
Faculty Handbook For Lecturers

Fall 1995

Revised 2002

California State University, Long Beach

Preface

This *Faculty Handbook for Lecturers* has been prepared under the auspices of the Center for Faculty Development and the California Faculty Association (CFA) to provide an overview of University policy and procedures. While this handbook covers those matters most relevant to lecturers, it is neither a definitive collection of policies and procedures at California State University, Long Beach (CSULB) nor of the Memorandum of Understanding (MOU) between the CFA and the California State University (CSU). Rather, the policies stated in this handbook are brief statements of or references to policies whose exact language can be found in the cited documents.

More extensive statements on issues that affect all faculty can be found in the *Faculty Handbook*. Questions concerning University policies and procedures may be directed to either your department office, your college dean's office, the Office of Academic Personnel, or the CFA. The MOU and the *Faculty Handbook* are available in the Reference Section of the Main Library, or ask your department for a copy.

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Introduction to the Campus

LOCATION

California State University, Long Beach (CSULB), is located at 1250 Bellflower Boulevard, Long Beach, California 90840. Bounded by 7th Street, Bellflower Boulevard, Atherton Street, and Palo Verde Avenue, the University is situated on 322 acres approximately four miles east of downtown Long Beach.

HISTORY OF CALIFORNIA STATE UNIVERSITY, LONG BEACH

On January 27, 1949, Governor Earl Warren approved legislation establishing what is now California State University, Long Beach. Originally known as “Los Angeles-Orange County State College,” it was the tenth campus to be established in what is now the California State University (CSU) system. Instruction began in September 1949, with a faculty numbering 13 and a student body consisting of 160 juniors and seniors.

In 1964 the name of the institution was changed to California State College at Long Beach. Finally, in June 1972, the Legislature recognized in name what had long existed in fact and the campus was designated California State University, Long Beach. The University has grown to an enrollment of approximately 26,000 students.

ORGANIZATION OF ACADEMIC COLLEGES AND DEPARTMENTS

The University is organized into seven colleges: The Arts, Business Administration, Education, Engineering, Health and Human Services, Liberal Arts, and Natural Sciences and Mathematics, each of which is composed of numerous departments.

ROLE OF COLLEGE DEANS AND DEPARTMENT CHAIRS

Deans of Colleges

The dean is the chief executive of the College, an officer of the University, and serves at the pleasure of the President or designee. The dean reports to the Provost and Senior Vice-President for Academic Affairs.

Chairs of Departments

The chair is the academic leader of the department and is responsible for such activities as recruitment, evaluation and supervision of academic support staff, curriculum development and implementation, and budget development and administration. The chair will consult with faculty in all matters of concern regarding the welfare of students, the department, and the faculty.

UNIVERSITY COLLEGE AND EXTENSION SERVICES

CSULB Summer Sessions courses are offered through University College and Extension Services (UCES), the community outreach branch of the University. UCES also provides CSULB students with the opportunity to enroll in Winter Session, as well as other Special Sessions and Extension Credit courses that can be applied to an academic degree. UCES courses meet the same academic standards as all other CSULB courses. Contact **University College and Extension Services (ext. 55561) or (800) 963-2250**.

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Academic Policies & Procedures

ACADEMIC FREEDOM AND PROFESSIONAL ETHICS

As a faculty member of an institution of higher learning in a free society, you are guaranteed that your academic freedom will be fully protected and that you will be encouraged to speak freely, forcefully, and competently in the performance of your duties. However, this freedom is accompanied by professional and institutional responsibilities and ethics, and your failure to fulfill your responsibilities may, following due recourse, make you accountable to the judgment of your colleagues and/or disciplinary actions prescribed by the University and the CSU.

For detailed explanation of academic freedom and professional ethics matters, consult the *Faculty Handbook*.

CHEATING AND PLAGIARISM

A variety of actions exist to deal with cheating and plagiarism; consult the current CSULB *University Bulletin* for information regarding definitions of and penalties for cheating and plagiarism.

CLASS MEETINGS

All classes should meet on the days, times, and locations listed in the *Schedule of Classes*. Permission for exception to this rule must be secured in writing and in advance from the department chair. Agreements arrived at between faculty and students to alter class meeting times and locations are not permitted without the corresponding written agreement of the department chair.

FACILITIES PROBLEMS

If your classroom facilities are inadequate or otherwise unsatisfactory, contact your department immediately. Do not change rooms or attempt to alter the facilities without contacting the department for assistance in correcting the problem.

OFFICE HOURS

Some departments have specific office hour requirements; consult your department. Otherwise, it will be your responsibility to schedule reasonable office hours in order to meet the needs of your students. Your office hours should be posted outside your door and should be made available in your department office. Scheduling by appointment only does not fulfill this requirement.

RELIGIOUS HOLIDAYS FOR STUDENTS

You are obligated to permit any student who is eligible to undergo test or examination to do so, without penalty, at a time when that activity will not violate the student's religious creed, unless such exception would impose an undue hardship; it would be up to you to prove undue hardship.

To minimize potential disruptions, you are encouraged to inform students through announcement and through class syllabi that students who will be absent at some point during the semester for religious observance must provide a written notice of that fact during the first week of class; it is legitimate for you to inform students that if they fail to provide sufficient advance notice you are not obligated to make last minute adjustments.

SEXUAL HARASSMENT POLICY REGARDING STUDENTS

CSULB is committed to creating a community in which a diverse population can live, and work, in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual. Members of the CSULB community have the right to work and learn **in** an environment free of unlawful discrimination.

In accordance with this, you have an ethical and legal responsibility to interact with students in a manner free from all forms of unlawful discrimination, including sexual harassment. Sexual harassment of student by faculty occurs when it is indicated, implicitly or explicitly, that sexual interactions will have an effect on grades, performance evaluations, letters of recommendation, customary referrals, or references. Sexual harassment can also be gender-related verbal or physical conduct that creates an intimidating, hostile, offensive, or otherwise adverse environment.

