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Introduction

This guide is intended as a resource and is meant to give department chairs a brief introduction into some duties and day-to-day operations that they will face. Department chairs may ask for clarification on any of these or contact the Dean’s Office about any concerns.

Getting Started as New Department Chair

1. **CSU New Department Chairs Workshop:** Department chairs are strongly encouraged to attend. Once a date is determined an announcement will be made, and information on the workshop will be posted on the Faculty Affairs Workshops page.

2. **PeopleSoft Student Administration System Security Authorization:** Department chairs are given access to a range of Academic Advising, Enrollment Management, Class Management, and Grading Informational Reports through the university’s CMS – CS Link system. Incoming department chairs will be contacted to complete the security authorization forms needed to obtain access.

3. **Student Online Workflows:** Incoming chairs will receive training for the following online student workflows: 1) study abroad requests; 2) substitution requests; 3) special consideration requests. More information on student online workflows is available below.

Faculty Matters

1. **Tenured/Tenure-Track Faculty**
   a. **Tenure-Track Searches:** Resources for the tenure-track search process are available on the Faculty Affairs website under Tenure-Track Recruitment.
   b. **New Faculty Orientation:** A New Faculty Orientation is offered for new faculty at the beginning of the academic year. Once a date is determined an announcement is made and it is posted on the Academic Affairs Calendar. The orientation is an opportunity for new, tenure-track faculty to become acclimated, meet other new faculty, and learn more about the campus.
   c. **Reappointment, Tenure, & Promotion (RTP), Professional Development Plans (PDPs), Mini Reviews, and Evaluation of Tenured Faculty (ETF):** Department chairs serve as the primary mentors for faculty in faculty review processes. Faculty may come to department chairs at any time for advice on the process. New faculty in particular may look to department chairs for guidance, and chairs should initiate a dialogue with them early in the fall semester about university, college, and department expectations, as well as goals that they should establish to meet those expectations. Department chairs should strongly encourage all faculty undergoing an RTP review, Mini Review, or PDP to attend an RTP workshop in the fall. Dates are set by Faculty Affairs and posted online. Chairs are welcome to attend any of these workshops and it can be useful to hear the information that is being presented to faculty and common questions that are asked. Department chairs should also
attend an RTP Workshop for Evaluators – which is offered every fall for chairs, RTP evaluators, and staff – and encourage other RTP evaluators in the department to attend as well. The workshop(s) for evaluators is normally scheduled from mid-Sept to early-October.

i. Department chairs may contact the associate dean at any time to discuss any procedural matters or questions about the faculty review processes. Additional information on RTP is also available on the following websites:

1. Faculty Affairs’ Evaluations (RTP)
2. Collective Bargaining Agreement (Article 15: 15.31-15.48)

2. Lecturers

a. Lecturer Job Announcements: Lecturer job announcements are posted on the CBA Job Opportunities page. It is strongly recommended that department chairs always have an up-to-date part-time lecturer job announcement posted for their department, as any hires, including emergency hires, must come from this applicant pool. To post a job announcement, chairs should contact the CBA Academic Operations Analyst for assistance in preparing the announcement.

b. Lecturer Entitlements & Order of Work: Department chairs may refer to Article 12.29 of the Collective Bargaining Agreement for order of work, and may also consult with the Associate Dean for Administration for any questions or concerns. A report on lecturer entitlements is available upon request, and will also be sent to chairs in the fall and spring semester in association with periodic lecturer evaluations.

c. Periodic Lecturer Evaluations: Internal college deadlines for submission of lecturer evaluations are established early in the fall semester and sent to department chairs. Chairs must notify those lecturers who will be evaluated by the established deadline in the fall semester (the deadline is normally around first week of November), and must also send an additional reminder at least 30 calendar days prior to the file’s due date. Department chairs should strongly encourage lecturers who will or may be evaluated to attend a Lecturer Evaluation Workshop (held in mid-November; deadlines posted online). To aid in this process, the associate dean will send information to chairs regarding periodic lecturer evaluations (including who must be evaluated and who is optional) in the fall and spring semesters. Additional information on periodic lecturer evaluations is available on the following websites.

i. Faculty Affairs’ Lecturer Evaluation Process
ii. Collective Bargaining Agreement (Article 15: 15.23-15.30)

