designated as a “Research Associate” subject to the limitations of the Collective Bargaining Agreement (CBA).

2.8. Upon written request directed to a full-time Unit 3 faculty employee by the appropriate administrator, the employee shall provide a written statement of the amount and approximate distribution of time devoted to continuous outside employment during the academic term to which he or she has been appointed. Such requests may be made when the appropriate administrator has determined that such information is necessary to ascertain compliance with the following provision: Outside employment shall not conflict with normal work assignments or satisfactory performance of the duties of the faculty unit employee.

2.9. The employee shall not convey any endorsement by the university of his or her consulting and other professional activities. Consulting agreements should stipulate that the University is not a party to the agreement or in any way responsible or liable for the performance or results of the activity. The name of the university and official university stationery shall not be used for external consultancies so to suggest that the activity is part of the employee’s regular university duties.

2.10. No employees shall enter into any outside consulting agreement that conflicts with the university’s policy on patents and copyrights.

Professional Responsibilities

1.0 This statement of professional responsibilities shall serve as a guide to responsible performance that is consistent with the highest ideals of the academic profession. It is not intended to serve primarily as a reference for disciplinary action. Ordinarily, departures from responsible professional behavior should be corrected by calling the matter to the attention of

the person involved and handled within the individual's academic unit. If a breach of professional responsibility is alleged that cannot be, or is not, adequately handled informally within the basic academic unit, the matter should be taken up at the next institutional level. Nothing in this statement shall be construed in such a way as to interfere with or restrict faculty members' exercise of their academic freedom or basic constitutional rights, including but not restricted to, political activity, freedom of speech, and right to privacy.

2.0 The faculty of San Diego State University shall subscribe to the Statement on Professional Ethics (2009) by the American Association of University Professors (http://www.aaup.org/).

3.0 **Faculty Colleagues:** When there is reason to believe that a faculty colleague has violated standards of professional behavior, faculty members should take the initiative to inquire about or to protest against apparently unethical conduct. Potential risks should not diminish the obligation of faculty members to pursue what they believe to be well-founded concerns of professional wrongdoing by other members of the faculty.

4.0 **Plagiarism**

4.1. Plagiarism shall be a serious offense in the academic community, reflecting on the integrity of the perpetrator. Due to degrees of plagiarism, from the inadvertent misplacement of a footnote to the fraudulent use of another's work to secure personal advancement, a faculty member engaged in cooperative research with fellow faculty members or with students shall scrupulously ensure that each person's contributions are fully acknowledged and that students are fully aware of the gravity of plagiarism.

4.2. For due process, a charge of plagiarism shall not be considered in deliberations for promotion or tenure until such a charge be proven by the disciplinary action process, as defined by the Collective Bargaining Agreement (CBA).

4.3. Wherein the above procedures warrant a formal investigation of charges of plagiarism, the disciplinary procedures of the Collective Bargaining Agreement (CBA) shall be followed.

4.4. After charges of plagiarism have been resolved through the disciplinary procedures of the Collective Bargaining Agreement (CBA), the charges shall not be introduced in future personnel deliberations. New information related to past charges shall be subject to the provisions of the Collective Bargaining Agreement (CBA).

5.0 **Public Assembly:** Faculty-sponsored meetings, assemblies, and public, on-campus activities, shall be conducted so as to respect the rights and prerogatives of the members of the academic community. Public address (sound amplification) systems shall be used only if their use does not interfere with classes, study, and other scheduled university activities. Use of such equipment for outdoor faculty-sponsored events held on campus during university hours shall be approved in advance by Student Life and Leadership.

6.0 Additional Areas of Ethical Responsibility: Faculty and other members of the academic community should refer to university administrative policies that provide annual or multi-year assurances to various federal and state agencies concerning ethical responsibilities of faculty and other members of the academic profession when engaging in research activities at the university.

7.0 **As members of San Diego State University, professors and other academic professionals shall:**

a) Request a leave of absence or resign their academic position when acute conflicts between the claims of politics, social action, economic interest, and conscience, on the one hand, and expectations of students, colleagues and institution, on the other, preclude the fulfillment of substantial academic obligations.

b) Use the university logo only in an appropriate manner (see current policy set by the Department of Strategic Communication and Public Affairs).

c) Not engage in sexual relationships with students currently enrolled in their courses or under their supervision.

Reappointment, Tenure, and Promotion: Criteria (Excluding Library Faculty and Student Affairs Faculty)

1.0 The State of California Master Plan for Higher Education designates teaching as the California State University's primary responsibility and recognizes research, scholarship, and creative activity and service as essential to meeting our responsibilities to our students and to the public interest. Accordingly, San Diego State University faculty shall be

committed to excellence in teaching and shall conduct research, scholarship, and creative activity because of their intrinsic worth to society, because they may bring additional resources to the campus, and because they enhance and contribute to excellence in teaching. Active participation in service to the university, the profession, and the broader community as public scholars shall be integral to faculty duties because it ensures responsiveness to the needs of our students, to other constituents of the university, and to the public that is served.

2.0 Because the university provides access to underrepresented groups as well as traditional groups, the faculty shall be responsive to diverse student populations and needs through teaching, scholarship, research, and/or service, as appropriate, in alignment with department and college diversity plans.

3.0 Probationary and tenured faculty shall be evaluated on their achievements and contributions in (a) teaching, (b) research, scholarship, and creative activities, and (c) service activities to the university, the profession, and the community that enhance the mission of the university. In presenting one's work to peer review committees, each candidate shall write a narrative summarizing and, when appropriate, integrating work in these three areas; and explaining how this work contributes to the candidate's continuous development as a member of the faculty. Excellence in teaching shall not substitute for weakness in professional growth, nor shall excellence in professional growth substitute for weakness in teaching.

3.1. Teaching Effectiveness[19]: The primary qualification for reappointment, tenure, or promotion shall be a demonstration of continuing excellence in teaching. Criteria for evaluating teaching effectiveness may include: command of the subject and currency in the field; skill in organizing and presenting material in ways that engage and motivate diverse student populations to participate in their own learning; ability to foster critical thinking; integration of professional growth into the curriculum; reflection upon and adjustment of teaching strategies in response to assessment of student learning; and use of innovative or creative pedagogies. Evidence for evaluating teaching effectiveness shall include student evaluations of instruction applied in appropriate teaching situations (e.g., classroom teaching, public lectures, seminars, studio, or laboratory teaching). Evidence also may include: peer evaluations of teaching; creative course syllabi with clearly-stated learning outcomes; honors and distinctions received for excellence in teaching; textbooks; development of instructionally related materials, including authoring or adapting Open Educational Resources (OER); use of new technologies in teaching and learning; involving and mentoring students in research, scholarship, or creative activities; significant contributions to curriculum development; and contributions to student recruitment, advising, mentoring, and retention. Where appropriate, faculty are encouraged to contextualize all evidence within a continuing process of reflection and adjustment intended to promote a learner-centered and evidence-based approach to teaching effectiveness.

3.2. Professional Growth: A consistent pattern of continuous growth in research, scholarship, or creative activity that is relevant to the discipline or field of study shall be essential to the teaching effectiveness of faculty members, to the body knowledge of the profession, and to the mission and stature of the university. Criteria for evaluating professional growth shall include: significant and sustained contributions of high quality to the field; a well developed, coherent, and focused research plan or artistic vision; originality of thought and creativity; a demonstrated capacity for independent intellectual progress; and innovative contributions to the body of knowledge. Evidence for evaluating professional growth, as identified and defined in department or school and college guidelines, shall comprise: externally reviewed professional growth activities including, as a primary and necessary element, refereed traditional or Open Access (OA) publications of merit (which may include contributions to the scholarship of teaching and learning), or juried or curated exhibitions and performances. In appropriate disciplines, extramural grant funding may be required to support research, but grant funding is not in and of itself sufficient for tenure and/or promotion. Evidence published in OA venues that allow OA archiving of pre or post-print versions or peer-reviewed journals that are entirely OA supports SDSU's responsibilities to the public interest by making quality scholarly work freely accessible. Additional evidence of research, scholarship, and creative activity that supports the primary evidence above may include: presentation of scholarly papers; non-refereed or invited publications, exhibitions, and performances; translation and annotated editions; awards, grants, and honors received; journal or book editing; and leadership of and participation in seminars, workshops, institutes, and competitions. Quality of the evidence may be identified in several ways, appropriate to the various disciplines, and may include: published or unpublished reviews of a candidate's work; external reviews; number of citations for a published work: journal metrics; acceptance rates; stature of journal or book editorial boards; and/or reputation of the traditional or OA journal or publisher in the field. The

[19] The conversion of a course to online modality (for courses that are not normally offered in this modality) due to the COVID-19 pandemic shall be considered evidence of teaching effectiveness.

candidate shall delineate his or her role/contribution in all scholarly works.

3.3. Service to the university, the profession, and the community: Service is essential to the excellence of the university. Evidence of service may include appropriately documented activities that apply the faculty member's professional expertise to the benefit of the university and community, such as: student outreach and retention; service to the department or school, college, and university; refereeing or judging for professional journals, grant agencies, and artistic panels; significant committee work; student mentoring; active participation in professional associations; offices in university-associated or relevant community organizations; appropriate governmental boards or commissions; educational lectures; advancement of public or private support for the university; and seminars for community groups. Appropriate service activities are expected for candidates at all levels but shall not replace the requirement for excellence in teaching and professional growth. In rare cases, however, when a tenured candidate distinguishes herself or himself in performing such duties to the significant benefit of the university and/or beyond, and when this performance is appropriately documented over a significant length of time, such service for the university shall have more than the usual bearing on promotion decisions.

4.0 Standards for promotion to the rank of Professor shall be demonstrated by a cumulative record of excellence in teaching effectiveness, professional growth, and service beyond that which is required for promotion to Associate Professor. Candidates for promotion to Professor must demonstrate superior contributions to teaching effectiveness, such as devising and/or adopting innovative and effective teaching tools, approaches and curricula, engaging in substantive program assessment, serving on university or professional curriculum committees, and/or receiving recognition for teaching excellence. Candidates for promotion to Professor also shall provide evidence of a strong and coherent program of continuous professional growth that demonstrates their expertise in a particular field or area and impact of their work upon the body of knowledge. A higher level of service and participation in shared governance is expected and more weight shall be given to them for promotion to the rank of Professor.

5.0 Colleges shall provide guidelines specifying how university criteria shall be applied to and interpreted within the college. These guidelines shall not contradict or be inconsistent with the university criteria. Departments and schools shall also provide guidelines specifying how university and college criteria shall be applied to and interpreted in disciplines within a department or school. These guidelines shall not contradict or be inconsistent with the university or college criteria. In the event of conflict between university criteria, college criteria, and any department or school guidelines, or procedures, the university criteria shall govern.

5.1. These guidelines shall include, at a minimum: a) procedures for electing representatives to the college-level RTP committee, b) clearly articulated college level criteria for teaching effectiveness / effectiveness of librarianship, professional growth, and service at each promotion level, c) procedures for how college-level evaluation shall be conducted, d) procedures for how college-level committee members shall vote on each candidate's file, e) procedures for how the college-level committee communicates with the department or school committees, including informing those committees of college-level decisions, when appropriate, and f) procedures for how a candidate files a rebuttal with the college-level committee, per the Collective Bargaining Agreement (15.5).