STUDENT PRIVACY

You may not divulge to any source information concerning the political and/or sexual orientation activities or advocacy or personal life-style of current or former students.

SYLLABUS AND COURSE REQUIREMENT INFORMATION

You should inform students in writing of the requirements of your course by no later than the end of the first week of classes and you should adhere to these requirements. Students should be informed of such necessary information as:

- a) Course goals, objectives, and requirements;
- b) Your grading policy;
- c) Attendance requirements (if applicable);
- d) Your policy on due dates and make-up work;
- e) Required texts and materials;
- f) Kinds of assignments to be assigned;
- g) Your availability outside of class, including office hours and your office telephone number;
- h) Withdrawal policies.

TAPE RECORDINGS

Physically disabled students enrolled in your class, especially blind students, have a legal right to use tape recorders in your classroom. Other students may do so only with your permission.

TEXTBOOK CHOICE

It is your responsibility to choose the appropriate textbook(s) for your course(s). Some departments have adopted a policy requiring use of the same text(s) or one of a small number of designated texts for all sections of a multiple-section course or all semesters of a sequential course. Normally, you are to be involved in the textbook selection process.

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Registration & Grading

ADD POLICY

Students may add your class up to the end of the second week after classes begin. After the second week and until the end of the third week, students will need your written permission to add your class. Students may not add classes after the third week. The most current registration policies and procedures are published in the *Schedule of Classes*.

ENROLLMENT VERIFICATION

Enrollment verification is required by the Office of the Chancellor at the end of the third week of classes. You will receive a class listing of each of your classes to certify that the names on the class listing are correct. This "certified list" with your appropriate changes should be returned to the department secretary by the time requested. Note: At this time, you may withdraw a student who has never attended class by completing an "Instructor Drop" card and returning it with your class list. (See also "Instructor Withdrawal of Students" under this "Registration & Grading" section.)

FINAL EXAMINATIONS

Final examinations are required in all courses for all students, except in certain activity courses or when the dean of your college authorizes an exception. The final examination may not count for more than one-third of the course grade. The schedule of final examinations is given in the *Schedule of Classes*.

A student who requests permission to take a final examination at a time other than the regularly scheduled time must secure such permission from you at least one week in advance of any change. You may not change the scheduled final examination time without authorization from the dean of your college.

EXTRA STUDENT COURSE FEES

If you require special fees to conduct your class (e.g. bus rental fees for field trips, scuba gear, greens fees for golfers, etc), you must make advance arrangements with the Business Office for authorization of a special fee called a "Miscellaneous Course Fee." Authorized fees must be paid directly to the University Business Office. Contact the University Business Office (ext. 54060). Do not collect any fees unless prior approval has been given by your college office.

GRADING PRACTICES AND PROCEDURES

Appeals

Students have the right to appeal only their final grade on the basis that the grade was prejudicial, capricious, or arbitrarily assigned. The student must initiate the appeal to you, orally or in writing, within the first regular semester after the assignment of the disputed grade. If further action is necessary, the student may direct the appeal to your department's grade representative, usually the department chair. If the issue remains unresolved, the student may direct the appeal to the grade appeals committee of the college involved. Contact the office of your college dean for information about the appeals committee. Extensive explanation of the grade appeal process is given in California State University's *Faculty Handbook*.

Assignment of Grades

1. Final grades must be based on at least three, and preferably four or more, demonstrations of competence by the student.
2. The final exam may not count for more than one-third of the course grade.
3. You are expected to keep a record of your students' scores on each of the demonstrations of competence on which the final grade is based.
4. Students have the right to be informed promptly of their scores and to review each of their demonstrations of competence with you.
5. You are expected to provide your students with an opportunity for demonstration of competence as early as is reasonable and no later than the mid-point of the semester or summer session.
6. You are expected to inform your students during the first week of instruction what grading policies and practices you will employ and what rules will apply to withdrawals.
7. Demonstrations of competence must be retained for one year if not picked up by the student; if you will be unavailable during the following semester, leave these materials with your department office.

Change of Grade

Grades reported to the Office of Admissions and Records are considered to be official and final. Changes to final grades can be made only on the basis of (a) computational error, (b) additional completed work justifying alteration of an "Incomplete" grade, or (c) a successful grade appeal. All requests for change of grade must carry the recommendation of the instructor (except as provided for in the Grade Appeals Procedure), the department chair, and the approval of the school dean.

All grade changes must be filed within one year from the filing of the first grade, except changes of grades that result from grade appeals processes; only a grade appeal can change a grade after an award or credential has been received.

Credit by Examination

Students may receive credit for some courses by passing examinations developed at the campus in place of taking the actual course. A student who wishes to challenge your class must be enrolled in the University and in your course, and must present you with a copy of a signed and dated approval form at the first class meeting. This approval form must be secured from the department by the student prior to enrolling in the course.

You are responsible for conducting, scoring, and reporting challenge examination results before the end of the third week of classes. Students who pass the examination will receive a grade of "CR." Students who do not pass the examination may continue in your course as a regular student or officially withdraw from the course.

Grade Marks

The following definitions apply to grades assigned to all undergraduate and graduate courses:

- A** Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative.

- B** Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements.

- C** Performance of the student has been at an adequate level, meeting the basic course requirements.

- D** Performance of the student has been less than adequate, meeting only the minimum course requirements.

- F** Performance of the student has been less than the minimum course requirements.

In addition to the standard grades above, the University also permits students to select evaluation on a "Credit/No Credit" basis, where "CR" is equivalent to grades A, B, or C, and "NC" is equivalent to grades D, F, or U. Consult the *University Bulletin* or the *Faculty Handbook* for additional or more comprehensive grading information, including appropriate assigning of Incompletes and Unauthorized Incompletes.