3. Student Evaluations of Teaching (SPOT): Conducted in accordance with PS 12-02 Student Evaluation of Teaching Policy. Additional information is available on the Faculty Affairs’ Student Evaluation of Teaching page.

a. Course Selection for SPOT: Early in the semester, Institutional Research emails the Course Selection workbook to each department, for selection of courses to be evaluated through SPOT. In departments that do not evaluate all classes, classes to be evaluated are jointly determined in consultation between the instructor and the department chair as per PS
12-02 Student Evaluation of Teaching Policy. The department ASC completes the course selection workbook accordingly, and once chairs approve the list, the ASC forwards this to Institutional Research.

b. Administering of SPOT: As per an Administrative Council decision, effective Fall 2016, staff will no longer administer SPOT evaluations. The new procedure will be discussed in Fall 2016.

4. Grade Analysis: After each semester ends (around early February for Fall and mid-July for Spring). Institutional Research will distribute two grade analysis reports: 1) Confidential Grade Analysis, containing individual section information; 2) Weighted Grade Analysis, containing department and college averages. As per an Administrative Council decision, these reports are sent from the college to the department chair only.

   a. Evaluation Tables: Evaluation tables are required for RTP reviews and periodic lecturer evaluations. It is recommended that evaluation tables (shown below) be completed by department chairs with department ASC assistance as this requires data from the SPOT summaries (question 5) and both the confidential and weighted grade analysis reports. Only data from the period of review should be included. If ASCs assist in completing these evaluation tables for the department, department chairs need forward the confidential and weighted grade analysis reports to the respective ASC and give direction as to the period of review.

   ![Evaluation Table](image)

5. Sabbatical Leaves, RSCA, Mini-Grants/Summer Stipends: Additional information is available in the PS-1108 Policy and Procedures for Supporting Research, Scholarly, and Creative Activity and the Office of Research & Sponsored Programs’ Internal CSULB Funding Opportunities pages.

   a. Sabbatical Leaves: In the fall semester, Faculty Affairs will send an email to all chairs with a list of faculty eligible to apply for sabbatical leave in the coming year. Faculty Affairs will also send an email to eligible faculty to notify them of their eligibility. Eligible faculty may submit sabbatical leave applications to the Dean’s office in mid-November (deadline established in the fall semester by Faculty Affairs), for review by the Awards, Development, and Ethics Committee (ADEC) and the Dean. The sabbatical leave applications need to be signed by the department chair prior to this November deadline. Faculty awarded sabbatical leaves must sign a promissory note agreeing to carry out their proposal to the best of their ability and to return to service at CSULB after the sabbatical leave. Upon completing the sabbatical leave, faculty are required to provide a written report to the department chair, the dean of the college, and Faculty Affairs. Additional information is available on the Faculty Affairs’ Sabbatical and Difference-in-Pay Leaves page.
b. **Research, Scholarly, and Creative Activity (RSCA) Reassigned Time & Small Faculty Grants:** Eligible faculty submit their application to the Dean’s office, for review by ADEC and the dean. Tenure-track faculty getting assigned time for reduced load are not eligible to apply for RSCA but may apply for Small Faculty Grants. No department chair signature is needed. The RSCA application period and review takes place in the spring semester (deadline are established by the Dean).

c. **Mini Grants/Summer Stipends (MGSS):** Depending on funding, Faculty Affairs will send an announcement to faculty. Eligible faculty submit their application to the Dean’s office, for review by ADEC and the dean. Tenure-track faculty getting assigned time for a reduced load are not eligible to apply. No department chair signature is needed. After ADEC and the dean have made their recommendations, applications are sent to ORSP for review by the university Mini Grant, Summer Stipend Committee (UMGSSC).

6. **Visiting Scholars:** Please refer to the [CBA Guidelines for Academic Visitors](#). Department chairs will receive and review applications, and propose Academic Visitor’s approval to the dean, who makes the final decision. Approval of the application depends on availability of office space during the visit.

