As a new faculty member, there are a few things you will need to do to get started. The information below will help you through the process. Current faculty will find this document a quick and useful guide to many resources. Follow the links below for details.

Use CTRL+Click to follow hyperlink

- Return your signed acceptance of the appointment offer to the Office of the Provost and Vice President for Academic Affairs, Stevenson 1041. For your convenience, a self-addressed return envelope was enclosed with your appointment letter.

- If you are new to Sonoma State University your pay cannot be processed and you cannot sign up for benefits until you have completed the necessary paperwork at Employee Services.

- If you have worked at Sonoma State University in the past year, new employee paperwork is not required. However, your benefit eligibility status may have changed so it is very important that you contact Payroll and Benefits to inquire and/or sign-up for Benefit Orientation.

New Employee Paperwork Sign-up

An in-person sign-up at Employee Services is required no later than your first of day of work.

Sign-ups are scheduled as part of the faculty orientation for tenure-track faculty. If you were unable to attend the orientation or have not completed the sign-up, you may call or email Employment Services to schedule an appointment. You can find the required forms as well as additional documents pertaining to your employment here.
ID cards are issued in the Seawolf Service Center on the first floor of Salazar Hall. The photo ID card includes your employee ID number, which is the only number you use on campus for ID purposes. This photo ID will serve as your one-card to purchase a parking decal, sign up for e-mail and other computer access, receive library privileges, purchase WolfBucks as well as special staff and faculty admission for certain events. The initial ID is free.

After you sign up as an employee and receive your ID card, you may purchase a parking decal online on the Police and Parking Services website or at the Seawolf Service Center. Different parking fees apply to certain represented employees. Here is a campus map.

Payroll Sign-Up and Benefit Orientation Schedule

You may attend a Benefits Orientation and sign your new employee paperwork at the same time. All Benefits Orientation sessions will be held in Conference Room A, Salazar, 2nd Floor, Administration & Finance. Please call 664-2793 for available dates and times.

- New employees must enroll within the first 60 days of the appointment for health and dental benefit coverage. Attendance at scheduled benefit orientations will assist all faculty through the enrollment process.
Eligible employees will also be enrolled automatically in vision, employer-paid life insurance ($50,000), and long-term disability insurance plans.

A Payroll Calendar is available on the Payroll & Benefits website.

**CSU Optional Benefits Programs**

The California State University (CSU) is pleased to announce the implementation of new Voluntary Benefits Programs and companies which include: Accidental Death and Dismemberment (AD&D) and Voluntary Long Term Disability (LTD) offered by The Standard, Auto and Home Insurance offered by California Casualty, Group Critical Illness offered by Aflac (underwritten by Continental American Life Insurance Company), and MetLaw® Legal Plan offered by Hyatt Legal Plans, Inc. (a MetLife® company). Additional details are available here - Optional Programs

**California Public Employee Retirement System (CalPERS)**

Information is available at CalPERS

Faculty working a full academic year are paid in 12 installments. Each semester is divided into six payments as follows. If your appointment remains constant between the fall and spring semester, your payroll and related benefits will continue without disruption. Changes in your appointment from one semester to the next may impact your payroll and related benefits.

Pay dates are typically the last day of the designated Payroll Period month. A Payroll Calendar is available on the Payroll & Benefits website.

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<tr>
<th>Payroll Period</th>
<th>Representing Semester/Payment</th>
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<tbody>
<tr>
<td>September</td>
<td>Fall 1 of 6</td>
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<td>October</td>
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<td>November</td>
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<td>August</td>
<td>Fall 6 of 6</td>
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It is important that if you have questions relating to your payroll or benefits, you should contact the Payroll and Benefits Office in a timely manner (707)-664-2793.

- Your department chair, program director, or department/unit manager is a valuable resource for orienting you to the University's practices; the department chair can also be valuable when you encounter an issue with which you haven’t dealt before. Academic department Administrative Coordinators are also a wealth of information on campus procedures and forms.

- **Responsibility to Report**: As a faculty member, you have the responsibility and are required to report any incident that may constitute unlawful discrimination, sexual harassment or sexual assault. You cannot keep any information of this nature confidential if it relates to a member of our campus community.