SUBMISSION OF FINAL GRADE REPORTS

You are to receive a grade report before the end of each semester with instructions concerning the reporting of grades. Submit this grade report to the departmental office within 96 hours after administering the final examination, but no later than the posted deadline. Reports of final grades are mailed to each student at the end of each semester by the Admissions and Records Office.

WAITING LIST POLICY

Consult your department chair regarding your department's waiting list policy.

WITHDRAWALS

The symbol "W" indicates that the student was permitted to drop a course after the second week of instruction. It carries no connotation regarding student performance and is not relevant to calculating grade point average.

Withdrawal applications must be filed by the student at the Admissions and Records Office or through the Voice Response Registration System regardless of whether a student has ever attended class. Students who fail to withdraw in this manner are assigned a grade of "F" or "U." Consult the *University Bulletin* for more specific information.

During the First Two Weeks

Students may withdraw during the first two weeks and the course will not appear on their permanent records.

After the Second and Prior to the Final Three Weeks

Students must obtain your permission and the permission of the department chair to withdraw after the second week and prior to the final three weeks. Some departments may also have department-specific regulations regarding withdrawals-Consult your department chair.

During the Final Three Weeks of Instruction

Students may not withdraw from classes during the last three weeks of the semester except in cases of serious illness and compelling reasons and/or complete withdrawal from the University.

Instructor Withdrawal of Students

You may withdraw a student who has never attended class by completing an "Instructor Drop" form and submitting it to the Office of Admissions and Records along with your Enrollment Verification List. This should be done by the end of the third week of classes.

You may also withdraw a student who has enrolled in a course requiring "permission of the instructor" or completion of prerequisites if the student has not properly secured this permission or has not satisfactorily completed the prerequisites before enrolling.

Medical Withdrawals

Students who become seriously ill or injured or who are hospitalized and thus unable to complete an academic term may withdraw without academic penalty. A physician's statement for medical withdrawal is available from the Student Health Service and must be completed by the student's attending physician and submitted to the Medical Director. The Student Health Service will forward its recommendation to the Admissions and Records Office. Additional evaluation by the Director of Financial Aid may be required for those students receiving financial aid.

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Personnel Policies & Procedures

ABSENCE FROM WORK

If you must miss your class meeting time *because of illness*, you need to notify your department chair prior to class time, if possible. Upon your return to work, contact your department for policies regarding return to work and to fill out necessary forms.

If you must miss your class meeting time for a reason *other than illness*, including, for example, attendance at a professional meeting, you must get prior authorization from your department chair. Unauthorized absences will normally result in a reduction of pay, and five or more consecutive unauthorized absences may result in automatic termination. (See also "Sick Leave" under this "Personnel Policies & Procedures" section.) Consult Article 24 of the MOU.

AFFIRMATIVE ACTION AND NON-DISCRIMINATION PLAN

In addition to meeting fully its obligations of nondiscrimination under federal and State law, CSULB is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

It is therefore the policy of CSULB that no student, employee, volunteer, member of the public, nor recipient of services and/or benefits provided by CSULB shall be subjected to any form of prohibited discrimination in any CSULB programs or activities. In addition, it is the policy of CSULB that no person shall be discriminated against, intimidated, threatened, coerced, or suffer any form of retaliation or reprisals because the person has opposed unlawful discrimination, filed a complaint, testified, assisted, or participated in any manner in any proceeding regarding unlawful discrimination or has attempted to do so.

For concerns regarding affirmative action or discrimination contact the Director of Equity and Diversity (ext. 58490).

APPOINTMENT POLICY FOR LECTURERS

Summary of key points regarding appointment policy are provided below, but you should consult Article 12 of the MOU for comprehensive information about appointment policy, appointment process, application/selection pools, etc.

Workload Limitations for Part-Time Appointment

Part-time appointments may not exceed a total of 15 units in all employing areas combined, even if more than one college is involved. Up to 18 units may be taught system-wide.

Periods of Appointment

After two consecutive semesters of employment, a part-time lecturer who is offered reappointment by the same department must receive a one-year contract and must receive an assignment equaling at least the same total number of units taught as in the previous qualifying year and at the same or higher salary placement-if the work is available. Consult MOU Article 12.3. (See also "Salary for Subsequent Appointments" under this "Appointment Policy for Lecturers" section.)

Conditional Appointment

Terms of appointment for part-time lecturers are made conditional based on sufficient enrollment and budget. Full-time lecturer appointments may not be made on a conditional basis.

Expiration of Appointment

Your official assignment notification is the only notice you will receive informing you that appointments automatically expire at the end of the period stated and that your appointment does not establish consideration for any subsequent appointments or bestow further appointment rights. You must complete a new SC- I form each year to recertify your interest. Contact your department for hiring and re-hiring protocol.

Denial of Subsequent Appointment

If you apply for a subsequent appointment and are not selected, your right to file a grievance is limited to the allegation that you were not given "careful consideration." "Careful consideration" requires, at minimum, review of your past performance that includes performance evaluations and summaries of student evaluations of your teaching. Your salary level may not be considered in assessing your application's relative strength. Such a grievance alleges contractual violation and is not a "Faculty Status Matter" as defined in Article 10 of the MOU.

Salary for Subsequent Appointment

Appointment of a part-time lecturer in the same department in consecutive academic years requires the same or higher salary placement as in his/her previous appointment. Subsequent appointment in a different department does not require the same salary placement. Upon completion of 24 academic units you are eligible for step movement on the salary schedule.

DISCIPLINARY ACTION AGAINST FACULTY

The grounds for disciplinary action are (a) immoral conduct, (b) unprofessional conduct, (c) dishonesty, (d) incompetence, (e) drug dependency, (f) failure to perform the normal and reasonable duties of your position, (g) conviction of a felony or conviction of any misdemeanor involving moral turpitude, (h) fraud in securing appointment, and (i) drunkenness on duty.