**Committee & Election Matters**

1. **University Service & Committees:** Membership into committees for the subsequent academic year must be determined by May 15th of each spring semester. The departments of Finance and Information Systems elect in even numbered years and the departments of Accountancy, Marketing, and Management/Human Resource Management elect in odd numbered years. The Dean’s office keeps records of college and university membership, as well as of the department RTP and Grade Appeals committees. In order to keep records up-to-date, department chairs, with department ASC assistance, are responsible for submitting the committee membership lists to the CBA Academic Operations Analyst at the end of each spring semester, and for sending a notification of any committee membership changes that occur throughout the year. Additional information on college and university committees is available on the following websites:
   a. [Constitution of the College of Business Administration](#)
   b. [Faculty Handbook 2013 – College of Business Administration](#)
   c. [Academic Senate Councils & Committees](#)

2. **Elections:** CBA is currently the pilot for testing the BigPulse ballot system. The new system will first be piloted at the college level and then implemented throughout the departments. Training will be provided once access is extended to departments.

**Staff Matters**

1. **ASC’s Work Schedule:** Please refer to the [CBA Guidelines for Establishing ASC’s Work Schedule](#).
2. **ASC Primary Duties**: ASCs provide administrative support to the department chairs and faculty. The following are their primary duties:
   a. Input class schedule information into the system, reserve rooms for classes, and make changes as necessary. Order textbooks for faculty. Post faculty office hours every semester. Collect and upload syllabi to CBA share drive at the beginning of each semester.
   b. Complete forms of curriculum and catalog changes by the deadlines and obtain necessary signatures before submission.
   c. Plan, organize and analyze logistical needs for department meetings or events.
   d. Assist in tenure-track faculty recruitment process such as maintaining applicant log, arranging on-campus interviews, preparing travel claims for the candidates, and collecting documents needed for hiring new tenure-track faculty.
   e. Assist in Retention, Tenured, and Promotion (RTP) process at the department level.
   f. Duplicate and collate instructional materials for faculty.
   g. Prepare and collect faculty assigned time request forms and work accomplished certifications.
   h. Inform and remind faculty of department, college, and university deadlines and any changes in policies and procedures. Communicate with CBA Dean’s Office any critical or time sensitive issues.
   i. Assist faculty in preparing travel requests, travel claims and reimbursement requests timely.
   j. Assist in the process of faculty evaluations by students.
   k. Serve as department receptionist. Provide answers or direct students and visitors to appropriate departments. Arrange parking for guests.
   l. Directly or indirectly supervise student workers. Monitor student workers’ work schedules and funding availability. Input and update attendance reports in HR system for faculty and students. Ensure all timesheets are submitted on time.

3. **Staff Evaluations**: Department chairs are responsible for evaluating their staff by specified deadlines. The [Employee Planning and Performance Review Form](#) is available online.

### Class Scheduling & Instructional Matters

1. **Enrollment Management**: The University sets the college’s enrollment targets for fall and spring. The department chair is responsible for creating the department’s schedule of classes and assigning teaching loads, keeping in mind department and student needs as well as budgetary considerations. Department chairs will work closely with the Associate Dean for Administration to manage over-enrollment or under-enrollment in their departments. If there are not enough seats to

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1 The target is expressed in Full Time Equivalent Enrollments (FTE). The calculation for FTE is as follows: 1) for **undergraduate courses**: the number of credits, multiplied by the number of students enrolled in an undergraduate class at “Census”, divided by 15, equals one FTE (one FTE for a three-unit class is generated by five students); 2) for **graduate courses**: the number of credits, multiplied by the number of students enrolled in a graduate class at “Census,” divided by 12, is one FTE (one FTE for a three unit graduate class is generated by four students). Census is on the 20th day of instruction during the academic year.
meet demand, chairs may speak to the associate dean about the possibility of adding more sections, and in some cases the associate dean will approach chairs about the feasibility of opening up more sections if this is needed to meet the needs of graduating students or incoming students. Occasionally department chairs may also be asked to contact faculty about the possibility of adding an additional student into the class, particularly if a student needs this class for timely graduation. In cases of very low enrollment, chairs might wish to advertise courses, or if the course is still under-enrolled, may consider cancelling the course. Any requests to cancel sections must include how many students would be dropped from the course and a justification for the cancellation.