5.2. Guidelines should also articulate:

a. The breadth of acceptable work for professional growth that takes into account the diversity of discipline-specific norms across the college departments and schools;

b. Procedures to ensure that the RTP process is respectful of diverse disciplines and responsive to diverse faculty candidates. Colleges are encouraged to acknowledge and address the ways in which a lack of transparency, implicit bias, cultural taxation, and racialized and / or gendered expectations may adversely impact the faculty evaluation process. Faculty Advancement can advise on current best practices in addition to the training materials already developed;[20]

c. How college-level RTP policies and procedures acknowledge that individual departments / schools have the most knowledge of discipline specific criteria, which should be thoroughly documented in their respective policy files;

[20] Measures to make the process more welcoming to diverse candidates include mentoring of candidates, active promotion by all parties (administration, staff, faculty) of transparency and openness around policies, procedures, and committee membership, elimination of excessive or redundant procedural elements that may burden candidates or create an unwelcoming experience of the process, and adherence to National Science Foundation ADVANCE program research-supported guidelines for mitigation of implicit bias in evaluations, including appointing an equity monitor in committee discussions and evaluating candidates on an inclusive rather than exclusive basis. For a discussion of these guidelines, please see the Faculty Advancement RTP Committee Training video: https://youtu.be/6t3WqwIfZ8M.

d. Policies and procedures for committee composition, chairship, and decision-making;

e. That college-level RTP Evaluation Procedures specify: guidelines for evaluators (e.g. review must be based on criteria, limited only to candidate's file); what constitutes appropriate validation; guidelines to ensure that RTP committees work independently and respect confidentiality; and guidelines for providing appropriate feedback to candidates (e.g. letters should indicate how candidate has or has not met criteria, letters should be free of personal criticism).

5.3. College-level Academic Policy & Planning (AP&P) Committees (or the equivalent and appropriate committee) shall regularly review their college RTP policies. Regular review of department- and school-level RTP policies shall be conducted by the appropriate college- and/or department-level committees.

5.3.1. The Office of Faculty Advancement and Student Success shall annually hold a workshop and provide resources (including sample policies) to assist in the regular review and updating of RTP policies.

6.0 The entire professional record of the candidate shall be considered, including accomplishments prior to appointment at this university. Work developed or sustained while serving at this university shall be essential to the award of tenure and/or promotion.

7.0 Achievements shall be supported by evidence as specified above. Candidates may list all achievements in a curriculum vitae. Candidates shall present in their Personnel Data Summary (PDS) a limited listing and discussion of no more than five of their important achievements in each of the three categories. In each narrative, as appropriate, candidates shall discuss how they further the goals of their department and/or college of providing an equitable education to all students and creating an inclusive community of scholars.

8.0 In extraordinary times when the campus community is impacted by an emergency that would impact the typical career (e.g., natural disaster, significant campus disruption, and similar events), as determined by the President, for faculty candidates seeking reappointment, tenure, or promotion, evaluators and committees shall both apply published criteria and extend special consideration for the impacts of the emergency on the candidate's professional trajectory. Candidates shall be allowed to provide in their personnel data summary a statement of the impacts of the emergency on their work (including additional family responsibilities) and describe their efforts to adjust and adapt their teaching, professional growth, and service. Committees and evaluators shall in their recommendations assess whether on the basis of the information provided in the WPAF the candidate's trajectory would under normal circumstances meet expectations for reappointment, tenure, and promotion.

Reappointment, Tenure, and Promotion: Procedures

1.0 Definitions and Eligibility

1.1. Personnel Decisions

1.1.1. Personnel decisions shall include decisions regarding appointment, reappointment, and tenure.

1.1.2. Faculty participation shall be in accord with Title 5 of the California Code of Regulations, the Collective Bargaining Agreement (CBA), and university policy. University policy shall not contradict or be inconsistent with the Collective Bargaining Agreement. In the event of conflict between any university, college, or department/school policy and the Collective Bargaining Agreement. The Collective Bargaining Agreement shall govern.

1.1.3. Faculty employees, students, academic administrators, and the President may contribute information to the evaluation of a faculty employee. Only tenured faculty employees and academic department administrators shall engage in deliberations and make recommendations to the President (or designee) regarding the evaluation of a faculty employee.

1.2. Probationary Period

1.2.1. The normal probationary period shall be six years of full-time probationary service. Probationary faculty may apply for tenure prior to the final year of the probationary period if the faculty employee believes they have satisfied the criteria for tenure.

1.2.2. The President or designee may award tenure to a faculty employee before the normal six- year

probationary period.

1.2.3. A first- or second-year probationary academic employee may be terminated with proper notice at the end of that academic year. Terminal year appointments shall be limited to probationary faculty who have served a minimum of three years of probation.

1.2.4. When the President or designee determines that credit toward tenure or tenure at San Diego State University shall be granted, the candidate's letter of appointment shall specify status with regard to tenure or credit toward tenure. In calculating the probationary period, a year of service shall commence with the first fall semester of the appointment.

1.2.5. A probationary faculty employee shall normally be considered for promotion when considered for tenure.

1.3. Promotion

1.3.1. A tenured faculty employee shall normally be considered for promotion after having served four years in the same rank or classification, although upon application, a faculty employee may be considered for promotion to Professor, Librarian equivalent, or SSP-AR Level III before serving this full period.

1.3.2. The list of faculty employees eligible to be considered for promotion shall be prepared by the Associate Vice President for Faculty Advancement and Student Success and shall be distributed by June 15 annually to each college office. Each faculty member shall also receive notification of eligibility in their campus mail box. Questions concerning a faculty employee's eligibility for promotion shall be directed to the Associate Vice President for Faculty Advancement and Student Success.

1.3.3. Other tenured faculty employees whose names do not appear on the promotion eligibility list shall be considered for promotion by submitting a Working Personnel Action File (PDS and One-of-a-Kind file) to the department or school peer review committee no later than the date established by the Office of Faculty Advancement and Student Success.

1.3.4. The Associate Vice President for Faculty Advancement and Student Success shall report by October 15 the statistical results of the promotion procedures for the two previous years. This report shall be sent to all personnel on the Executive Committee distribution list, its availability announced to the campus, and it shall be made available in all department or school and college offices. This report shall list by college (a) the number of eligibles, (b) the number of eligibles not considered, (c) the number of applicants not on the eligibility list, (d) the number of faculty recommended by the department and school committees, (e) the number of faculty recommended for simultaneous promotion and tenure by the department and school committees, (f) the number of faculty recommended by the college committees, (g) the number of faculty recommended by the University Promotions and Tenure Review Panel, (h) the number of faculty recommended by department chairs, school directors, deans, the University Promotions and Tenure Review Panel, and the Provost, and (i) the number of promotions awarded. This report shall also include the number of faculty currently eligible for promotions.

2.0 Criteria and Responsibilities

2.1. Recommendation and decisions concerning reappointment and tenure shall be based on demonstrated performance and acceptance of professional responsibilities. The responsibilities of a faculty member shall include (a) effectiveness of teaching, (b) professional growth, and (c) service to the university, profession and the community. Furthermore, the faculty member shall accept the high standards of professional conduct in these three categories. The results of student evaluations of instruction shall be important in evaluating instruction but not the sole indicator of instructional quality.

2.2. The department or school shall use the probationary period for evaluation of the new faculty member. Each probationary faculty employee shall be evaluated annually according to procedures determined by the tenured members of the unit in accordance with the established criteria. The chair or director shall promptly inform the faculty member in writing regarding strengths, weaknesses, and prospects for a future career in the unit as indicated by the evaluation.

2.3. All tenured and probationary faculty members of the department or school or of the college may recommend

procedures and criteria, subject to limitations.

2.4. Department or school personnel documents shall respond at least to the following points:

2.4.1. The documents shall specify the type of data to be gathered and the method(s) of gathering data and shall provide for the inclusion of the data with the final report.

2.4.2. The documents shall provide clear standards by which faculty members may measure their performance in (a) teaching effectiveness, (b) professional growth, and (c) service.

2.4.3. The documents shall specify how evaluation of faculty members is to be achieved (vis., who does the evaluation, what procedures are used to evaluate, where the evaluation is reported).

2.4.4. The documents shall indicate the actual relative weights that are to be assigned to teaching effectiveness, professional growth, and university service, and of the various ways in which these may be evidenced.

2.4.5. The documents shall specify guidelines regarding procedures or criteria detailed by university and college regulations. These shall be clearly referenced and may be included verbatim. These guidelines shall not contradict or be inconsistent with the university criteria. In the event of conflict between university criteria and any department, school, or college guidelines, criteria, or procedures, the university criteria shall govern.

2.5. Evaluation criteria and procedures shall be made available to the faculty member no later than 14 days after the first day of instruction of the academic term and to the evaluation committee and the academic administrators before the formal evaluation begins. Once the evaluation has begun, there shall be no changes in evaluation criteria or procedures.

2.6. Written copies of the current procedures and criteria shall be filed with the Office of Faculty Advancement and Student Success and shall be available to the University Promotions and Tenure Review Panel. The department chair or school director shall make available the current procedures and criteria to any faculty member.

3.0 Working Personnel Action File

3.1. Faculty employees are responsible for preparing a Working Personnel Action File (WPAF) consisting of a Personnel Data Summary (PDS) and a One-of-a-Kind file. The WPAF format for the current evaluation cycle must be used. An index of the One-of-a-Kind file is required. The WPAF shall be submitted to the department or school peer review committee no later than the date established by the Office of Faculty Advancement and Student Success. Evaluating committees and administrators shall be responsible for identifying and providing materials relating to evaluation not provided by the faculty employee.

3.2. Personnel Action Files shall be declared closed on a date determined by the Office of Faculty Advancement and Student Success but no sooner than 10 working days after the deadline for submission. The department or school shall inform the faculty member of this requirement.

3.3. Non-submission of these forms by a faculty member eligible for promotion shall be considered a withdrawal from the process.

3.4. Departments, schools, and colleges shall adhere as closely as possible to the format for reappointment, tenure, and promotion materials that shall be distributed before the beginning of the academic year by the Associate Vice President for Faculty Advancement and Student Success. Peer review committees and faculty may annually forward requests for revision of the PDS format to the Associate Vice President for Faculty Advancement and Student Success or to the Committee on Faculty Affairs.

3.5. The supporting documentation considered by a department or school peer review committee and forwarded to the college committee shall include (a) one copy of all verbatim student comments for the six most recent semesters in which each candidate taught (fewer that six semesters may be provided if the candidate has been on campus for fewer than six semesters), (b) peer evaluations of teaching available, (c) one copy of all tangible evidence of teaching, professional growth, and service specified in the PDS, and (d) previous letters of review by committees and administrators.

3.6. At the conclusion of the reappointment, tenure, and promotion process, the One-of-a-Kind file shall be returned to the candidate. A copy of the PDS and of all recommendations shall be placed in the official personnel file.

4.0 Review Process

4.1. Levels of Review

4.1.1. Peer recommendation on personnel decisions shall originate with the lowest organization level, usually the department or school.

4.1.2. There shall be three levels of review for reappointment, tenure, and promotion: department or school, college, and university. The department or school peer review committee and department chair or school director shall constitute the department level. The college committee and dean shall constitute the college level. The University Promotion and Tenure Review Panel shall constitute the university level, with the final decision being made by the President or designee on behalf of the university.

4.1.3. The Office of Faculty Advancement and Student Success shall announce a schedule including dates by which members of the department or school peer review committee, the college peer review committee, and the University Promotion and Tenure Review Panel shall be elected.

4.1.4. Each evaluating committee or administrator shall review the WPAF and send its recommendation to the faculty employee according to the published time lines.

4.1.5. At all levels of review, the reviewing committee or individual shall use proper letter of recommendation format including a response/rebuttal date and copy notations. Before recommendations are forwarded to a subsequent review level, faculty employees shall be given a copy of the recommendation and the written reasons therefore. A faculty employee may rebut or respond in writing or may request a meeting to discuss the recommendation within ten days following receipt of the recommendation. A faculty employee submitting a response or rebuttal must include a completed response/rebuttal form. Attachments are not allowed. Only the faculty employee is allowed to submit a response or rebuttal. Departments/schools and colleges shall have procedures in place for processing responses/rebuttals. A copy of the response or rebuttal shall accompany the PDS and shall be sent to the previous levels of review. Evaluation time lines shall not be extended to accommodate the rebuttal process.

4.1.6. A request for external review of materials submitted by a faculty member may be initiated at any level of review by any party to the review. Such a request shall document (a) the special circumstances that necessitate an external reviewer and (b) the nature of materials needing the evaluation of an external reviewer. The President shall approve the request with the concurrence of the faculty member. At the department, school, or college level, the President's designee shall be the dean. At the level of the university Promotions and Tenure Review Panel or of the President, the Associate Vice President for Faculty Advancement and Student Success shall be the President's designee.