Disciplinary action will be limited to demotion (including reduction in salary step level), suspension without pay, and dismissal. A letter of reprimand is not a disciplinary action, although it may refer to actions that, if repeated, could lead to later disciplinary action. Nonreappointment is not a disciplinary action.

Procedures for disciplinary action are contained in Article 19.2 of the MOU.

EVALUATION OF LECTURERS

Periodic Evaluation

If you have been appointed for two or more semesters, you will be evaluated in accordance with the periodic evaluation procedure as described in Article 15 of the MOU. Evaluation will include student

evaluations, peer departmental input, and evaluations by appropriate administrators. Part-time lecturers may be reviewed by their department chair. If you have been appointed for only one semester, you may be reviewed at your request or at the discretion of your department chair or your department. In all cases, you will be provided with a copy of the written record of periodic evaluation. A written record of the evaluation will be placed in your Personnel Action File.

Student Evaluation

Consistent with University policy, at least two of your classes numbering over five students and representative of your usual teaching assignment must be evaluated by students each semester. If you teach only one course in two semesters, then that class will be evaluated. If you teach more than two classes, your department chair will consult with you as to which classes will be evaluated and in the case of disagreement you will each select half of the courses to be evaluated. Some departments and programs have their own special policies in which case your department will let you know.

Student evaluations must be administered during the last three weeks of instruction by nonfaculty persons, usually students in the class. In the interest of creating conditions in which students may freely and thoughtfully evaluate your teaching effectiveness, you are not to be present during administration of questionnaires nor to handle nor see them until the following semester. You will receive a computer summarization from the Office of Information Services. For additional information contact the Academic Personnel Office (ext. 58263).

GRIEVANCE PROCEDURES

Your grievance rights are described in Article 10 of the MOU.

LEAVES

Leave of Absence Without Pay

Lecturers may be granted leaves of absence without pay for no more than 15 consecutive working days per term. Refer to Article 22 of the MOU.

Bereavement Leave

You are entitled to a one day paid leave of absence for the death of a "significantly close" relative, or two days if the death requires that you travel over 500 miles from your home. In the latter case, approval of your college office is required. "Significantly close" is defined as your or your spouse's mother, father, grandmother, grandfather, grandchild, son, son-in-law, daughter, daughter-in-law, brother, sister, or other relative living in the immediate household of you or your spouse.

The above may be supplemented with Sick Leave in accordance Article 24 of the MOU.

Emergency Leave

You may be granted an emergency leave by the President in the event of a natural catastrophe or an emergency situation that places your health or safety in jeopardy. Emergency leaves are normally of short duration.

Maternity Leave

Making early arrangements with the Office of Payroll Services regarding maternity leave will ease transition from and to work on matters of pay, benefits, etc. (See "Sick Leave" in this "Leaves" section.) Contact the **Office of Payroll Services (ext. 54164)**.

Family Medical Leave

For detailed information about family care and medical leaves, contact the **Academic Personnel Office (ext. 54128)**.

Jury Duty

Notify your department chair in writing (e.g., a copy of the jury notice) promptly if you are called for jury duty. You are not exempt from serving on jury duty, but if you wish to postpone jury duty service contact the Academic Personnel Office for a letter of assistance as soon as possible. If you must take leave for jury duty, be certain you give written notice to your department chair and college dean before you actually take leave. You may be asked to submit verification of your actual service by your department chair. Contact the **Office of Payroll Services (ext. 54164)**.

You are entitled to your regular salary only if you remit the amount received for such duty to the CSU, minus any payment you received for travel expenses and subsistence. You are entitled to time off with pay for jury duty only for those hours that you were scheduled to work.

Personal Holiday

You are entitled to one Personal Holiday each calendar year, to be scheduled by mutual agreement between you and your department chair. A personal holiday cannot be accrued nor rolled over to following years, nor can it be used in increments.

Religious Holidays for Lecturers

With prior approval from your department chair, it is possible to use your Personal Holiday as a religious holiday. You are expected to consult your department chair in a timely manner to discuss arrangements for covering classes.

Sabbatical

Full-time lecturers are eligible for sabbatical after having served full-time for six years at CSULB in the preceding seven-year period. Sabbatical applications from eligible lecturers are evaluated on the same basis as those from eligible permanent faculty. Refer to Article 27 of the MOU.

Sick Leave

Full-time lecturers are granted one eight-hour day of sick leave following completion of each pay period. Part-time lecturers will accrue sick leave credit on a pro rata basis.

Full-time lecturers will be charged eight hours of sick leave for each day of absence chargeable to sick leave. Part-time lecturers will be charged sick leave on an hour-for-hour basis. Consult Article 24 of the MOU.

LIABILITY OF UNIVERSITY EMPLOYEES

You can request that the University defend you against claims or actions filed against you for injury due to negligence within the scope of your employment. The University will defend you in the case of legal action and in the event of adverse decision, provided that in the scope of your employment you have acted in good faith and exercised good judgment. In order to minimize the risk of incurring liability, you are expected to adhere to all University policies and procedures.

To assure that appropriate representation is provided and to minimize personal and University exposure to liability, you must inform the Office of the Vice-President for Academic Affairs immediately upon receipt of any summons, subpoena, or similar notification of litigation that has resulted from performance of your duties as an employee of the University.

NON-UNIVERSITY PERSONNEL

You will be personally responsible for all matters, including compensation and filing tax reports, related to your hiring of non-University personnel to assist you with University-related matters. In these cases, there is a degree of risk to you and to the University for incurring liability or other contractual obligations. It is recommended that you not hire non-University personnel for University-related matters.

You may not make arrangements for substitute instructors. Such employment must be arranged by the appropriate administrator, as outlined in Section 3 of the University Administrative Policies and Procedures Handbook. For additional information, contact the Academic Personnel Office (ext. 58263).