2. **Class Scheduling for Academic Year**: Class scheduling for the fall and spring semester is broken up into several phases, listed below. The deadlines are sent to department chairs and ASCs; chairs should keep these in mind when finalizing their schedule as room availabilities become scarcer after each phase. During each of these phases, department ASCs have access to submit scheduling changes as per chair instructions.

![Class Scheduling Diagram](image)

3. **Class Scheduling for Summer**: Please refer to the CBA Guidelines for Offering Summer Courses. Department chairs may begin scheduling for summer after the kick-off date (normally set in September). The Associate Dean will also send department chairs a list of courses requested by CBA Enrollment Management.

![Summer Scheduling Diagram](image)
a. **CBA Classrooms in Summer:** There are no room allocations during summer, so any college can schedule in CBA rooms as soon as summer scheduling commences. Departments should aim to do all of their scheduling in the second floor classrooms in CBA (the only exception is for evening courses that start after 5:30pm), as although SOAR does not finalize their scheduling until February, their requests are given priority, and for the last several years they have reserved all CBA classrooms on the first floor.

b. **Financial Feasibility of Summer Courses:** To aid in financial feasibility considerations, the “Summer Revenue Return Projections” report is sent to department chairs during the spring semester and leading up to the start of each summer session so that the dean and each respective department chair can discuss any deficit situations.

4. **Textbook Requisitions:** The Federal Higher Education Opportunity Act requires that course material information be posted as soon as possible with the University Textbook Office (deadlines are normally set in October for spring semester, and March for summer and fall). Faculty can submit textbook requisition orders directly through the online Requisition System or may submit the textbook(s) information to department ASCs. The department ASC may also assist faculty in obtaining desk copies. The Textbook Office also provides faculty support in submitting textbook orders, and can be contacted at (562) 985-7780 or textbook@csulb.edu. Additional information is available on the Textbook Office’s Requisition website.

5. **Office Hours:** As per PS 14-15 Faculty Office Hours Policy (Article 2-3), “each instructional faculty member is required to hold one regularly scheduled office hour per week for every 3 Weighted Teaching Units (WTUs) taught to a maximum of four hours...All faculty who teach one or more courses with face-to-face instruction are required to hold at least one hour of regularly scheduled face-to-face office hours. This requirement of at least one face-to-face hour cannot be met, entirely or in part, by stipulating ‘by appointment only’...[Faculty] may schedule the remainder of their office hours...in any manner purposefully designed to meet student needs.”

   a. **Faculty Reporting of Office Hours:** Instructors need to submit their office hours to department ASCs by the end of the first week of instruction.

   b. **Department Chair Review of Office Hours:** Department chairs, with department ASC assistance, should review office hours of instructors in the department to confirm that these are in line with university policy.

   c. **Department Office Hour Signs & Directory Updates:** Department ASCs should complete a standard card listing of faculty office hours to be posted outside of faculty offices, as well as submit this information to the CBA directory and to the California Faculty Association office on campus.

   d. **Cancellation of Office Hours:** In the event that faculty cannot meet scheduled office hours, they must notify the department office and a notice needs to be posted on the faculty member’s door when office hours are cancelled.

6. **Syllabi:** Please refer to PS 11-07 Course Syllabi and Standard Course Outlines Policy.

   a. **Faculty Creating & Submitting Syllabi to Department:** Instructors should refer to the Standard Course Outlines for the courses they are teaching and consult with the department chair before teaching a course for the first time. If faculty would like to refer to past syllabi,
they may obtain these from the department ASC. Faculty must submit syllabi for all of their courses to department ASCs by specified department deadlines but no later than census date for the term. It is recommended that department deadline for submittal be set to before the start of the semester.

b. Department Chair Review of Syllabi: It is recommended that department chairs review syllabi submitted to confirm that these follow standard course outlines and university policy.

c. Submitting Syllabi to the Office of Accreditation: Department ASCs should post approved syllabi on the “Administration-Share” shared drive under the Syllabi Tracker folder for the current semester. The Office for Accreditation will then submit the posted syllabi to University Archives by the census date.

7. Absence from Class: Faculty who need to cancel a class session must submit a “Notice of Absence From Class/Class Cancellation Form” to the department chair. Absence from class for reasons other than illness or emergency requires prior permission from the chair. Informal voluntary substitution by a University colleague is permissible, but department chairs should be notified in advance. Classes should be canceled only in exceptional circumstances, and normally appropriate alternative assignments/activities should be provided.