4.2. Formation and Composition of Peer Review Committees

4.2.1. For reappointment and tenure consideration, committee members must be tenured faculty employees of any rank.

4.2.2. In promotion considerations, peer review committee members shall have higher ranks than those being considered for promotion. Faculty employees being considered for promotion shall be ineligible for service on promotion or tenure review committees. An eligible faculty member who withdraws from promotion consideration may serve on a peer review committee.

4.2.3. Faculty members may serve on more than one committee as long as they do not review the same faculty employee at more than one level of peer review in one academic year.

4.2.4. A department chair or school director who makes a separate recommendation shall not participate as a member of the departmental peer review committee, but may serve as an external member of another department or college committee.

4.2.5. Members of a committee making personnel decisions shall regard all matters brought before the

committee and all deliberations of the committee as confidential except as disclosure is permitted or required by other sections of the Policy File or by law.

4.3. Departments and Schools

4.3.1. The probationary and tenured faculty employees of the department or school shall elect a peer review committee of tenured faculty employees that shall operate in accordance with written procedures consistent with college procedures to review and recommend faculty employees being considered for retention, tenure, or promotion. Each peer review committee evaluation report and recommendation shall be approved by a simple majority of the committee members.

4.3.2. When there are insufficient eligible members to serve on the peer review committee, the department shall elect members from related academic disciplines.

4.3.3. Excluding those who sit on peer review committees or who are candidates for promotion, each department chair or school director shall submit an independent recommendation regarding candidates for promotion.

4.3.4. When the response/rebuttal date to the department or school peer review committee and department chair of school director has passed, the letters of recommendation, along with the response/rebuttal and forms from the candidate shall be added to the PDS before the WPAF is forwarded to the college level of review. The WPAF shall be forwarded to the next level of review in a timely manner. The evaluation timelines shall not be extended to accommodate the rebuttal process. College committees shall examine each candidate's supporting documentation to ensure that departments and schools have forwarded the necessary materials.

4.3.5. Favorable and unfavorable recommendations for tenure or reappointment shall be fully justified according to established criteria. This justification shall include (a) copies of annual letters to the candidate pointing out the strengths, weaknesses, and prospects for a future career in the department or school, (b) evidence that department or school expectations were made clear to the candidate at the time of appointment, and (c) all other relevant supporting documentation.

4.4. Colleges

4.4.1. Each college shall establish a peer review committee for reappointment, tenure, and promotions by vote of probationary and tenured faculty employees within the college.

4.4.2. If recommendations for reappointment are positive from all levels, the college level of review shall forward the recommendations directly to the President or designee who shall review and consider the materials submitted.

4.4.3. College peer review committees shall establish and operate under written procedures ratified by the electorate of the college eligible to vote in Senate elections. A majority of those voting shall ratify the written procedures.

4.4.4. The college committee considering a recommendation on promotion different from a department or school committee may proceed only after submitting to that committee notification in writing including the candidate's name, the tentative recommendation by the college committee, and the area of concern if the tentative recommendation by the college committee is negative. The college committee should offer to meet with the department or school committee before making a final recommendation.

4.4.5. If any administrators other than the Deans are involved in the review and recommendation of candidates at the Dean level, their names shall also be included on the letter of recommendation.

4.5. University

4.5.1. The University Promotions and Tenure Review Panel shall consist of one tenured faculty employee with the rank of Professor from each college who has served on the college RTP committee. Members of the University Panel may serve unlimited non-consecutive two-year terms. Terms will be staggered to assure sufficient overlap of membership. A term may be extended one year if necessary to achieve

this overlap. Each college shall elect one member by majority of vote, and the procedures shall include participation by probationary and tenured faculty employees in the college. The elected member shall be chosen by a date established by the Office of Faculty Advancement and Student Success. The University Panel shall elect every year one of its members as chair. The chair shall be a voting member and be allowed to serve as chair for a maximum of two consecutive years.

4.5.2. All recommendations regarding reappointment (except as specified in sec. 4.42) and tenure shall be reviewed by the University Promotions and Tenure Review Panel before the notification dates for probationary academic employees. Candidates for reappointment, tenure, and promotion shall be evaluated according to established criteria.

4.5.3. The University Promotions and Tenure Review Panel shall review WPAF's of all faculty employees who have received one or more negative recommendations for reappointment.

4.5.4. The Panel shall review all recommended promotions from each college to ensure equity throughout the university. Candidates who received all negative recommendations for promotion at the department and college level must write a letter of appeal to the Panel within seven days of receipt of the recommendation or the process stops and the WPAF is returned to the candidate.

4.5.5. The Panel shall make its recommendations based on individual merit by established criteria, together with the documentation and without regard for balancing among colleges. The Panel may recommend for promotion as many faculty members as it judges qualified.

4.5.6. When considering a recommendation on promotion different from a college committee's, the Panel may proceed only after submitting to that committee in writing including the candidate's name, the tentative recommendation by the Panel, and the area of concern if the tentative recommendation by the Panel is negative. The Panel should offer to meet with the college committee before making a final recommendation.

4.5.7. When the response/rebuttal date to the Panel has passed, the letters of recommendation, along with the response/rebuttal and forms from the candidate, shall be added to the PDS before the WPAF is forwarded to the President or designee for the final decision. The WPAF shall be forwarded in a timely manner to the next level of review. Evaluation time lines shall not be extended to accommodate the rebuttal process.

4.5.8. After the recommendation from the Panel is received, if the President's or designee's examination of the case leads to a preliminary decision different from the Panel's, the President or designee shall meet with the Panel to provide an opportunity for the Panel to inform the President or designee more fully of the evidence and considerations upon which its recommendation was based and to hear the President's or designee's response.

5.0 Notification

5.1. Each faculty employee not promoted by the President or designee shall be informed by the President or designee of his or her reasons for non-recommendation.

5.2. The President or designee shall send the final decision to faculty employees according to the published timeline. Official notification to a probationary faculty employee of a terminal year appointment shall indicate that the faculty employee has no further appointment rights. Terminal year appointments shall be limited to probationary faculty who have served a minimum of three (3) years of probation. If tenure is awarded, it is effective at the beginning of the academic year succeeding the year in which tenure is awarded. The decision of the President or designee is final.

5.3. Probationary academic employees shall be notified in writing concerning decisions on reappointment, tenure, or termination according to the following schedule:

5.3.1. No later than February 15 of the first and second full-time probationary year if the employee is to be (a) terminated at the end of that academic year or (b) reappointed to an additional probationary year. If the reappointment is for an additional probationary year and the probationary academic employee requests or is recommended for tenure, the tenure decision for this employee shall be made at the same time as the tenure decisions for third or subsequent year probationary academic employees.

5.3.2. No later than June 1 of the third year or subsequent full-time probationary year if the employee is to be (a) reappointed to a terminal year, (b) reappointed to an additional probationary year, or (c) reappointed with tenure.

5.3.3. After all recommendations are complete and the President or designee has arrived at a decision, the President or designee shall inform in writing no later than June 1 the eligible faculty employees selected for promotion. The President or designee also shall inform in writing no later than June 1 the candidates not selected for promotion.

5.4. Failure to notify a probationary faculty employee by the notice date shall not constitute automatic reappointment or tenure. Both reappointment and tenure shall come only from notification from the President of the university or designee. The employee who does not receive notification of the decision by the notice date shall request a decision from the President or designee.

Reappointment, Tenure, and Promotion of Librarians: Criteria

1.0 The Library at San Diego State University shall be the main intellectual resource that supports the university's teaching, research, and service. Library faculty shall be committed to excellence in library service. Professional research, scholarship, and creative activity that complement and strengthen library service shall be valued highly by the library faculty. Contribution to the mission of the Library through active participation in service for San Diego State University shall be considered integral to the duties of library faculty.

2.0 In order to provide access to information for all clientele, librarians shall be sensitive and responsive to the university's diversity in culture, language, and ethnicity shall be responsive to diverse student populations and needs through their library service librarianship, scholarship, and research, and/or service, as appropriate, in alignment with unit diversity plans. Probationary and tenured librarians shall be evaluated (a) in achievements and contributions in library service, (b) in research, scholarship, and creative activities, and (c) in service activities for the university. In presenting one's work to peer review committees, each candidate shall write a narrative summarizing, and when appropriate, integrating, work in all three areas.

2.1. Effectiveness of Librarianship: The primary qualification for reappointment, tenure, or promotion for library faculty shall be excellence in library service. Effectiveness of librarianship shall be measured by the expertise demonstrated in assigned areas of responsibility, including but not limited to the following: reference service or cataloging skills; knowledge of a subject and its bibliographical resources; library instructional abilities; knowledge and skill in utilizing automation or electronic media in libraries; effective managerial skills; insight and sensitivity to diverse student populations; intellectual integrity; critical thinking; and integration of professional growth. Effectiveness of librarianship shall be evaluated by peer observation supplemented by student evaluations or other forms of review, and evidence of effectiveness may include honors and distinctions received for excellence in librarianship, contributions to the campus instructional program, research assistance, and support of a diverse student population.

2.2. Professional Growth: Continuous growth in librarianship, professional research, scholarship, or creative activity that complements and strengthens one's ability to carry out library service shall be essential to the effectiveness of library faculty employees, to their own professional stature, and the stature of the university. Evidence of this growth shall include publications of merit; presentation of professional papers; awards, grants, and honors received; active participation in professional organizations; participation in workshops and on panels; library applications research; creative activities that substantially improve or expand library service; and pertinent travel and study. Evidence of externally reviewed professional growth activities shall be required for promotion and tenure, for example: publication by professional societies or in other refereed sources, extramurally evaluated grants or awards, juried performances or exhibitions, reviews of works compiled or written by the candidate, recognition by professional societies through offices, awards, and invited presentations, and design and implementation of innovative services.

2.3. Service to the University and the Community: Every library faculty employee shall assume responsibility for participating in activities that apply the employee's expertise to the benefit of the university and community, for example: student outreach and retention; department, library, and university committees; student mentoring, offices in university-associated or relevant community organizations, and library related lectures and seminars for community groups. When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the university and when this performance is appropriately documented over a significant length of time, such service for the university shall have more than the usual bearing on reappointment, tenure,

and promotion decisions. However, the primary criterion shall be effectiveness of librarianship, and professional growth shall be an important consideration.

3.0 There shall be three tenure-track librarian ranks: Senior Assistant Librarian, Associate Librarian, and Librarian. A probationary library faculty member shall not be promoted beyond the rank of Associate Librarian. Standards for promotion shall be higher at each higher rank. Librarians being considered for promotion shall not serve on promotion or tenure committees. For promotion considerations, committee members shall have a higher rank or classification than those being considered.

4.0 Candidates may list all achievements in a curriculum vitae. Candidates shall present in their Personnel Data Summary PDS) a limited listing and discussion of no more than five of their important achievements in each of the three categories and should support the achievements by documentation. In each narrative, as appropriate, candidates shall discuss how they further the goals of their unit of providing equitable service to all students and creating an inclusive community of scholars.

5.0 The entire professional record of the candidate shall be considered.

6.0 The Library shall adhere as closely as possible to the format for reappointment, tenure, and promotion materials that shall be distributed before the beginning of the academic year by the Associate Vice President for Faculty Advancement and Student Success. Peer review committees and faculty may annually forward requests for revision of the PDS format to the Associate Vice President for Faculty Advancement and Student Success or to the Committee on Faculty Affairs.

7.0 The supporting documentation considered by the Library peer review committee shall include (a) peer evaluations, (b) available student evaluations, (c) one copy of all tangible evidence of professional growth specified in the PDS, and (d) previous letters of review by committees and administrators.

8.0 At the conclusion of the reappointment, tenure, and promotion process, the supporting materials shall be returned to the candidate. A copy of the PDS shall be placed in the official personnel file.

Reappointment, Tenure and Promotion of Student Affairs Faculty: Criteria

1.0 The primary mission of Counseling and Psychological Services (CPS) is to provide services to students and the university community that support and enhance the education of the whole person and nurture a healthy and productive learner-centered environment. Student Health Services (SHS) is an on-campus ambulatory medical and health promotion facility designed to provide the students with medical and preventive health care supportive of the educational mission of San Diego State University.