PERSONAL PRIVACY

You have the right to privacy and the right to keep your professional and personal lives separate. Your personal life shall not be considered in any personnel decisions as long as it has no bearing on your professional performance at CSULB. You shall not be discriminated against on the basis of your life style or sexual orientation, and no information regarding your political views, sexual orientation, **or** life-style preferences shall be divulged during or after your employment.

PERSONNEL ACTION FILE

Your Personnel Action File (PAF) is an up-to-date official record of your employment with the University that is kept in the Office of Academic Affairs. Personnel recommendations or decisions relating to your retention or termination will be based on your PAF. You are to receive a copy of any new material to be included in your PAF at least five days before it is included. Consult Article II of the MOU

What Can Be Included in Your Personnel Action File

Any material identified by source may be placed in your PAF. Identification must include the author, the committee, the campus office, or the name of the officially authorized body generating the material. You may submit any material for inclusion in your PAF that you deem relevant, including rebuttals to material in your PAF.

Correcting Inaccurate Additions to Your Personal Action File

If you **find** material in your file that you believe is inaccurate, you can request from the Associate Vice-President for Academic Affairs correction or deletion of part or all of the disputed document. If your request is denied, you may submit your request to the President who must return a written decision to you within 21 days.

Who Can See Your Personnel Action File

Only you and others who have official business with your PAF may see your PAF. Access to your PAF must be arranged through the Associate Vice-President for Academic Affairs. All access to your PAF is logged **and** the log is kept as part of the PAF.

Getting Copies of Your Personnel Action File

You are entitled to copies of any material in your PAF within 14 days after you have requested copies in writing from the Associate Vice-President for Academic Affairs. You may be required to pay for the copying costs.

REPRESENTATION OF LECTURERS

Academic Senate

The CSULB Academic Senate represents the faculty and serves as a communication link between the faculty and the administration. Currently, two lecturer representatives serve on the Academic Senate. For additional information, consult the *Faculty Handbook* or the Academic Senate Office.

California Faculty Association

The California Faculty Association (CFA) exists to advance the interests of CSU faculty members and is the bargaining representative of the faculty to the CSU. The CFA periodically negotiates the collective bargaining agreements that are the MOU.

SEXUAL HARASSMENT POLICY REGARDING FACULTY

CSULB is committed to creating a community in which a diverse population can live, and work, in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual. Members of the CSULB community have the right to work and learn in an environment free of unlawful discrimination.

Sexual harassment—defined as unwelcome and unwanted sexual attention, whether physical, verbal, or visual, is prohibited in any form by CSULB, California State law, and the Federal Civil Rights Act of 1964. No supervisor may threaten or insinuate, either explicitly or implicitly, that your submission to or rejection of sexual activities will influence any aspect of your employment or career development. Similarly, all employees, faculty, and staff have an ethical and legal responsibility to interact with students in a manner free from all forms of unlawful discrimination, including sexual harassment.

If you feel you have been sexually harassed, you can raise official complaint without fear of retaliation or reprisal—retaliation or reprisal against a complaint constitutes a violation of federal and State law. To discuss a sexual harassment situation informally, you may contact your union representative, the union representative's supervisor, the Women's Resource Center, or the Office of Affirmative Action. To launch a formal complaint, contact the Director, Affirmative Action (ext. 54121)

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Payroll Information

PAYMENT

For all questions concerning payroll, including direct deposit and deductions, contact **Office of Payroll Services (ext. 54164)**. See also the "Benefits Information" section of this manual.

Final Paychecks and the Clearance Form

You cannot receive your **final** paycheck until you have completed a Clearance Form. The Clearance Form can be obtained from your department office and is completed at the close of each semester after final grades have been submitted.

Mailing Paychecks

If for any reason you would like your paycheck mailed to you, leave a self-addressed, stamped envelope with your department secretary.

Obtaining Paychecks

Obtain your paycheck from your department office. If you have direct deposit, you will pick-up your payment stub from your department office.

REQUIRED DOCUMENTATION

Once you have accepted appointment, you must submit documents verifying identity and employment authorization to Payroll Services within three days of your hire. For a complete list of documents that establish identity and employment authorization, and to complete other necessary employment forms, contact the **Office of Payroll Services (ext. 54164)**.

SALARY SCHEDULES

Salary schedules are given out yearly by the Academic Personnel Office. You can also get salary schedule information from your department office.

SALARY STEP MOVEMENT

If you have already taught 24 units within a single department, you are eligible for step movement. Lecturers who have no more salary step eligibility in their current range and have five years in their current range may request consideration for range elevation. Check with your department office for further information.

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Benefit Information

INSURANCE PLANS

Eligibility Criteria

Lecturers with at least a one-semester appointment for at least 6 Weighted Teaching Units (WTU), are eligible for health, dental, and vision insurance, as well as long term disability and group life insurance. If you are a part-time faculty employee with appointments at more than one CSU campus, you may combine appointments to meet the eligibility requirement.

Benefits will be discontinued if such a lecturer drops below 6 WTU; however, such a lecturer may re-enroll if appointed again to a contract of at least 6 WTU per semester. Contact the **Benefits Coordinator in the Office of Payroll Services (ext. 54164)**.

Health Plans

You have 60 days from the effective date of your appointment to select a health plan. Coverage usually begins the first of the month after you sign your enrollment document in the Payroll Services Office, but coverage does not take effect until you are in pay status and you have received your first pay check; you must complete the appropriate enrollment documents to receive this benefit.

Dental Care

You can choose from two dental plans: Private Medical Care, Inc., or Delta Dental Plan of California (Enhanced). These plans have no premium charge for either you or your dependents.

You must enroll in a dental insurance program within 60 days of the effective date of your appointment, and coverage becomes effective when you are in pay status and "Dental" appears in the deduction column of your payroll warrant and earnings statement. Enrollment depends on your having completed the appropriate enrollment documents in the Payroll Services Office. For information about dental insurance, contact **Office of Payroll Services (ext. 54164)**.