8. Final Course Grades, Grading Procedures, and Final Assessments: As per PS 12-03 Final Course Grades, Grading Procedures, and Final Assessments Policy (Article III.3), “all instructors shall administer a final assessment...or have it due...at a specified time that falls within the date and time listed in the Final Examination Schedule.” Any exception must be approved by the associate dean for administration and requires signatures of all students enrolled in the course.

a. Grade Rosters: Instructors must submit their grade rosters by the established deadline (for regular fall/spring semester courses, deadline is about a week after the last day of instruction; for summer courses or courses scheduled off-cycle, deadline is 96 hours after the last day of instruction excluding holidays or weekends). Only the instructor of record may access grade rosters and submit grades. Reminders are sent out to faculty by Enrollment Services and the college prior to the deadline. An email is also sent to department chairs and ASCs to notify them of any grade rosters in their departments that are past due.

9. Additional Resources for Faculty: Department chairs may refer faculty to the CBA Faculty Resource Guide.

Student Matters

1. Student Online Workflows: Study abroad, substitution, minor, and special consideration requests are completed by students online, and reviewed online by the appropriate individuals for approval.

a. Special consideration requests to waive prerequisites: For special consideration requests where students are requesting that prerequisites be waived or be allowed to be taken concurrently, department chairs should keep in mind that these can only be considered if there is a strong academic justification, otherwise they cannot be approved. If
prerequisites are in the process of being removed (i.e. if this has been approved as a curriculum change by the departments and UPC/GPC), but cannot go into effect yet due to the timeline of the curriculum cycle, then chairs may decide to apply this change retroactively.

2. **Student Registration Cycle:**

   a. **Registration Round 1 & 2:** Students begin registering for fall classes in April and spring classes in November. During **Round 1 of registration**, the maximum number of units a student can enroll in is 14. During **Round 2**, this is increased to 18 (after all newly admitted students have had the opportunity to register). Enrollment dates are determined by class standing.  

   i. Every 30 days, students are dropped from classes for failure to pay their fees, up until about two weeks before classes begin.

   ii. Once a class is “closed” (i.e. number of students = enrollment limit), students begin placing their name on a wait list for the class. The maximum number of names on a wait list is half of the enrollment limit.

   iii. Once grades for the previous term are posted, Enrollment Services removes students from classes for the upcoming semester for which they have not completed the prerequisite(s).

   iv. Students who became “Disqualified” at the end of the previous semester are also dropped from their classes for the upcoming spring or fall term.

   v. New students enroll once they have attended a session of Student Orientation, Advising and Registration (SOAR). For fall, freshmen begin enrolling in June and transfer students in July. Freshmen are usually not admitted for spring. Transfers admitted in spring enroll in January.

   b. **Registration After Classes Begin:**

   i. Until the end of the second week of classes, unless registration is restricted to students who have received the consent of instructor or department, students continue to enroll in open classes (i.e. classes in which the number of students enrolled is less than the enrollment limit) online.

   ii. Beginning in the third week of instruction through the end of the fourth week, students must enroll using a **“Late Registration Request”** form. Students must obtain the signature of the instructor and then take the form to the CBA Center for Student Success (CBA 100). Although the form states “Department Stamp,” no signature is required from the department chair; thus, if a student brings the form to the department, please ask them to submit the form to CBA 100. Once the form is

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2 If students want to enroll in more than 18 units, they must submit a request to the associate dean for review.

3 Graduate students and students in special enrollment groups (Student Athletes, Disabled Students, Veterans, etc.) are the first to register. Seniors who have filed to graduate in the upcoming term are next. The remaining students gain access to registration based on the number of units that they have completed.