2.0 The SDSU learning community is extremely diverse. In order to work effectively on campus, CPS and SHS faculty must have demonstrable respect for diversity and an ability to work effectively from a cross-cultural perspective with people from a wide range of backgrounds and value systems in alignment with unit diversity plans. Probationary and tenured counseling faculty shall be evaluated in a) counseling effectiveness (CPS) or programming effectiveness (SHS) b) professional growth, and c) service to the university and community.

2.1. The primary qualification for reappointment, tenure, or promotion is excellence in counseling/programming. Evidence of counseling effectiveness (CPS) or programming effectiveness (SHS) may include knowledge and skill with a broad range of psychotherapeutic theories and interventions; integration of professional growth into the psychological or other services provided to students and the university community; knowledge and competence to work effectively with students from multicultural backgrounds; the ability to make discerning judgments regarding the full range of complex legal and ethical issues that relate to counseling/clinical work.

Counseling effectiveness (CPS) or programming effectiveness (SHS) may be evaluated by various methods such as peer reviews, case presentations, case consultations, chart review, student evaluations of counseling, intern evaluations of supervision and training, program evaluation, and publications or presentations.

2.2. Professional Growth: Evidence of growth in counseling skills, professional research, and scholarship that complements and strengthens one's ability to provide competent professional service is essential to the effectiveness of all Student Affairs Faculty members, to their own professional stature, and the stature of the University.

The forms of scholarship expected from Student Affairs Faculty could best be described as the scholarship of

integration and the scholarship of application. More specifically, this is assimilating the knowledge acquired by study of a particular topic and translating said knowledge base to applied clinical or program settings. The scholarship of discovery in the form of refereed articles would not be expected to predominate amongst criteria to demonstrate Student Affairs Faculty professional growth.

Evidence of professional growth includes activities which substantially improve or expand counselors knowledge and counseling skills in providing psychological services to students and the university community and may include: attendance and/or scholarly presentations at professional training institutes and workshops; developing curriculum for trainees, interns and/or peer educators; presentation of professional projects; publications of merit; awards and honors; grants and contracts; participation in workshops and panels; and active participation in professional organizations. It is expected that Student Affairs Faculty demonstrate that they have knowledge of current treatments and techniques.

2.3. Service to the University and Community: Every counseling faculty member shall assume responsibility for participating in activities that apply their expertise for the benefit of the University and community. Examples of valued service would include: efforts to improve student outreach and retention; service on department and University committees; holding offices in University-associated or relevant community organizations; offering counseling related lectures and seminars for community groups; consulting with community groups; and volunteering in community organizations.

When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the University, and this performance is appropriately documented over a significant length of time, then service to the University shall have more than the usual bearing on reappointment, tenure, and promotion decisions. However the primary criterion is effectiveness of counseling/programming with professional growth an important consideration.

3.0 There shall be three tenure track counselor ranks, SSP-AR I, SSP-AR II, and SSP-AR III. Standards for promotion shall be higher at each higher rank. Counseling faculty being considered for promotion shall not serve on promotion or tenure committees. For promotion considerations, committee members shall have a higher rank or classification than those being considered.

4.0 Candidates will submit a Personnel Data Summary (PDS) with no more than five examples of important achievements in each of these three areas (counseling or programming effectiveness, professional growth, and service to the university and community). Candidates will also submit a current curriculum vitae.In each narrative, as appropriate, candidates shall discuss how they further the goals of their unit of providing equitable service to all students and creating an inclusive community of scholars.

5.0 The entire professional record of the candidate shall be considered.

6.0 The counseling faculty shall adhere as closely as possible to the format for reappointment, tenure, and promotion materials that shall be distributed before the beginning of the academic year by the Associate Vice President for Faculty Advancement and Student Success or to the Committee on Faculty Affairs.

7.0 The supporting documentation considered by the Counseling Faculty peer review committee shall include (a) available student evaluations, if applicable (b) one copy of all tangible evidence of professional growth specified in the PDS, and (c) previous letters of review by committees and administrators.

8.0 At the conclusion of the reappointment, tenure, and promotion process, the supporting materials shall be returned to the candidate. A copy of the PDS shall be placed in the official personnel file.

Retention and Development

1.0 The retention and development of faculty shall be a crucial call for actions by the university administration, by colleges, schools, and departments, and by faculty.

2.0 The university administration, colleges, schools, and departments shall provide appropriate material resources to foster and support retention and development.

2.1. Funding opportunities for retention and development shall be made available to faculty throughout the calendar year.

2.2. Sabbaticals, leaves, research grants, and OA publishing fees shall be recognized as essential for retention and development and supported accordingly.

Initiatives, programs, committees, presentations, and other efforts directed at retention and development shall be supported accordingly.

3.0 Colleges, schools, and departments shall establish and maintain programs to foster retention and development.

3.1. Colleges shall direct schools and departments to review regularly and, if necessary, to revise their Reappointment, Tenure, and Promotion (RTP) policies and to bring them to the attention of their faculty.

3.2. Schools and departments, through well designed mentoring programs, shall work with probationary and other faculty to clarify expectations in the RTP process and to provide meaningful assistance in the preparation of RTP materials.

3.3. Schools and departments, cooperating with colleges and with the university administration, shall work with faculty to make available assigned time to reduce teaching loads for research, scholarship, and creative activity so as to support retention and development.

3.4. Faculty shall recognize their responsibility (a) to utilize the resources and programs that the university has established to foster and support retention and development and (b) to strive to allocate time and effort to reach the university's expectations in teaching, professional growth, and service.

Royalties from Instructional Materials

1.0 It shall be a conflict of interest and a violation of professional ethics for a faculty member, academic department or school, or segment thereof to accept or solicit payment of royalties or commissions for assigned course materials, other than those published for general (national or international) sale.

2.0 In exceptional cases, royalties or commissions may be justified by the university President with advice from an ad hoc five-member review committee appointed by the President to include representatives from the office of the Provost, the Senate, the University Library, and the Associated Students. Final disposition of cases shall be reported to the Senate.

Substitutability

1.0 Substitutability shall be the ability of faculty employees to substitute the summer session for either the fall or spring semester.

1.1. Departments and colleges shall notify their faculty of any special criteria pertaining to substitutability.

1.2. Faculty shall apply to their department chair or school director, who shall forward the department's or school's recommendation to the dean of the college.

1.3. A faculty member shall demonstrate how a summer assignment benefits students, the department or school, and the college.

1.4. No faculty employee shall be required to substitute summer session for fall or spring semester.

2.0 The teaching, research, and service responsibilities and rights of faculty substituting a summer session shall be the same as responsibilities and rights in the fall or spring semester.

3.0 Personnel decisions shall follow the normal department or school procedures.

4.0 Faculty, chairs, directors, and deans shall consider how substitution might affect responsibilities for teaching, research, advising, committee work, and other forms of service.

5.0 The Committee on Academic Resources and Planning shall report annually to the Senate on the budgetary advisability of implementing substitutability during the academic year.

6.0 Decisions regarding substitutability shall support the academic goals and mission of the University.

Contingent Faculty Appointments

1.0 Faculty may be appointed at the rank of Lecturer to temporary full-time or part-time positions.

2.0 The President, after considering the recommendations of the department or school and the dean of the college, shall appoint Contingent Faculty employees. No faculty employee shall be deemed appointed in the absence of an official written notification from the President or designee.

2.1. Temporary appointments may be for a semester, parts of a year, or one or more years. Temporary appointees, both full- and part-time, shall not be probationary faculty and shall not earn permanence or credit toward tenure despite length of service unless appointed to probationary tenure-track.

2.2. The official notification to a Contingent Faculty employee shall also indicate that appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments or any further appointment rights. No other notice shall be provided.

3.0 An appointment for a less than full-time Contingent Faculty employee may depend upon conditions established at the time of appointment relative to enrollment and budget considerations. If a class is canceled, the Contingent Faculty employee shall be paid for class hours taught. Classes may be canceled before the third class meeting. Full-time Contingent Faculty employees shall not be appointed conditionally.

4.0 Part-time faculty employees shall be appointed for fractions of a 15-unit base (e.g., those who teach a three- unit course shall be hired for 0.2 time). If, however, a part-time employee is assigned advising or committee work, the percentage of time may be increased to reflect the additional assignment if the assignment is written into the statement of Terms and Conditions of Appointment under “Special Duties.”

5.0 Searches and Pools

5.1. Each department or school shall maintain a list of Contingent Faculty employees who have been evaluated by the unit. If such an employee applies for a position in the unit or applies to the unit’s applicant pool, the employee’s previous periodic evaluations and application shall receive careful consideration.

5.2. If a department or school undertakes a search for a part time position, it must be in full conformity with Nondiscrimination and Equal Opportunity Employment requirements. This search should create a pool of qualified candidates from which part-time appointments shall be made. For each appointment, the qualifications of all persons in the pool shall be reviewed and the most qualified person available shall be appointed.

5.3. If a department or school conducts a nationwide search for a full time Contingent Faculty member, it shall be in compliance with Equal Employment Opportunity (EOE) guidelines.

6.0 Renewed Appointments

6.1. Appointment of a Contingent Faculty employee in consecutive academic years to a similar assignment in the same department or school shall require the same as or higher salary placement than in the previous appointment.

6.2. All appointments and reappointments of Contingent Faculty shall follow the procedures and guidelines established by the Collective Bargaining Agreement (CBA) and subsequent interpretations.

7.0 Subsequent Tenure-Track Appointments

7.1. A part-time or full-time Contingent Faculty employee may apply for an open tenure-track position. If the employee proves to be the most qualified applicant after a nationwide search in full compliance with Nondiscrimination and Equal Opportunity Employment requirements, that person may be appointed to the tenure-track position.

7.2. If a person who has served in a full-time temporary position is appointed to a tenure-track position, the department or school may recommend that up to two years of service in the full-time temporary position be counted as service toward tenure. However, the dean of the college or the Provost may reject the recommendation in favor of the six-year probationary period.

8.0 Persons appointed to academic positions at San Diego State University or its auxiliaries shall be judged on their merits. Immediate family members of faculty members (professors, administrators, and librarians) may be considered for academic

positions (teaching, administrative, and library). Faculty employees shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families.

Contingent Faculty, Periodic Evaluation of

1.0 Contingent Faculty who have been hired for both semesters of an academic year shall be evaluated in the spring semester. Each department or school shall develop procedures and criteria for periodic performance appraisals of Contingent Faculty. Evaluation criteria and procedures shall be made available to the Contingent Faculty member no later than 14 days after the first day of instruction of the academic term.

1.1. Evaluation shall occur before temporary hiring decisions for the following fall semester are made.

1.2. The evaluation of full-time Contingent Faculty employees with teaching duties shall include student evaluations of teaching performance, peer review by a department or school committee, and evaluations by administrators. The departmental review may also consist of a review of class syllabi, in-class observations, or other materials related to teaching effectiveness.

1.3. The evaluation of part-time Contingent Faculty employees with teaching duties shall include student evaluations of teaching performance, evaluations by administrators or department chair or school director, and the opportunity for peer evaluation from the department or school.

1.4. When classroom visits are utilized as part of the evaluation process, the faculty member shall be provided a notice of at least 5 days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es).

2.0 Full-time and part-time Contingent Faculty employees appointed for one semester or session shall be evaluated at the discretion of the department chair or school director, the appropriate administrator, or the department or school. The employee may request that an evaluation be performed.

3.0 Faculty employees, students, academic administrators and the President may contribute information to the evaluation of a faculty employee. Only tenured faculty employees and academic department administrators shall engage in deliberations and make recommendations to the President (or designee) regarding the evaluation of a faculty employee.

4.0 The employee shall be provided with a copy of the periodic evaluation by the peer review committee chair. Evaluations shall be signed by the appropriate administrator(s) and the peer review committee chair.

5.0 A written record of periodic evaluation shall be placed in the employee's Personnel Action File, and a copy of the evaluation given to the employee.

6.0 Contingent Faculty eligible for an initial three-year appointment or a successor three-year appointment shall undergo a cumulative periodic evaluation.

6.1. This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by a committee of the department or equivalent unit and evaluations by appropriate administrators.