Vision Care

Your vision care is provided by the University through Vision Service Plan (VSP). You and all eligible family members are covered at no cost to you. Enrollment in vision insurance is automatic and your previous completion of enrollment documents is not required to receive this benefit. For vision insurance information, contact **Office of Payroll Services (ext. 54164)**.

Long Term Disability

Standard Insurance Company carries the CSU Long Term Disability Plan; your enrollment is automatic and employer paid. Your plan provides monthly disability income following 6 months of disability and

will pay 66-2/3 percent of your base salary minus disability income you may be receiving from other CSU, State, or federal programs. For information contact **Office of Payroll Services (ext. 54164)**.

Group Term Life Insurance

The University offers a \$50,000 employer-paid life insurance plan that also includes \$50,000 AD and D. You are covered at no premium cost and enrollment is automatic. For information contact **Office of Payroll Services (ext. 54164)**.

Trustee Sponsored Voluntary Insurance Plans

Numerous voluntary insurance plans provided through payroll deductions are available:

Life Insurance	Auto Insurance
Accidental Death/ Dismemberment Insurance	Homeowners Insurance
Long Term Disability	Cancer Insurance
Income Insurance	Medical Assistance for International Travelers
Hospital Income	Cash Value Accumulation
Protection Insurance	Fund (for savings)

For brochures, membership applications, and a list of insurance agents representing the various plans, contact **Office of Payroll Services (ext. 54164)**.

OTHER BENEFITS

Dependent Care Reimbursement Program

This program allows you to pay for necessary dependent care through pre-tax payroll deductions. With a dependent care account (DCA), regular deductions will be made from your monthly salary before income taxes are withheld. The total allowable amount withheld each month ranges from a minimum of \$20 to a maximum of \$416.66. The annual enrollment period for the following calendar year is October of the current year. If you wish to participate, you must enroll *each* calendar year. Contact **Office of Payroll Services (ext. 54164)**.

Fee Waivers for Self and Dependents

You are eligible for six fee-waived units per semester for use by you or your eligible dependents.

Medicare Tax

Medicare tax is normally incorporated as part of Social Security deductions. However, Medicare tax is mandatory even if you do not qualify for retirement or Social Security membership. These contributions will enable you to qualify for Medicare benefits once you reach age 65.

Public Employees' Retirement System

You are automatically enrolled in the Public Employees' Retirement System (PERS) when you are appointed for an academic year at half-time (7.5 units) or more, or upon your third semester at half-time or more. Membership involves both contributions by the University and deductions from your paycheck. In addition, employees enrolled in the Public Employees' Retirement System will also earn Social Security Credit for CSULB. (See also "Social Security" under this "Benefit Information" section.) Contact **Office of Payroll Services (ext. 54164)**.

Retirement Plan for Less Than Half-Time Employees

All active CSU employees who are not participants in PERS, STRS, or Social Security because they work less than half-time will be required to participate in the PST retirement plan administered by the Department of Personnel Administration. In this case, you will make a 7.5 percent pre-tax contribution on your wages.

Social Security

The State of California's contract with the Federal Government provides that State employees automatically will be placed in the Social Security system when they are participating in the State's retirement system. Participation in Social Security involves both contributions by the University and employee payroll deductions.

Tax-Sheltered Annuities and Deferred Compensation

You may participate in tax-deferred annuity and State-deferred compensation plans. Under these plans, your premiums are not taxed as income; you will be responsible for income tax on benefits when your annuity or deferred compensation benefits are received. This deferred tax is subject to a maximum that is determined by use of the "exclusion allowance" formula the institution from which you purchase your annuity will assist you with this computation.

Campus personnel may not advise you in the selection or purchase of annuities or deferred compensation, nor aid in the computation of the exclusion allowance. For a list of State-approved insurance companies, contact the **Office of Payroll Services (ext. 54164)**.

Unemployment Insurance

You may be eligible for unemployment compensation if you are not re-appointed. You may file a claim for this benefit at the State Employment Development Department (EDD) office in your area. The University will respond to such claims as appropriate, but the final decision on eligibility is determined by EDD. You may appeal an adverse EDD decision.

Workers' Compensation and Disability Benefits

Workers' Compensation is a benefit that provides you with compensation and medical benefits if you are injured on the job or become ill due to a work-related condition. All qualified costs associated with a work-related injury/illness are paid through workers' compensation and not through your personal health benefits plan. If a work-related injury or illness prevents you from working, you are eligible for disability compensation. Contact the **Workers' Compensation Administrator in the Health and Safety Department (ext. 51761)**

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Services

CENTER FOR FACULTY DEVELOPMENT

The Center for Faculty Development is located on the fifth floor of the University Library and offers individual and group programs aimed at enhancing collegiality, teaching effectiveness, and scholarly/creative productivity. Contact the **Center for Faculty Development (ext. 55287)**.

CHILD CARE

Children of University faculty, ages six months to 2-1/2 years, may be registered at the Infant-Toddler Center as space allows. Priority registration is granted to the children of students. Contact the **Infant-Toddler Center (310) 494-1666**.

Children of University faculty, ages 2-1/2 to 5, are accepted for registration in the Isabel Patterson Child Development Center as space allows; children of students have priority in registration. Children may be admitted on a full- or part-time basis. There is a sliding fee scale. Contact the **Isabel Patterson Child Development Center (ext. 55333)**.

COMPUTING SERVICES AND FACILITIES

Academic Computing Services offers a wide range of computing support to faculty and students. Two campus-wide timesharing systems are operated by Academic Computing Services: a Digital Equipment Corporation VAX 6320 running VMS, and a DEC system 5810 running ULTRIX. Contact **Academic Computing Services (ext. 54505)**.