4 A student is disqualified when his/her campus grade point average falls below a 2.0 and he/she is unable to raise his/her GPA to a 2.0 or higher by the end of two semesters, not including summer.
taken to CBA 100, Carol Grutzmacher will check that there is space available in the classroom within fire marshal limits, and that the student meets the prerequisite(s) and is not registered for any other classes with a conflicting time.

iii. After census, if the department approves a request for a “Late Add Memo,” the department ASC must draft a memo to be printed on department letterhead. The memo needs to explain the reason for the late add, but also argue that there was an error on the part of the university and that the student was not enrolled because of reasons beyond his or her control. Once a memo is prepared, it must be signed by the instructor, chair, and associate dean; the student will then have to submit the memo to BH-101, along with a personal statement, for final approval from Enrollment Services.

iv. **Open University students** who wish to be added into a class must complete the “Open University Registration Form”. Students must obtain the signature of the instructor and then take the form to the CBA Center for Student Success (CBA 100). Although the form states “Department Chair Signature/Stamp,” no signature is required from the department chair; thus, if a student brings the form to the department, please ask them to submit the form to CBA 100. Once the form is taken to CBA 100, Carol Grutzmacher will check that there is space available in the classroom within fire marshal limits, and that the student meets the prerequisite(s) and is not registered for any other classes with a conflicting time.

c. **Permits**: A permit is issued electronically. It can override the prerequisites for a course and can also override the enrollment limit, if so designated. Most permits are issued because the registration system often does not recognize that a student has taken a course that is a prerequisite for a CSULB class at another school. A permit must also be issued to enable students to enroll in classes for which registration has been restricted to students who have been given “consent.”

3. **Student Withdrawals**: Please refer to [PS 12-03 Final Course Grades, Grading Procedures, and Final Assessments](#) for the university policy on withdrawal. Students who wish to withdraw from a course must complete the “Petition to Withdraw from a Class(es)”. Prior to the final three weeks of the regular semester, withdrawal is permissible only for a serious and compelling reason with instructor and department chair approval. Instructors and department chairs should make sure that the reason for withdrawal is indicated on the form prior to signing. Withdrawal during the final three weeks is permissible only in cases such as accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student’s control and the assignment of an Incomplete is not practical. Withdrawal during the final three weeks requires approval of the instructor, department chair, associate dean, and Provost. The final deadline for withdrawal is the last day of instruction for the term, unless it is a medical withdrawal, in which case the student should complete a “Medical Withdrawal Petition” and submit this directly to Enrollment Services by the last day of the semester.
4. **Grade Appeals:** Please refer to [PS 11-09 Grade Appeal Procedure](#). Below is a summary of the procedure as it pertains to the department chair’s role, which may be carried out with department ASC assistance.

   a. **Department Chair Responsibilities in a Grade Appeals Case:**
      
      i. **Confirming Department Grade Appeal Committee Membership:**
         
         1. **GAC Membership Requirements:** As per the policy (Article 2.1), “Each department and extra-departmental program (hereafter referred to as program) shall form a department/program grade appeals committee comprised of at least three (3) faculty members. If department/program faculty members are unable to serve in sufficient number to form a grade appeals committee, the chair of the council of the relevant college shall appoint the required number of grade appeals committee members from the ranks of college faculty. A department/program grade appeals committee shall include at least one student member appointed by the Associated Students, Incorporated.”

         2. **Department Chair Role:** If there are insufficient faculty members serving in the committee, the department office will initiate the election process within the department to fill the position. If department faculty members are unable to serve in sufficient numbers to form a grade appeals committee, the department chair must notify the chair of the Faculty Council, who will appoint the required number of grade appeals committee members from the ranks of college faculty. For assistance on finding a student member appointed by ASI, the department chair should contact the CBA Academic Operations Analyst.

      ii. **Informal Consultation with Department Chair:** As per the policy (Article 3.4-3.41), “After receiving the student's grade appeal file...the department/program chair will consult with both the student and the instructor(s) involved to attempt a resolution to the grade appeal. If the instructor of record refuses to participate, the department chair shall insert a written statement to that effect in the appeal file.”