6.2. The evaluation shall rate the Contingent Faculty unit employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development.

6.3. For an initial three-year appointment, this periodic evaluation shall consider the employee's cumulative work performance during the six-year period as defined in Article 12.12 of the CBA. For a subsequent three-year appointment, this periodic evaluation shall consider the employee's cumulative work performance during the entire three-year appointment.

6.4. An initial or subsequent three-year appointment shall be issued if the Contingent Faculty unit employee is determined by the appropriate administrator to have performed in a satisfactory manner in carrying out the duties of his/her position.

6.5. The determination of the appropriate administrator shall be based on the contents of the Personnel Action File and any materials generated for use in any given evaluation cycle pursuant to Article 15.8 of the CBA.

6.6. Where the appropriate administrator determines that a Contingent Faculty unit employee has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the Personnel Action File.

Contingent Faculty: Range Elevation

1.0 **Eligibility:** Contingent Faculty employees (excluding coaches) shall be eligible for range elevation if they (a) are not eligible for additional Salary Step Increases (SSIs) in their current range and (b) have been employed in their current range for at least five years.

2.0 **Criteria:** Shall present evidence of excellence in teaching or other assigned duties, and Shall be allowed to present evidence of professional development or significant contributions to service in the department or school, college, university, or community.

3.0 The application shall consist of a memorandum including (a) the applicant's request, (b) a complete curriculum vitae, and (c) a summary of contributions to the university and community since initial appointment or last range elevation, whichever is more recent.

4.0 **Procedures**

4.1. Annually the Office of Faculty Advancement and Student Success shall publish a schedule of deadlines for application, review, and notification. At least thirty (30) days prior to the commencement of the annual campus range elevation process and no later than March 1, the college shall notify those lecturers who may be eligible for range elevation.

4.2. Applications shall be submitted to the department chair or school director; a copy shall be submitted to the dean. The chair or director shall obtain a recommendation from the unit, shall add a recommendation, and shall forward the application and both recommendations to the dean.

4.3. The dean shall provide written notification to the applicant of his or her recommendation. The Office of Faculty Advancement and Student Success shall provide the official notification to the applicant.

4.4. Range elevation applications that are denied may be appealed to the Office of Faculty Advancement and Student Success. Appeals will be heard by a Peer Review Panel (the Range Elevation Appeals Panel.

4.4.1. Each College RTP Committee shall designate one of its members to serve on the Range Elevation Appeals Panel. The Panel members shall elect one of their number as Chair.

4.4.2. Once the deadline has passed for receipt of Range Elevation appeals, the Appeals Panel shall meet to hear the appeals. Appellants shall be allowed to make a presentation to the Panel and to be represented by CFA if so desired.

4.4.3. The Appeals Panel shall convene and review the cases within thirty (30) days. The Panel shall render a decision within thirty (30) days of hearing the case. The decision of the Panel shall be final and binding on the parties.

Tenure-Track Hiring: Building on Inclusive Excellence (BIE) Criteria

The following Building on Inclusive Excellence (BIE) criteria shall govern all tenured and probationary faculty searches. Successful candidates for all such searches must satisfy two or more of the following BIE criteria, and these criteria shall be explicitly included in any and all search advertisements.

1.0 The candidate is committed to engaging in service with underrepresented populations in their discipline.

2.0 The candidate has demonstrated knowledge of barriers for underrepresented students and faculty in their discipline.

3.0 The candidate has experience in or has demonstrated commitment to teaching and/or mentoring underrepresented students.

4.0 The candidate has experience in or has demonstrated commitment to integrating understanding of underrepresented populations and communities into research.

5.0 The candidate has experience in or has demonstrated commitment to extending knowledge of opportunities and challenges in achieving artistic/scholarly success to members of an underrepresented group.

6.0 The candidate has experience in or has demonstrated commitment to research that engages underrepresented communities.

7.0 The candidate has an interest in developing expertise in cross-cultural communication and collaboration.

8.0 The candidate has research interests that contribute to diversity and equal opportunity in higher education.

9.0 The Senate Tenure-Track Planning Committee, the Senate Diversity, Equity, and Inclusion Committee, and the Office of the Provost, in collaboration with the Chief Diversity Officer, shall supervise this process and devise appropriate methods for implementing this policy.

10.0 The Administration shall provide an annual report to the Senate, the Tenure-Track Planning Committee, and the Senate standing committees on Faculty Affairs and Diversity, Equity and Inclusion, addressing the outcomes of applying BIE criteria with regard to student success and faculty diversity. This report should include any proposed modifications to the program.

11.0 The Senate Tenure-Track Planning Committee and the Senate standing committees on Faculty Affairs and Diversity, Equity and Inclusion shall recommend amendments (if any) to the Senate Policy file to codify the BIE program within Senate policies and functions.

Tenure-Track Planning

1.0 History of Tenure: When colleges and universities were initially established, they were designed for the elite, specifically elite Euroamerica males[21], and faculty were from that same privileged group. All faculty were hired as contingent faculty through the early twentieth century. During the 1920-40s, and as middle-class men had access to higher education and as labor movements grew more and more successful across the country, tenure was established to recruit and retain faculty. It was initially established as a right, with faculty achieving it after being employed for a certain length of time. This changed after the civil rights movement, which opened more access to diverse people and women in colleges and universities. In the 1970s tenure shifted to being a privilege that was conferred upon specific individuals and complex structures were established that served to maintain the status quo of white male privilege. Currently, the numbers of tenured and tenure-track faculty are dwindling across the country, in part because of these privileges, the changing demographics of the country, and shifting access and equity issues. Higher education continues to become more elite, even though the majority of courses on campus are being taught by contingent full- and part-time lecturers and teaching assistants. The American Association of University Professors (AAUP) affirms the importance of tenure in its 1940 Statement of Principles on Academic Freedom and Tenure, and affirms the need to increase tenure-stream hiring while also improving conditions for contingent faculty[22].

2.0 The university shall adopt a specific planning goal to establish the proportion of probationary and tenured faculty to 85 percent of the total of the university's full-time equivalent faculty (FTEF). Each college shall formally examine its philosophy, mission, and pedagogies concerning this proportion.

3.0 To meet this goal the university shall need to (a) refill the tenure-track positions that become vacant through retirements, resignations, terminations, and deaths, and (b) strive to maintain the percent proportion articulated above in 2.0.

3.1. With the growth of contingent faculty nationally, which disproportionately and adversely impacts faculty of color and female-identified faculty, the university has an ethical responsibility to create pathways for contingent faculty positions to convert into tenure-track positions whenever possible. There are multiple possible pathways, including prioritizing contingent faculty candidates in tenure-track searches, converting contingent faculty to tenure-track lines, and ensuring that the university does not exceed the recommended total percentage of contingent faculty appointments in any department.

3.2. As an additional equity measure, the university should pursue longer contracts for contingent faculty whenever possible and as allowed by the collective bargaining agreement. Barriers to contract renewal should be eliminated, and the renewal process should be fair, equitable, and transparent for all contingent faculty.

4.0 This tenure-track renewal initiative shall become the university's highest fiscal priority.

4.1. Per Enrollment Management and Impaction policy, section 5.0, enrollment management and tenure track planning shall be treated as interconnected matters of shared governance. Insofar as enrollment impacts the workload of all faculty, hiring practices and ratios between probationary, tenured, and contingent faculty must be

[21] Wilder, C.S. (2013). *Ebony and Ivory: Race, Slavery, and the Troubled History of America's Universities*. New York: Bloomsbury Press.
[22] AAUP: The Annual Report on the Economic Status of the Profession, 2020-21

a factor in consultative decision-making about enrollment management. Conversely, enrollment management is a central factor in tenure track planning and should be prioritized alongside faculty-student ratios and other programmatic or curricular needs.

5.0 The allocation of tenure-track positions shall be tied to programmatic planning by departments, schools, programs, and colleges, aligned with Building on Inclusive Excellence (BIE) criteria. Diversity, Equity and Inclusion (DEI) must be a factor of consideration.

5.1. Per 12.22.c in the Collective Bargaining Agreement, contingent faculty who receive an offer of tenure-track employment at another institution may be recommended for a probationary faculty unit appointment in a department with no current tenure-line recruitment. Such appointments shall not be considered part of the broader tenure track planning process due to the timeliness of the employment offer. Colleges may use existing funding to make a comparable hiring offer to the contingent faculty member without going through the full planning process. The relevant college-level shared governance committees shall be consulted in this process, and the appropriate departmental peer review committee shall conduct the review.

6.0 University strategic planning goals and priorities may be considered in the allocation of tenure-track positions. The Tenure-Track Planning Committee shall play an advisory role in determining these hiring priorities, including interdisciplinary and/or cross-college clusters.

6.1. In the event of a University-wide cluster hire, the Tenure-Track Planning Committee, in consultation with the Provost and the Committee on Committee and Elections (CCE), will determine the membership of an adhoc multidisciplinary cluster hire committee. This committee will oversee the determination of specific research areas for potential searches, as well as the formation of subsequent search committees.

7.0 After appropriate consultation with the Tenure-Track Planning Committee, the Provost shall determine and communicate to the university a policy concerning the allocation of new and vacated tenure-track positions in a timely manner that aligns with the competitive nature of tenure-track searches across the country.

Tenured Faculty, Periodic Evaluation of

1.0 Every five or fewer years, tenured faculty employees not subject to a performance review for promotion shall be evaluated according to department or school procedures and criteria.

2.0 The periodic evaluations shall be conducted by a peer review committee of the department or school and by the dean of the college or designee.

3.0 For employees with teaching responsibilities, the procedures shall include but should not be limited to consideration of student evaluations of teaching performance in at least two courses for each year of the evaluation period. The courses shall typify the employee's teaching responsibilities. In the event of disagreement regarding the selection of courses, the employee and department chair or school director shall each select 50 percent of the courses.

4.0 A tenured faculty employee shall be provided a copy of the peer committee report of the periodic evaluation. The peer review committee chair or the dean of the college or designee shall meet with the tenured faculty member to discuss strengths and weaknesses and to suggest any improvement. A copy of the peer committee's and the dean's or designee's reports shall be placed in the employee's Personnel Action File.

Titles and Appointments

1.0 Faculty Unit Employees

1.1. SDSU recognizes that the titles and appointment rights of bargaining unit faculty employees shall be defined by the Collective Bargaining Agreement between the California State University and the California Faculty Association. Faculty unit employees include tenured and probationary faculty, full-time and part-time Contingent Faculty, library faculty, counselor faculty and other Student Services Professionals Academically Related, and coaching faculty.

1.2. Nothing in this policy shall conflict or compete with the provisions set out in the Collective Bargaining Agreement.

2.0 Research and Clinical Faculty

2.1. Upon the recommendation of the department or school, the dean of the college may appoint an individual to one of the following positions: (a) Research Assistant Professor, (b) Research Associate Professor, (c) Research Professor, (d) Clinical Assistant Professor, (e) Clinical Associate Professor, and (f) Clinical Professor.

2.2. Research or clinical faculty shall be defined as positions entirely funded through grants and contracts.

2.3. Research and clinical faculty must meet typical appointment level standards at rank as determined by unit personnel committee.

2.4. Research and clinical faculty shall receive annual appointments, with no commitment to funding and renewal subject to unit approval.

2.5. Research and clinical faculty may be promoted through the ranks subject to an evaluation procedure defined by department or equivalent unit policy.

2.6. When research and clinical faculty teach, they shall do so as Contingent Faculty members subject to the appropriate provisions of the Collective Bargaining Agreement.

2.7. No title shall be bestowed or used in the absence of department or school approval or without a formal letter from the dean of the college.

3.0 Special Lecturer Titles

3.1. Upon the recommendation of the department or school, the dean of the college may confer upon a Contingent Faculty member one of the following titles: (a) Research Scholar, (b) Clinical Scholar, (c) Executive Scholar, (d) Creative Arts Scholar, (e) Distinguished Lecturer, or (f) in Residence (e.g., Artist in Residence, Poet in Residence, etc.).