A large number of MS-DOS compatible and Macintosh microcomputers are located on the bottom floor of the University Library and are available for general use. Ask your department about other computing facilities on campus that are available to you.

EMPLOYEE ASSISTANCE PROGRAM

The University's Employee Assistance Program exists to assist faculty with personal problems such as family difficulties, alcoholism, and drug dependency. Through individual professional consultation, this program seeks to help employees identify the nature of personal difficulties and refer them to the appropriate services.

The Employee Assistance Program is available to all members of our University community on a voluntary basis and participation is strictly confidential. Contact **Student Health Services (ext. 55411)**.

FACULTY RECREATIONAL ACTIVITIES AND FACILITIES

A variety of facilities, activities, special classes, recreation clubs, and intramural tournaments are available for faculty and staff. Contact the **Physical Education Department (ext. 54051)** or **Sports, Athletics, and Recreation (ext. 54655)**.

INSTRUCTIONAL SUPPORT FOR FACULTY AND STUDENTS

Audio / Visual

Audio / Visual provides audio and video duplications and transfers, records University- or faculty-sponsored events, and provides technical assistance. Contact **Audio / Visual (ext. 54962)**.

Learning Assistance Center

The Learning Assistance Center (LAC) is located on the first floor in the east wing of the Library and provides extra educational assistance to students. LAC offers help with personal learning skills, time management, note taking, examination strategy, standardized test preparation (URE, GRE, MCAT, etc.), and tutorial assistance. You may arrange for LAC to give a presentation to your class on personal learning skills. Contact the **Learning Assistance Center (ext. 55350)**.

Media Resources

Media Resources is located in Library East, room 1 17, and provides resources such as VCRs, film projectors, easels, and overhead projectors for instructional purposes. Contact **Media Resources (ext. 54028)**.

Supplemental Instruction (SI) Classes

Supplemental Instruction (SI) classes can help prepare students for CSULB's Writing Proficiency Examination as well as teach learning strategies and techniques to assist students in mastering course concepts. SI course offerings are listed in the CSULB *Schedule of Classes* each term.

KEYS

When you are authorized to have a key, you can get keys to classrooms, offices, desks, cabinets, etc., by presenting in person at the "Key Issue Window" in the Plant Operations Department (1) a key authorization card with the appropriate signature and (2) your University identification card.

You are responsible for keys you sign out and you will be charged for keys that you lose. Keys must be returned when your employment at the University ends or you may face a fine.

Exchange and loan of keys is strictly prohibited. Report lost or stolen keys to your department office, Public Safety, and Plant Operations. Contact the **Public Safety Department (ext. 54101)** and the **Plant Operations Department (ext. 54871)**.

LIBRARY

The Library offers you numerous services, including collections loans, interlibrary loan from all CSU libraries as well as the libraries of UCLA and UCI, private research cubicles, reservation of library material required by course syllabi, and guided instruction on library usage for faculty and students. Contact the **Main Library (ext. 54047)**.

OFFICE SPACE

You will be provided with office space by your department. However, most departments are unable to provide a single office space to each faculty member and you will likely share an office with other faculty members.

PHOTOCOPYING AND DUPLICATING

Photocopying facilities are located in various offices throughout the campus-ask your department secretary for locations and procedures. Photocopy services are also available for a fee in the University Library's copy center, as well as at the Campus Copy Center, located behind the bookstore.

Duplicating services may be obtained from either your department secretary or the Duplicating Office (ext. 54501).

LEGAL USE OF UNIVERSITY RESOURCES

University equipment, supplies (including stationery and postage), personnel, and the like may not be used for any purpose related to outside employment, non-University consulting, personal business, or any activity outside of University employment. Such misuse of University resources for personal gain or interest could constitute an unauthorized use of State funds or raise questions of a conflict of interest.

RESPONSIBILITY FOR UNIVERSITY EQUIPMENT

You are responsible for the loss, theft, or damage of equipment that you check out. Report lost equipment to the Property Office and file a Missing Item Report with your department. Contact the Property Management Office (ext. 54880).

SCHOLARLY ACTIVITIES: OFFICE OF UNIVERSITY RESEARCH

Faculty and staff coordinate their efforts for the development of research and other sponsored programs and proposals through the Office of University Research. This is also the office through which local, State, and federal governmental agencies, private foundations, corporations, and other prospective funding organizations funnel their requests for assistance in research and scholarly activities. Contact the Office of University Research (ext. 55314).

TELEPHONES

Dialing Instructions

For complete dialing instructions or directory information, contact the Campus Telephone Office by dialing "O."

Directories

For a campus telephone directory and/or a local Long Beach directory, contact your department office.

Emergency Phones

See "Emergency Phones" under the "Emergency, Safety, General Information" section of this manual.

Voice Mail

Voice Mail should be available to you in your office. If you do not have Voice Mail or if you have questions, call ext. 54480.

UNIVERSITY STUDENT HEALTH SERVICES FOR FACULTY

The University Student Health Service will provide you with emergency first aid for work- and non work-related illnesses and injuries. Contact University Student Health Service (ext. 54771)

EMERGENCY, SAFETY, GENERAL INFORMATION

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Emergency, Safety, General Information

ALCOHOLIC BEVERAGES

Alcoholic beverages generally may not be consumed on campus except at sponsored events and with **prior** written approval of the **Director of Student Life and Development (ext. 54181)** and the **Director of Food Services (ext. 54138)**. Approval will normally be limited to events in such areas as the University Student Union, the Soroptimist House, or the Chartroom. For additional information on University regulations related to consumption of alcoholic beverages on campus, contact the **Office of Student Life and Development (ext. 58600)**.

ART MUSEUM

CSULB's art museum displays frequently changing exhibitions and is available for your enjoyment. Find it in North Library. Contact the **Art Museum (ext. 55761)**.