         1. **Student Request to Forward File to Department Grade Appeals Committee:** As per the policy (Article 4.1), “Should consultation fail to resolve the appeal and should the student choose to continue the process, the student must ask the [department] chair to forward the appeal to the department/program grade appeals committee. The student must make this request in writing by the last day of instruction of the regular semester immediately following the semester or special session in which the course was completed.”

      iii. **Department Chair Forwards File to Department Grade Appeals Committee:** As per the policy (Article 4.1.1), “The department/program chair shall forward the appeal to the department/program grade appeals committee within ten (10) instructional days and may include a written recommendation based upon the first, consultative
step in the process...The chair must also inform the instructor immediately that the formal grade appeals process has been initiated and must give copies of all materials forwarded to the grade appeals committee to the instructor and to the student. The student may terminate the appeal at any point by submitting a written request to withdraw the appeal.”

iv. Department Grade Appeals Committee May Consult with Department Chair on Procedural Matters

b. Allegations of Discrimination, Harassment, or Retaliation in Grade Appeal Cases: Any grade appeal that contains allegations of discrimination, harassment, and retaliation (including sexual violence) are placed on hold and transferred immediately to the Office of Equity & Diversity for an investigation regarding the specific components of the grade appeal related to these charges. The Office of Equity and Diversity will be given 60 working days to investigate the specific components of the grade appeal related to discrimination, harassment, or retaliation, and issue their findings.

Curriculum and Program Development

1. Formal Certification Cycle:

- **Curriculum Submission Deadline**
  - One annual deadline in early November
  - Submitted changes will undergo the formal certification process and will go into effect the following fall

- **Challenge Period**
  - December

- **Formal Certification**
  - December - January
  - After the challenge period, curriculum changes are formally certified and the Curriculum Office sends out the formal certification reports to all colleges and departments

- **Catalog Copy Edit Phase**
  - January - February
  - Curriculum Office sends out "Catalog Copy Edits" to departments for editorial changes or corrections before final publication of the catalog

- **University Catalog Published Online**
  - May
  - University catalog for the upcoming academic year is posted online

2. **Curriculum Changes:** Any curriculum changes (i.e. changes to academic programs or courses) must be approved by the department and the respective college programs committee (UPC or GPC). There is only one annual formal certification cycle (which begins in November) whereby any approved curriculum changes can be submitted to the Curriculum Office, to become effective the following fall. Department ASCs complete the curriculum forms for approved changes and submit to the department chair for signature. These are then submitted to the associate dean for approval and signature. Additional information is available on the [CSULB Curriculum Handbook](#) and the [CBA Guidelines for Catalog Revisions and Standard Course Outlines (SCOs)](#).
3. **Catalog Edits:** Edits occur in the spring semester after the Curriculum Office has processed the curriculum changes submitted in November. Catalog Edits – draft copies of the upcoming catalog which should contain all the changes submitted during the curriculum cycle – are sent by the Curriculum Office to the respective department chairs for their review. Curriculum changes cannot be submitted at this time, but chairs may make any editorial changes or corrections in red ink to the hard copy of the catalog edit. The department section (with department contact information and career possibilities) can also be edited at this time. After reviewing the catalog edit, department chairs will need to submit this to the associate dean for final review before it is returned to the Curriculum Office.

4. **Course Catalog Requisite Changes:** Before every semester, the course catalog requisite report becomes available for review (the review period for the fall semester is normally in February and the review period for spring semester in September). Department chairs will be asked to review the prerequisites that are coded for their department courses with Enrollment Services, which may differ from what appears in the university catalog. The “requisites” listed on that report are what Enrollment Services checks for when allowing students to enroll; students who do not meet these requirements are not able to enroll unless a permit is issued on an individual student basis. These “requisites” might include certain courses that must be taken prior to a course (as per catalog requirements), GPA requirements, or major restrictions that only allow certain options/majors to enroll. If department chairs wish to enforce any prerequisites for recently certified courses, expand or relax certain requisites in other courses, or open up or restrict courses to certain majors/minors, they should notify the CBA Academic Operations Analyst prior to the deadline. Prior to each deadline, the CBA Academic Operations Analyst will also notify chairs of any problems or issues in how the current requisites are coded so that these can be addressed.

5. **Typically Offered Reports:** Department chairs are responsible for determining and reporting how often courses are typically offered. A CS-Link report is available showing what is currently being reported, titled the “LBSR1141 – Typically offered Course Data” report. The information that is reported by department chairs is used in degree planners available to students and their advisors, and is utilized to create multi-semester course plans based on when courses are “typically offered.” Thus, this information should be as accurate a projection as possible in order to minimize the number of issues that we have down the road (for example, if students plan to take prerequisites or their last remaining courses in a given semester or summer session but then are not able to take these because they are not offered, thereby delaying their graduation plans). Department chairs will receive a more comprehensive report (including future scheduled offerings and planned enrollments based on student degree planners), along with recommended changes, once a year (approximately around May) for their projected offerings for the coming year, but may also notify the CBA Academic Operations Analyst if anything changes throughout the year.