3.2. Departments, schools, and colleges shall develop policies to govern the bestowal of titles listed in 3.1.

3.3. Endowments may be raised for named lectureships.

3.4. No title shall be bestowed or used in the absence of department or school approval or without a formal letter from the dean of the college.

4.0 Distinguished Visiting Professor

Upon the recommendation of a department or school, a noted authority may be granted the honorary rank of Distinguished Visiting Professor for up to one year. The Distinguished Visiting Professor shall not have any official responsibilities but shall receive (a) an office, desk, and appertaining accouterments, (b) library privileges, (c) suitable social amenities, (d) scholarly and technical assistance when possible, and (e) the usual faculty parking privileges.

5.0 Distinguished Professor

5.1. Recipients of the Albert W. Johnson University Research Lecture shall be named as a Distinguished Professor in their discipline.

5.2. Recipients of the Senate Distinguished Teaching Award shall be named as a Senate Distinguished Professor in their discipline.

6.0 Adjunct Faculty (Volunteer Appointments)

6.1. Adjunct faculty shall be appointed without remuneration to provide various professional services to the university, such as teaching classes, giving occasional lectures, counseling students, supervising student research, and engaging in cooperative research with other faculty. Adjunct faculty appointments shall be made when the arrangement is of value to both the university and to the person appointed.

6.2. The faculty status granted with the adjunct appointment (a) shall officially affiliate the appointee with the university, (b) shall allow access to facilities as approved by the dean of the college making the appointment, (c) shall provide library privileges, (d) shall give the right to purchase faculty parking each semester or session, (e) shall provide Workers Compensation for injuries or illness related to university duties, and (f) shall provide job-related liability protection.

6.3. Adjunct appointments shall be made for one semester or one year and may be renewed indefinitely. To meet legal

requirements, they shall be renewed formally; informal arrangements shall neither confer faculty status nor provide the protections listed in 6.2 above. The letter of appointment shall name the person to whom the adjunct faculty member reports and shall generally state the services that the adjunct faculty member will provide.

6.4. Upon the recommendation of the department or school, the dean of the college making the appointment may assign one of the following titles: (a) Adjunct Assistant Professor, (b) Adjunct Associate Professor, (c) Adjunct Professor.

Vacancy Announcements

1.0 Announcements of vacant probationary faculty positions shall be widely disseminated and shall fully conform with Nondiscrimination and Equal Opportunity Employment requirements. The President shall inform employees where announcements of all campuses' vacant tenure-track positions may be examined.

2.0 Announcements of vacant Contingent Faculty positions shall be appropriately disseminated. Employees and the Unit 3 collective bargaining agent shall be notified where such vacancy announcements may be examined.

3.0 The department or equivalent unit shall normally develop vacancy announcements subject to approval by the Office of Faculty Advancement and Student Success.

Voting Eligibility in Departments, Schools, and Colleges

1.0 Unless other standards of voting eligibility on a specific matter have been approved by the Senate, voting on all matters that come before a department, school, or college shall be open to the full-time tenured and probationary faculty except as follows:

1.1. The probationary and tenured faculty employees of the department or school shall elect a peer review committee of tenured faculty employees to review and recommend faculty employees who are being considered for reappointment, promotion, or tenure. The minimum number for a group making recommendations concerning appointment, reappointment, tenure, promotion, and reassignment shall be three. If a department or school is unable to constitute an eligible group of three, it shall elect eligible tenured faculty employees from the college.

1.2. Faculty members not in residence shall not have voting privileges.

1.3. Faculty members who have been notified by the President that they will not be reappointed shall have voting privileges.

1.4. Faculty members holding joint appointments shall vote in the department in which they hold their majority appointment.

2.0 In non-employment matters, voting privileges of faculty other than full-time tenured and probationary faculty shall be determined by their departments, schools, or colleges.

3.0 Each department, school, and college shall file with both the office of the dean of the college and the Office of Faculty Advancement and Student Success a current copy of its regulations governing voting eligibility.

Workload

The Collective Bargaining Agreement (CBA) shall state the various provisions that apply to the annual assignment of workload for full-time and part-time instructional faculty, library faculty, and coaching employees.

Work Year

The Collective Bargaining Agreement (CBA) shall provide the details on the number of workdays in an academic year, the work year of a full-time 10-month employee, and the work year of a full-time 12-month employee.

Assistant Deans

1.0 An Assistant Dean shall be assigned to each academic college and to the Office of Faculty Advancement and Student Success, the College of Graduate Studies, and the Office of the Dean of Students. These positions (with the exception of those located in FASS, Graduate Studies, the Imperial Valley Campus, and the Office of the Dean of Students) are jointly supervised by the Dean of each respective College and the Division of Student Affairs and Campus Diversity. Assistant Deans in the academic colleges work in collaboration with the Dean of the College and with the Vice President for Student Affairs or designee to deliver and integrate student services for undergraduate students in the academic setting. Primary responsibilities shall include promoting a safe, equitable and inclusive learning environment, collaborating across campus to advance student success and retention work, and to aid in student persistence toward graduation. Additional responsibilities are assigned by the supervisor and may include (a) identifying and eliminating barriers to promote timely graduation processes; (b) overseeing the coordination of academic advising and student services; (c) leading outreach and retention initiatives; (d) leading new student and family orientation; (e) collaborating on co-curricular student involvement and engagement; and (f) making judgments on complex undergraduate student issues or petitions for reenrollment, reinstatement, withdrawals, and late schedule adjustments, many of which include deliberation with students. Graduate student issues are referred to the Assistant Dean in the College of Graduate Studies for action.

Auxiliaries, Review of

1.0 SDSU has four auxiliaries: Associated Students, Aztec Shops, The Campanile Foundation, and the SDSU Research Foundation. Normally, the President shall call for a review of each auxiliary on a five-year rotating basis. Taking into consideration both Title 5 Education Code policies and procedures for California State University Auxiliary Organizations and the San Diego State University Scope of Authority for Auxiliary Organizations, the review shall a) evaluate how well the auxiliary supports the mission and goals of the university, (b) examine how it manages its resources and its fiscal responsibilities, (c) assess the direction and appropriateness of growth, (d) elucidate and recommend change or need for further support, and (e) examine the overall functioning and day-to-day management of the organization.

2.0 Review Panel

2.1. The review panel for the San Diego State University Research Foundation shall comprise seven members: one dean chosen by the Provost, one vice president of a major research institution chosen by the President, one chief operating officer of a nonacademic entity chosen by the Research Foundation's Chief Executive Officer, two faculty members chosen by the President from four nominated by the Senate, one faculty member chosen by the President, one student chosen by Associated Students

2.2. The review panel for Associated Students shall comprise nine members: the Vice President for Student Affairs and Campus Diversity, one vice president for student affairs from a similar academic institution chosen by the President, one student government officer from a similar academic institution chosen by Associated Students, two faculty members chosen by the President from four nominated by the Senate, one faculty member chosen by the President, one staff member chosen by the Staff Affairs Committee, two students not serving on the Associated Student Council but chosen by Associated Students.

2.3. The review panel for Aztec Shops Ltd. shall comprise eight members: one dean chosen by the Provost, one vice president of business affairs of a similar academic institution chosen by the Vice President for Business and Financial Affairs, one chief operating officer of a similar entity at another academic institution chosen by Aztec Shops Manager, two faculty members selected by the President from four nominated by the Senate, one faculty member chosen by the President, one staff member chosen by the Staff Affairs Committee, one student chosen by Associated Students.

2.4. The review panel for the Campanile Foundation shall comprise seven members: one dean chosen by the Provost, one vice president of development chosen by the President, one chief operating officer of a nonacademic entity chosen by the Vice President for University Relations and Development, two faculty members chosen by the President from four nominated by the Senate, one faculty member chosen by the President, one student chosen by Associated Students.

3.0 Procedures

3.1. The President, in consultation with the Cabinet and the Senate Executive Committee, shall prepare a charge to the auxiliary outlining questions to be addressed in a self-study. In the course of the review, the panel may request more specific information from the auxiliary to answer questions related to the charge.

3.2. The President shall appoint a chair who shall convene the organizational meeting of the panel. The President or designee shall appear at that meeting to review the charge.

3.3. After the panel has been constituted, the auxiliary shall be notified and requested to send copies of the self-study to each panel reviewer. After review of the self-study, the panel shall meet to develop the review process which may include, but not be limited to: interviews with constituency groups or individuals who are knowledgeable about or affected by the auxiliary, interviews with individuals or groups employed by the auxiliary, and/or arrangements to visit the auxiliary at a mutually agreeable time or to request documents or information that will facilitate the review.

3.4. Agendas and time lines shall be established by the chair of the review panel in consultation with appropriate administrators.

4.0 Report and Follow-up

4.1. After the review, the panel shall submit a report or reports with recommendations for further action or review.

4.2. The report shall first be presented to the auxiliary which may submit comments and responses to the panel, which shall include them in the full report presented to the President and the Senate.

4.3. The President or the Senate may ask for further review should it be deemed necessary.

4.4. The auxiliary will be requested to provide a follow-up report after one year to the Senate on its progress including changes developed as a result of the review or other campus policy changes.

Chairs of Departments or Programs and Directors of Schools

1.0 Department or program chairs and school directors shall serve at the pleasure of the President. They shall perform duties and carry out responsibilities assigned by the President. They shall be both academic administrators and faculty members. Most chairs or directors shall continue their faculty activities as time allows and eventually shall return to a full-time assignment of teaching, research, and service.

2.0 Collective bargaining unit chairs and directors shall normally be selected from tenured or probationary faculty employees recommended by the department, school, or program. A department, school, program may recommend that a person be concurrently appointed to its faculty and to the position of chair or director.

3.0 Appointment

3.1. Not later than March of each year, a department, program, or school whose position of chair or director will be vacated at the end of the academic year shall recommend the name of one or more nominees to the dean of its college. When a vacancy occurs at another time, the appointment shall be implemented as rapidly as possible.

3.2. The dean either shall inform the department, program, or school of his or her intention to recommend to the President one nominee or shall promptly return the name(s) to the unit stating why its recommendation is unacceptable. If the unit's recommendation is rejected, it may either submit another recommendation or request reconsideration of the original recommendation. Ordinarily, the dean and the unit should reach agreement. However, if no agreement is reached, the dean, after deliberation and consultation with the personnel committee of the college, shall recommend to the President the appointment of a chair or director.

3.3. In the event of a vacancy, the President may appoint an interim chair or director. The appointment shall last until the regular appointment of a chair or director.

4.0 Departments, programs, or schools shall develop procedures and schedules for periodic review of the chair or director. The review shall be completed by March of the third year and every two years thereafter and shall consist of at least a referendum by the tenured and probationary faculty. After the referendum or review, the unit shall recommend to the dean of the college that the appointment be continued or terminated.

5.0 During a term of office, a department, program, or school may request that the dean remove the chair or director, or the dean may determine to remove the chair or director. In either case, after deliberation and consultation with the unit and the personnel committee of the college, the dean may recommend to the President that the chair or director be removed and an interim chair or director be appointed and may request from the unit a nomination for a regularly appointed chair or director.

College Policy and Planning Committees

1.0 Each college shall have an academic policy and planning committee that shall deliberate on and recommend academic policy and planning for the college. The committee shall conduct both long-range and short-range planning. Normally, the dean shall consult with this committee in advance of deadlines for decisions and shall make decisions only after this consultation. The committee shall have access to all budget and resource allocation information and to other information available to and from deans, departments or schools, and programs relevant to policy and planning.

2.0 This committee shall be charged with:

a) Keeping policy and planning under continuous review and formulating and recommending the priorities among departments, schools, and programs in order to arrive at quality programs,

b) Facilitating communication between university policy sources (e.g., Senate, administration, Chancellor's Office) and faculty members of the college at large,

c) Helping to coordinate departments', schools', and programs' responses to policy actions taken by the Senate, the administration, the Chancellor's Office,

d) Cooperating with the Committee on Academic Policy and Planning, and

e) By February 1 of each year, reporting its activities and problems to the Committee on Academic Policy and Planning.

3.0 The committee shall comprise elected members (the number determined by each college) and the dean or designee as an ex officio member. The elected members shall serve staggered three-year terms and shall be eligible for reelection. The members shall elect the chair of the committee.