CRISIS INTERVENTION

Students may confide in you for help **with** personal crises. If you deem it appropriate or necessary, contact the University Counseling Center for help with aiding students **in** need. University Counseling Center staff are available to respond directly to immediate and severe situations as needed. In addition, if you need confidential consultation concerning the appropriateness of a referral and/or how to best assist a student, the Center can offer such consultation. Contact the **University Counseling Center (ext. 54001)**.

DISABLED STUDENT SERVICES

The Disabled Student Services (DSS) and Adult Learning Disability (ALD) programs provide support services to both permanently and temporarily physically disabled persons and to learning disabled members of the University. DSS provides registration assistance, note takers, interpreter services, readers, test proctoring, academic counseling, and information on scholarships and careers. Other services include referral to the High Tech Center for the Disabled and testing for learning disabilities. If you have any questions regarding students with disabilities in your classroom and their appropriate accommodation, contact **Disabled Student Services (ext. 55401)**.

DISASTER INFORMATION

The Department of Public Safety has overall responsibility for the implementation of appropriate emergency plans in case of disaster. Your academic department can provide you with a copy of the disaster plan for the University. If you have any questions or need any assistance with disaster planning, contact the **Department of Public Safety (ext. 54101)**.

In the event that an emergency or natural disaster affects CSULB operations, the following communication process will go into effect to provide information concerning the status of CSULB:

CSULB Switchboard

The CSULB Switchboard will provide recorded information concerning the University's status. Call the **CSULB Switchboard (310) 985-4111**.

KLON 88.1 FM

KLON-FM (88.1 FM) will announce campus status reports at the beginning of each hour. More frequent broadcasts will be added if necessary.

Los Angeles-Area Broadcast Stations

CSULB will notify major radio stations and television stations concerning campus closure and other information. This information will be broadcast at the individual station's discretion.

EMERGENCY INFORMATION

Emergency Phones

There are emergency "blue light" telephones at various campus locations which can be used in the event of an emergency. See Figure I on page 1-3 for the locations of emergency phones. These phones will ring directly into the Public Safety Dispatch Center when picked up. It is suggested that you familiarize yourself with the locations of these "blue light" telephones near the areas and routes that you frequent.

All campus elevators have emergency phones that ring directly into the Public Safety Dispatch Center.

Emergencies can also be reported by dialing **9-1-1** from any campus phone or pay phone location. However, understand that dialing **9-1-1** from a GTE public pay phone will connect you to the local Long Beach emergency system rather than to CSULB's Department of Public Safety Dispatch Center. It is strongly recommended that an *on-campus* Ericsson phone be used to dial **9-1-1** when on-campus emergency help is needed.

Serious Physical Injury or Illness

It is critical that assistance be summoned immediately for any injury or physical illness on University property by dialing **9-1-1** from an *on-campus* phone. In the event that there is a release of blood **or** other body fluids, precautions should be taken to prevent contact with the fluids. The Department of Public Safety will arrange for clean-up with Environmental Health and Safety. If a student suffers serious injury or illness, it is also important that you contact the Vice President **for** Student Services (ext. 55587).

Student Disruption In your Classroom

You may request that a student leave the classroom immediately if the student is involved in inappropriate conduct, including but not limited to disruption of normal classroom proceedings, unauthorized presence in the classroom, indecent or obscene behavior, and physical abuse or the threat of physical abuse to you or class members. Should a student refuse to leave when asked, contact the Department of Public Safety (ext. 54101); emergencies may also be reported from a "blue light" emergency phone and by dialing 9-1-1 from an *on-campus* phone. All student dismissals from class for such reasons must be reported to the Office of Judicial Affairs (ext. 55270).

Student Illness In Your Classroom

Though Disabled Student Services asks students to tell you of any medical problems they have that could affect the classroom, such as seizures, they will not always do so. Therefore, it is important that you know where the emergency telephones are located and how to use them. Consult "Emergency Telephones" under "General Emergency Information" in this "Emergency, Safety, General Information" section.

EMERGENCY MESSAGES FOR STUDENTS

If the University is requested to notify a student who is in class of an emergency such as death, accident, or serious illness in the family, a Student Services representative will be sent to ask that you excuse the student from your class so that the emergency message can be delivered. If a request to contact a student is received during hours outside the normal work day, the contact will be made by a representative from the Department of Public Safety (ext. 54101).

FOOD SERVICES

Numerous restaurants offer a wide selection of food in the University Dining Plaza and in the Student Union building.

JAPANESE GARDEN

CSULB's Japanese Garden is open for your viewing and enjoyment and is also available for social occasions, such as weddings. Contact Japanese Garden (ext. 58885).

LOST AND FOUND

Lost and Found is located in the Public Safety Department at 1331 Palo Verde Avenue. To identify lost property, you must appear between 1:00 p.m. and 4:00 p.m. Monday through Friday or call for an appointment. Contact the Public Safety Department (ext. 54101).

MAP OF CAMPUS AND FACULTY PARKING

A map of the campus that identifies the parking areas designated specifically for faculty parking is provided in Figure I on page 1-3.

PARKING

In order to park on campus on a regular basis, you will need to buy a parking permit at the University Cashier's Office. Permits can be bought for one semester, one academic year, or one calendar year. While certain lots are designated for faculty (see Figure I on page 1-3), there are no assigned spaces. The Cashier's Office is located at SS/AD 148.

Be warned that parking is at a premium at CSULB and is especially difficult between 10 a.m. and 4 p.m. daily.

SMOKING

City of Long Beach ordinance forbids smoking in any building on campus.

UNIVERSITY STUDENT HEALTH SERVICE

The University Student Health Service offers outpatient care to enrolled students for acute illness or injury. It also offers various other medical services, including health and psychiatric counseling, family planning, immunizations, laboratory tests and IUV testing, x-rays, and physical therapy. The University Student Health Service cannot issue students excuses from classes nor does it grant medical withdrawals. Contact the University Student Health Service (ext **54771**).