6. **Piloting New Courses:** New courses can be created through the normal curriculum cycle. However, if department chairs wish to pilot a new course before it goes into the catalog, they can offer it as a selected topics course (Type I course) and complete a “Topic – Type I” curriculum form with department ASC assistance, to be submitted to the the associate dean. A new course can
be offered as a selected topics course for only one semester. After that semester, in order to be offered again it must go through the formal certification process.

7. **Inactive Courses:** Please refer to Section 4 of the Curriculum Cycle: Inactive Courses. Courses not offered within a five-year period will be declared inactive. Prior to being declared inactive, the Curriculum Office provides a report to the respective department chairs. If a chair does not receive this report, then their department does not have any courses that are in the process of becoming inactive. If a chair does receive the report, they need to review this and select one of the following before returning this to the Curriculum Office: 1) whether the course can be dropped; 2) whether it will be scheduled for that academic year; or, 3) whether a one-year extension will be requested before it can be declared inactive.

**Department Data**

1. **Data Dashboards:** Student and Course Dashboards are continually distributed to department chairs to provide them with information on their students and courses, and are intended to help department chairs with enrollment management, monitoring of “typically offered” designations, and non-completion rates.

2. **Training:** Training is available for department chairs upon request, and can include training specifically geared for chairs on any of the following: CS-Link reports; graduation, retention, and achievement gap data; CBA dashboards; Typically Offered Report. To request training on these, please contact the CBA Academic Operations Analyst.

3. **Additional Data Requests:** For any additional data requests department chairs may have, please contact the CBA Academic Operations Analyst.

**Facilities**

1. **Office Allocations:** Please refer to the CBA Guidelines for Office Allocations.

**Instructional Technology**

1. **CBA Computer Technical Help**
   a. Contact the CBA IT Front Desk for any technical assistance and customer support at ext. 5-8193, or Monday – Thursday – 8 am to 9 pm and Friday 8 am to 4 pm.

2. **CBA Classroom Support (All CBA Classrooms)**
   a. Contact the CBA IT Front Desk for any technical assistance and customer support at ext. 5-8193, or Monday – Thursday – 8 am to 9 pm and Friday 8 am to 4 pm.
   b. It may be faster to get help by sending a student or coming to the CBA IT Front Desk inside CBA-243, to report a classroom problem.

3. **CBA Computer Classroom Reservations**
a. CBA Computer Classroom Reservations\(^5\) include the following rooms: CBA-236, CBA-237A, CBA-237B, CBA-240 and the CBA Dean’s Conference Rooms (CBA-366, CBA-253 and CBA-200). The Dean’s Office approves reservation requests for all conference rooms in CBA.

i. [CBA Computer Classroom Reservations link](#)

ii. For questions about CBA Computer Classroom Reservations questions, please contact **Sivyu Chia ext.5-5628**.

b. Computer Classroom reservations for future semesters are encouraged as we are expected to share our Computer Classrooms with the rest of the campus.

4. **CBA Wireless**

   a. Should experience significant increases in wireless speed and wireless coverage around the campus if use the “beachnet+” wireless versus “beachnet-guest-access” wireless.

5. **Elluminate – Real-Time Online Classroom/Meeting Environment**

   a. CBA Instructional Technology has some Elluminate headsets and can provide some first level technical support.

6. **CBA IT Open Access Lab and Computer Classroom Software**

   a. [Available CBA IT Lab and Computer Classroom Software](#)

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### Helpful Resources

1. [Academic Senate Policies](#)
2. [CBA Strategic Plan & Governance Documents](#)
3. [CBA Guidelines](#)
4. [CBA Employee Roster](#)
5. [Academic Affairs Calendars](#)
6. [Faculty Affairs](#)
7. [Academic Employee Relations](#)

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### Key Contacts

#### Dean's Office Contacts

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
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\(^5\) The department ASC has access to the CBA Computer Classroom schedule via Office Tracker.
<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone</th>
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Contacts for Other CBA Offices

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