Colleges

1.0 A college within the university shall comprise faculty concerned with instruction and research in the liberal or applied arts and sciences that contribute to the total intellectual development of the students of the university. Through its colleges, the university shall offer baccalaureate and graduate degrees.

2.0 Departments, schools, and programs within the college shall be the fundamental instructional units and shall develop and offer majors in the various disciplines. Usually, a college shall be larger than an autonomous school, and the administrative structure may be more complex. Specific guidelines for efficient size and the number of degrees granted shall not be identified.

3.0 If the conditions are not met as outlined under 1.0 and 2.0, the term "college" may only be used as an honorary designation with the approval of the University Senate.

Departments and Schools

1.0 The department or school shall initiate, operate, and administer academic programs (e.g., instruction, research, community services, and creative activities).

2.0 The department or school shall be a fundamental instructional unit within a college that shall deal with a discrete and specific body of knowledge or techniques. Specific guidelines for efficient size and the number of degrees granted shall not be identified.

2.1. For undergraduate programs, the department or school shall contribute to the university's baccalaureate curriculum by providing instruction in subject matter fields integrated into the total discipline leading to the baccalaureate degree.

2.2. For master's and doctoral programs, the department or school, as a faculty, shall be more autonomous and shall direct its own degree requirements and recommend its own candidates.

3.0 The department or school shall initiate recommendations concerning appointments, reappointments, tenure, and promotions. Except in the most extraordinary circumstances, department and school recommendations concerning appointments, reappointments, and tenure shall be accepted by the dean of the college; however, the faculty of any college may adopt a procedure requiring that final recommendations to the dean concerning any personnel matter be prepared by a designated college committee.

4.0 The department or school shall be administered by a chair or director who shall report to the dean of the college and who shall lead the unit's faculty in developing curricula and in keeping current in the unit's discipline(s). The chair or director shall institute programs for enlistment and motivation of students and shall conduct a strong advising program. The chair or director should not be immersed in fiscal or budgetary details except in an informal and advisory capacity with the dean.

Administrative Units: Establishment and Restructuring
Establishment of Departments or Schools

1.0 Proposals for the establishment of a department or school may be initiated by departments or schools, faculty members, or administrative officers of the university. The proposal shall address employment options, informed by the current Collective Bargaining Agreements, for the affected faculty and for permanent staff.

2.0 The proponent(s) shall distribute a written proposal to the Academic Planning Committee of the affected college, which shall invite faculty representatives from any affected academic units to serve on that Committee on an ad-hoc basis. The Committee shall transmit its recommendation to the dean(s). If the recommendation is negative, the proponents of the proposal shall have ten working days to offer additional arguments.

3.0 The proposal shall be reviewed by the dean(s) of the college(s) concerned.

3.1. If the dean(s) judges that the proposal has no merit, this recommendation together with the original proposal shall be forwarded to the Provost. The Provost shall publicly announce to the faculty of the affected units the recommendation of the dean(s) not to pursue further action. The faculty shall have ten working days to offer additional arguments.

3.2. If the dean(s) judges that the proposal has merit, the dean(s) shall then form an ad hoc committee that will give the matter full and serious consideration. The committee shall comprise at least five members, at least two of whom should be department chairs or school directors, one tenured faculty member drawn from an uninvolved college, and representatives from at least two affected academic units elected by tenured and probationary faculty from the affected academic units. The committee shall then report its recommendations to the dean(s) and the executive committee(s) (or equivalent) of the college(s) involved.

4.0 A final proposal shall be made available to all tenured and probationary faculty from affected academic units. These faculty members shall vote on the proposal. The results of the vote shall be transmitted to the dean(s) and all subsequent reviewing bodies.

5.0 The dean(s)'s recommendation shall be transmitted to the Provost, who shall convey the recommendation with comments to the Committees on Academic Policy and Planning and on University Resources and Planning. A complete report including the proposal and a record of the responses of the subsequent reviewing bodies will be sent forward to these committees.

6.0 The Senate Committees on Academic Policy and Planning and on University Resources and Planning shall present their recommendations to the Senate, which shall recommend action to the President.

7.0 Criteria for Establishing Schools within an Administrative Unit (i.e., Protoschools)

7.1. The academic unit (a) shall offer a degree program subject to accreditation by a recognized external accrediting group or (b) shall contain within itself subunits that offer various and distinct professional degree programs and faculty members who do not necessarily have common professional qualifications.

8.0 Criteria for Establishing Autonomous Schools

8.1. The academic unit shall meet the criteria of section 7.1 for the establishment of a school within an existing administrative unit.

8.2. If a recognized external accrediting body exists, the academic unit shall meet the criteria for accreditation except autonomy.

8.3. The academic unit shall demonstrate experience in the operation of a program as a major, department, or school within a college.

8.4. The academic unit shall demonstrate both present capacity and future potential for a graduate program.

Colleges: Establishment

1.0 Proposals for the establishment of a college may be initiated by departments or schools, faculty members, or administrative officers of the university. The proposal shall address employment options, informed by the current Collective Bargaining Agreements, for the affected faculty and for permanent staff.

2.0 The proposal shall be reviewed by a committee of elected representatives from groups in relevant or related fields of study. If the committee affirms that the proposal has merit it shall be sent to the Provost.

2.1. If the Provost judges that the proposal has merit, the Provost shall then form an ad hoc committee that will give the matter full and serious consideration. The committee shall comprise at least seven members: any dean(s) from the affected units, at least two department chairs or school directors, one tenured faculty member drawn from an uninvolved college, and at least three faculty from any affected academic units elected by tenured and probationary faculty from the affected academic units. The committee shall then report its recommendations to the dean(s) (if applicable) and the executive committee(s) (or equivalent) of the college(s) involved and to the Provost.

3.0 A final proposal shall be made available to all tenured and probationary faculty from affected academic units. These faculty members shall vote on the proposal. The results of the vote shall be transmitted to the dean(s) (if applicable) and all subsequent reviewing bodies.

4.0 The Provost shall convey the recommendation with comments to the Committees on Academic Policy and Planning and on University Resources and Planning. A complete report including the proposal and a record of the responses of the subsequent reviewing bodies will be sent forward to these committees.

5.0 The Senate Committees on Academic Policy and Planning and on University Resources and Planning shall present their recommendations to the Senate, which shall recommend action to the President.

Departments and Schools: Merger, Restructuring, Transfer, and Abolition

1.0 Proposals for merger, transfer, restructuring (including splitting) or abolition of existing departments or schools may be initiated by departments or schools, faculty members, or administrative officers of the university. The proponent(s) shall distribute a written proposal to the appropriate departments, schools and deans. The proposal shall address employment options, informed by the current Collective Bargaining Agreements, for the affected faculty and for permanent staff.

2.0 The proponent(s) shall distribute a written proposal to the Academic Planning Committee of the affected college(s), which shall invite faculty representatives from any affected academic units to serve on that Committee on an ad-hoc basis. The Committee shall transmit its recommendation to the dean(s). If the recommendation is negative, the proponents of the proposal shall have ten working days to offer additional arguments.

3.0 The proposal shall be reviewed by the dean(s) of the college(s) concerned.

3.1. If the dean(s) judges that the proposal has no merit, this recommendation together with the original proposal shall be forwarded to the Provost. The Provost shall publicly announce to the faculty of the affected units the recommendation of the deans not to pursue further action. The faculty shall have ten working days to offer additional arguments.

3.2. If the dean(s) judges that the proposal has merit, the dean(s) shall then form an ad hoc committee that will give the matter full and serious consideration. The committee shall comprise at least five members, at least two of

whom should be department chairs or school directors, one tenured faculty member drawn from an uninvolved college, and representatives from at least two affected academic units elected by tenured and probationary faculty from the affected academic units. The committee shall then report its recommendations to the dean(s) and the executive committee(s) (or equivalent) of the college(s) involved.

4.0 A final proposal shall be made available to all tenured and probationary faculty from affected academic units. These faculty members shall vote on the proposal. The results of the vote shall be transmitted to the dean(s) and all subsequent reviewing bodies.

5.0 The dean(s) shall subsequently transmit final recommendations to the Provost, who shall convey the recommendation with comments to the Committees on Academic Policy and Planning and on University Resources and Planning. A complete report including the proposal and a record of the responses of the subsequent reviewing bodies will be sent forward to these committees.

6.0 The Senate Committees on Academic Policy and Planning and on University Resources and Planning shall present their recommendations to the Senate, which shall recommend action to the President.

Colleges: Merger and Abolition

1.0 Proposals for the merger or abolition of existing colleges may be initiated by faculty members, or administrative officers of the university. The proponent(s) shall distribute a written proposal to the appropriate dean(s). The proposal shall address employment options, informed by the current Collective Bargaining Agreements, for the affected faculty and for permanent staff.

2.0 The proponent(s) shall distribute a written proposal to the Academic Planning Committee(s) of the affected college(s), which shall invite faculty representatives from any affected academic units to serve on the Committee(s) on an ad-hoc basis. The Committee(s) shall transmit its/ their recommendation(s) to the Dean(s) of the affected College(s). If the recommendation(s) is/ are negative, the proponents of the proposal shall have ten working days to offer additional arguments.

3.0 The proposal shall be reviewed by the dean(s) of the college(s) concerned.

3.1. If the dean(s) judge(s) that the proposal has no merit, this recommendation together with the original proposal shall be forwarded to the Provost. The Provost shall publicly announce to the faculty of the affected units the recommendation of the dean(s) not to pursue further action. The faculty shall have ten working days to offer additional arguments.

3.2. If the dean(s) judge(s) that the proposal has merit, the dean(s) shall then make recommendations to the Provost.

4.0 The Provost shall form an ad hoc committee that will give the matter full and serious consideration. The committee shall comprise at least seven members, dean(s) of the affected units, at least two department chairs or school directors, one tenured faculty member drawn from an uninvolved college, and at least three faculty from affected academic units elected by tenured and probationary faculty from the affected academic units. The committee shall then report its recommendations to the dean(s) and the executive committee(s) (or equivalent) of the college(s) involved and to the Provost.

5.0 A final proposal shall be made available to all tenured and probationary faculty from affected academic units. These faculty members shall vote on the proposal. The results of the vote shall be transmitted to the dean(s) and all subsequent reviewing bodies.

6.0 The Provost shall evaluate the report and submit a recommendation with comments to the Committees on Academic Policy and Planning and on University Resources and Planning. A complete report including the proposal and a record of the responses of the subsequent reviewing bodies will be sent forward to these committees.

7.0 The Senate Committees on Academic Policy and Planning and on University Resources and Planning shall present their recommendations to the Senate, which shall recommend action to the President.

SDSU Imperial Valley

1.0 SDSU Imperial Valley, Calexico shall provide in a remote community setting genuine university experiences and degree curricula for those students at San Diego State University who cannot readily attend the San Diego campus.

2.0 SDSU Imperial Valley and relevant San Diego campus departments, schools, and colleges shall be responsive to the distinctive community, regional, and programmatic needs served by SDSU Imperial Valley.

3.0 SDSU Imperial Valley shall be integral to San Diego State University and shall for practical purposes function as a college.

3.1. SDSU Imperial Valley faculty, staff, and administrators shall be employees of San Diego State University assigned to SDSU Imperial Valley.

3.2. The chief administrative officer shall be the Dean. In consultation with the faculty, the Dean shall determine the needs and shall recommend to the President appointments of administrative, staff, and faculty personnel. The Dean shall request that relevant San Diego campus departments or schools initiate SDSU Imperial Valley faculty appointments and other faculty personnel actions in accordance with the resources allocated to SDSU Imperial Valley. For each faculty search, the SDSU Imperial Valley Dean shall request that the appropriate San Diego campus department or school elect a search committee to include at least one member from SDSU Imperial Valley.

3.3. The SDSU Imperial Valley Dean and faculty shall propose and coordinate programs, review curricular assignments and scheduling, and review and recommend faculty personnel actions.