  You must report any information of this nature immediately to either Joyce Suzuki, Managing Director, Employee Relations and Compliance Services, (664-4470); or Melinda Barnard, Associate Vice President for Faculty Affairs, (664-3236). This is done in order to provide a consistent, compassionate campus-wide mechanism for victim assistance. You should not take any action on your own based on the information you receive. You cannot refuse to provide the information related to non-discrimination/sexual harassment/sexual assault if you are asked about it. If there is a concern for the individual’s safety, you should immediately report it to our campus police.

- There is a wealth of information on the Faculty Affairs website.

- Faculty at the University are responsible for, and supported by, policies covering many aspects of the University’s activities. Policies are also indexed on the University Policies website. Some examples of policies listed include:
  
  - Cheating and Plagiarism
  - Credit/No Credit Grading
  - Final Examinations
  - Grade Appeal Procedures
  - Use of Human Subjects in Research
  - Off-Campus Events (such as field trips, performances, etc.)
  - Non-Discrimination
  - Shared Responsibilities and Mid-Semester Evaluation
  - Student Grievance Procedures

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~ Policies and Procedures ~
We recommend that you speak with your department chair concerning your department’s expectations for faculty office hours and other responsibilities of faculty outside of classroom hours.

The University has implemented an online process for the submission of grades for classes. Faculty members who have not yet completed the necessary training will be expected to complete it during the course of the semester, unless they receive exemption from the dean of the school in which they teach due to special circumstances. Every faculty member is required to complete Confidentiality Training.

This is the Collective Bargaining Agreement between the California State University and the California Faculty Association covering the period September 18, 2012 through June 30, 2014.

You will note that the dates of your appointment differ from the dates of instruction shown on the Academic Calendar; the semester begins prior to the first day of instruction and ends following the grading period as noted in the academic calendar. These additional days are provided in the schedule for such activities as preparatory meetings with your department chair or colleagues, grading of papers and finals, calculating and submitting semester grades, meeting with students requesting incomplete grades or other exceptions, and other activities; you are therefore expected to remain available for the duration of your appointment. The Academic Calendar lists semester schedules, commencement, holidays, and enrollment deadlines, to help you for planning purposes. Additional calendars are available at University Calendars.

A Payroll Calendar is available on the Payroll & Benefits website.
Faculty and Staff with Disabilities

Sonoma State University supports our employees with disabilities through the Disabled Employee Program, which engages in an interactive process to provide reasonable accommodations to qualified disabled employees and applicants. If you are interested in obtaining services or information, please call (707) 664-2664. More information on the program can be found at the Employee Relations and Compliance website.

Students with Disabilities

The Disability Services for Students program can provide very helpful information regarding provision of accommodation services for students with disabilities who are taking your classes. Students must register with the program before they are given accommodations, so you will want to get the latest information on this process. A statement in your syllabus urging students to see you by the end of the second week of the semester if they think they may require accommodations can be very helpful. You can visit the office in Salazar Hall, call at 664-2677, or refer to the Disability Services for Students website.

Responsibility for Student Disability Issues

Students who are authorized for accommodations will present to their instructors an authorization form, which outlines the appropriate and recommended accommodation for each class. The form comes from the Disability Services for Students (DSS) Office (664-2677). Students who request accommodations from an instructor without an authorization form should be directed to the DSS office for consultation.

Due to the sensitive nature of an individual’s disability status, all information disclosed to an instructor by a student with a disability MUST REMAIN CONFIDENTIAL. Instructors are asked to discuss issues with a student who has a disability in a discreet manner to avoid inadvertent disclosure to others in the classroom. Faculty must work with any equipment approved by DSS. Any equipment provided by DSS will have DSS stamped on it.

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Students may need assistance from various services. The University offers students many resources. See the websites below for details.

- Advising Center
- Career Services
- Counseling and Psychological Services
- Educational Opportunity Program
- Learning Skills Services
- Student Health Center
- Testing Services
- Writing Center

If you think one of your students would benefit from these services, you may refer the student there; you may also call these services if you would like some assistance with making a successful referral or in working with the student in class.