3.4. SDSU Imperial Valley faculty shall serve on university committees and councils only by virtue of election or appointment as members of SDSU Imperial Valley. They shall be allotted proportional elective representation in the Senate. As members of SDSU Imperial Valley they shall not serve on San Diego campus college committees except as external members, nor shall they participate in San Diego campus college elections to the Senate.

Name Changes, Academic Unit

1.0 Proposals for unit name changes shall be reviewed in order by the following:

a) Originating department, school, or program

b) Academic planning committees of the college(s) in question

c) Relevant college dean(s)

d) Provost

e) Committee on Academic Policy and Planning

f) Senate, which shall receive the recommendation of the Committee on Academic Policy and Planning as an information item.

Press, San Diego State University

1.0 The San Diego State University Press shall be established for the purpose of scholarly and creative publication and shall represent the interests of the university community.

2.0 The Director of the Press shall manage the Press and shall report to the Provost or designee. Contracts negotiated by the Press shall be executed by the San Diego State University Research Foundation.

3.0 Editorial Board

3.1. The Board shall recommend works for publication.

3.2. The Board shall comprise 14 scholars, six of whom shall be San Diego State University faculty members appointed by the Senate; Director of the Press, an academic dean designated by the Provost, and the Dean of the Graduate Division or designee; and eight external members nominated by the Director in consultation with the faculty Board members and appointed by the Provost.

3.2.1. Board members shall be nominated because of their expertise in the areas of the Press's specialization. No person shall be a member of the Board who has a position of conflict of interest with the operation of the Press (Political Reform Act of 1974, California Government Code, sec. 19251, or other legislation of regulation pertinent to The California State University).

3.2.2. External members shall be invited to participate by recommending and reviewing manuscripts for consideration.

3.2.3. Members shall serve three-year staggered terms to a maximum of three consecutive terms.

3.2.4. The Director of the Press shall chair the Board.

3.3. Functions

3.3.1. The Board shall gather, screen, and recommend to the Director materials for publication by the Press.

3.3.2. Board members shall participate actively in editing works scheduled for publication by the Press.

3.3.3. The Director, in consultation with the Board, shall prepare an annual written report for the Provost and the Senate. The report shall include the activities of the preceding year and a compilation of works published, sales figures, a listing of unpublished acquired works, and a financial statement.

3.3.4. The Director shall schedule for publication those works recommended by the Board that meet the Press standards of quality and marketability.

Awards

1.0 Staff Excellence Awards

1.1. Awards and Eligibility

1.1.1. Five merit awards (Community Service, Service to the University, Staff-to-Staff Mentoring, Innovation and Team Effort) are available to recognize formally those San Diego State University staff members who have made significant contributions in each of the respective areas based on criteria posted on the Staff Affairs Committee website.

1.1.1.1. To be eligible, nominees must be permanent full-time staff employees of San Diego State University (San Diego and/or SDSU Imperial Valley) is in good standing with the University, and must be employed with the University at the time of the award, as verified through Human Resources. Members of the Staff Honors and Awards committee are ineligible to receive an award during any year they serve on the committee.

1.1.2. Two non-staff awards (Auxiliary Support and Manager of the Year) are available to recognize formally one employee from auxiliaries of San Diego State University (San Diego State University Research Foundation, Associated Students, Aztec Shops) and one Management Personnel Plan (MPP) employee of San Diego State University who have made significant contributions to the university.

1.1.2.1. To be eligible, nominees in the Auxiliary Support category must be a full-time employee of a recognized San Diego State University auxiliary (San Diego and/or SDSU Imperial Valley) in good standing with the auxiliary and be employed with the auxiliary at the time of the award, as verified through the auxiliary's human resources department.

1.1.3. The Staff Lifetime Achievement Award shall be awarded to staff members who make significant contributions to the mission of the university throughout their careers.

1.1.3.1. To be eligible, nominees in the Staff Lifetime Achievement category must have served the university for a minimum of fifteen years. Represented staff and MPP staff of the university are eligible for this award and must be actively employed by the university at the time of the award (fall semester) in order to be considered. Staff members who serve as part-time lecturers are eligible for the award provided they are nominated in their role as a staff member.

1.1.4. Staff members who serve as part-time lecturers are eligible for merit awards, provided they are nominated in their role as a staff member.

1.1.5. Members of the Staff Honors and Awards Committee are ineligible to receive an award during any year they serve on the committee. Student employees and faculty members (bargaining unit 3 tenure/tenure track and lecturers) are also ineligible to receive the award.

1.2. Procedure and Criteria for Nomination

1.2.1. The Staff Honors and Awards Committee shall issue a campuswide call for nominations, utilizing a wide variety of methods, in order to collect nominations in each category. Nominations may be received from staff, students, faculty members, administrators, alumni, and other members of the community. Nominees will be considered for an award only in the category in which they are nominated, however, an individual may be nominated in more than one category. Separate nominations are required for each category.

1.2.2. Each nomination shall include: (a) Nominator's contact information (name, department, telephone, email, primary role (b) Name and contact information of nominee (c), Award nomination category (d) Description of work or event that is deserving of award (e) Actions that set the nominee apart from other candidates, and (f) Unique qualities that make the nominee worthy of award.

1.2.2.1. The Staff Lifetime Achievement Award additionally requires at least three letters of recommendation from current SDSU faculty, staff, or administrators.

1.2.3. The Staff Honors and Awards Committee shall review all nominations, determine eligibility and select those nominations which best fit the criteria for each category. The committee will then forward all nominations in each category and highlight up to three unranked recommendations in each category to the President, who shall select the recipients. The President will determine how many awards, if any, will be given in each category.

1.2.4. The staff honored with an award shall receive a monetary bonus from the San Diego Alumni Association.

Policies

1.0 Faculty, staff, and administration shall complement each other in the mission of the university to provide the best possible education for its students. Accordingly, San Diego State University shall strive to provide an environment where people demonstrate mutual respect regardless of rank or role.

2.0 For employees covered under specific collective bargaining agreements, policies relating to wages, hours, work assignments, and working conditions shall be addressed in the Collective Bargaining Agreement (CBA) for each one of those employees' specified units. A copy of the employee's agreement shall be found in the Center for Human Resources and shall be made available to any staff member upon request.

3.0 Information on policies relating to employees of auxiliary organizations and other organizations as listed in the Office of the Chancellor pursuant to Title 5 of the California Code of Regulations, sec. 42406, and covered by sec. 42405, shall be located in the human resources department for each specific auxiliary organization.

4.0 Policies relating to employees under the Management Personnel Plan shall be covered by Title 5 of the California Code of Regulations, secs. 42720–42723.

5.0 Academic Misconduct

5.1. Staff shall not provide students with unethical academic assistance, including but not limited to: providing or arranging for the provision of:

(a) copies of a test, an examination, or other course material to any student without the permission of the instructor;

(b) fraudulent academic credit or false transcripts regarding an individual's academic record; and

(c) an academic exception that results in a grade change, academic credit, or fulfillment of a graduation requirement when such an exception is not available to all students.

5.2. Any disciplinary action will be administered in accordance with the Education Code and applicable Collective Bargaining Agreement.

Associated Students

By their student fees, students of San Diego State shall be members of the Associated Students and shall be represented by the Associated Students.

Employment

Student employees shall be accountable for the same standards of discretion, confidentiality, and honesty as other university employees. Like all other employees of the university, students shall be made aware of the general nature of their work environment, their duties and responsibilities, and the potential for violating the conditions of their employment. Students charged with abusing this trust shall be referred to the University Judicial Coordinator or the Center for Human Resources for appropriate disciplinary and legal action.

Theses and Projects, Ownership of and Rights to

1.0 Research or creative work shall be defined as including pictures, sculptures, special editions, laboratory devices, laboratory techniques, manuscripts as theses, musical compositions, mathematical or theoretical conclusions, data and/or research results and the product of the inquiry. In general, the product of an inquiry related to student work, study, or experimentation shall be deemed research.

2.0 A student's thesis or dissertation used to fulfill the requirements of an advanced degree shall belong to the student author. Copyright of a thesis or dissertation is secured automatically when the work is created. The university shall be entitled to a copy or definable facsimile of the thesis or dissertation.

3.0 The university retains rights to data developed by a student and shall have access to use excerpts from any such thesis or dissertation, including data and graphical support of such data, to develop patent applications to which the University has an interest. Any inventions, trademarks, trade secrets or other intellectual property developed shall be owned in accordance with Senate policy addressing intellectual property including royalty sharing with the student as appropriate. The student will retain copyright ownership of his/her thesis separate from ownership of any intellectual property associated with the work.

UNIVERSITY POLICIES: Emeritus Employees

Emeritus status is a right extended to all eligible faculty, staff and administrators. Emeritus status brings with it continued affiliation with the institution and specific benefits (listed in 4.0). Emeritus status, and its accompanying benefits, have associated responsibilities. In order for emeritus status and/or benefits to continue, an emeritus employee must remain in good standing with the University.

1.0 **Eligibility**: Employees who retire from SDSU after having served 10 or more full-time years, or the part-time equivalent, either continuously or at different times at SDSU or elsewhere in the California State University (CSU) system, are eligible for emeritus status. In addition to the length of service, either at SDSU or elsewhere within the CSU, employees must be eligible to activate their annuities from the CSU system.

1.1. Faculty: Emeritus status is granted at a campus, and may be conferred at more than one campus or university system. All faculty, as defined by Section 1.1. of the Bylaws, are eligible for emeritus status. Full-time appointments may be 10 or 12-month, as specified in Bylaw 1.1.1.

1.2. Administrators: Emeritus administrator status shall be granted by and at the pleasure of the President of the university.

2.0 **Nomination**: At least once a semester, a list of employees who have announced their intention to retire and meet the eligibility requirements shall be distributed by the appropriate office to the appropriate Senate committee (Faculty Honors and Awards Committee and Staff Affairs Committee). The Center for Human Resources shall compile the list of retiring eligible staff, and the President's Office (or designee) shall compile the list of retiring faculty. Committees will review the recommended names to ensure that nominated individuals meet the eligibility criteria. After finalizing the nominations, the names of nominated employees shall be sent to the Senate for consideration.

2.1. The Senate shall vote on these lists no later than the final meeting of that semester.

2.2. If eligible persons are omitted from emeritus status, they may request from the Chair of the Senate that conferral of emeritus status be considered through the established nomination process.[23]

3.0 **Conferral:** Emeritus status shall be granted by formal vote of the Senate.

3.1. Upon approval, Senate officers shall include the full list of emeritus employees in their Action Memo to the President. A copy of that memo shall be sent by the Senate Office to the following individuals and offices to ensure the continuation of access and timely conferral of benefits: Senior HR Director, Director of IT User Services, University Library Circulation Department Head, Director of Parking and Transportation Services, Provost, Curriculum Services (in order to update the Catalog), and the employee's supervisor (department chair, school director, college dean, MPP, etc.).

3.2. The names of emeritus faculty and administrators shall be listed in the back of the Catalog and with department and school faculty in the body of the Catalog for a period of 10 years, with extension granted upon request of the faculty member. Departments are responsible for communicating with Curriculum Services the names of emeritus faculty for their department page in the Catalog.

3.3. The names of emeritus staff and their division or college shall be listed in the Catalog for a period of 10 years, with extension granted upon request of the staff member.

3.4. Human Resources shall be responsible for maintaining historic and current lists of emeritus employees, and for sharing publishable-ready lists with Curriculum Services to add to the Catalog. Curriculum Services shall annually deposit the Catalog in the University Library's Department of Special Collections and University Archives in order to memorialize past emeritus employees.

4.0 **Benefits**: Emeritus employees in good standing shall receive the following benefits as available and following normal procedures for allocation: (a) library privileges accorded to all employees, (b) free annual parking permits, (c) email continuation, (d) access to site licensed software suites when licensing agreements allow, and (e) identification cards indicating emeritus status. Emeritus benefits are managed by the appropriate service unit.

4.1. When available, emeritus employees may be granted office space and/or computer access upon the

[23] This includes currently retired employees who become eligible for emeritus status under newly formed rules.

recommendation of the appropriate departmental unit (school, department, college, center).

4.2 Emeritus employees are eligible to serve on Senate, Senate-appointed and campus ad hoc committees as appropriate.