Welcome to SSU!!

As a new temporary 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

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- 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.

- Your pay cannot be processed, and you cannot sign up for benefits if you are eligible, until you have completed necessary paperwork.

**New Employee Paperwork Sign-up**

You are required to sign new employee paperwork in the Employee Services office if one of the following applies:

- You are new to Sonoma State University
- Your previous employment at this campus ended more than one year ago
- You held a Student Assistant position

Please visit the Employee Services website for additional information including employment forms, information on orientation, and the required identification needed to complete your sign-up. An in-person sign-up at Employee Services is required no later than your first of day of work.
Employee Services, Salazar Hall, 2nd Floor  
human.services@sonoma.edu  
(707) 664-2166
California Relay Service for TTY assistance:  (877) 735-2929
If you are unable to sign up from 9:00 a.m. to 12:00 p.m.,  
Please call or email human.services@sonoma.edu  
to schedule an appointment.

~ Employee Identification Cards ~

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.

~ Parking ~

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 and Benefits ~

Payroll Sign-Up and Benefit Orientation Schedule

If you are eligible for benefits, you may attend a Benefits Orientation and sign your new employee paperwork at that 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.

- All lecturers and coaches in academic-year assignments in one-semester appointments at 6 units or more will be eligible and must enroll within the first 60 days of the appointment for health and dental benefit coverage. Attendance at scheduled benefit orientations will assist all lecturers through the enrollment process.
• Lecturers eligible to enroll in medical benefits (subject to the same terms noted above) 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)

In the event you become PERS eligible, information is available at CalPERS

~ Understanding Your Contract ~

Your assignment and duration of employment was included on the reverse of the appointment letter you have received. The following is an example of how to understand your contract.

Example: Lecturer teaching 7 units in Semester Appointment

<table>
<thead>
<tr>
<th>Appt Level:</th>
<th>Lecturer</th>
<th>Contract Type:</th>
<th>Semester Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>January 27, 2010</td>
<td>End Date:</td>
<td>June 03, 2010</td>
</tr>
<tr>
<td>Unit:</td>
<td>7.00000</td>
<td>Fraction:</td>
<td>7/15</td>
</tr>
<tr>
<td>Monthly Salary:</td>
<td>$1,633.300</td>
<td>Base Pay:</td>
<td>$3,500.000</td>
</tr>
</tbody>
</table>

Key:

1 Monthly Salary = unit fraction of Base Pay [$3500 x 7/15 (.466667) = $1,633.30]
2 Base Pay = Full Time Equivalent of 15 units
3 Term Salary = Monthly Salary x 6 pay periods in Semester Appointment
Faculty working a full academic year are paid in 12 installments. Each semester is divided into six payments as follows. If your appointment in relation to benefit eligibility* 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. Pay dates are typically the last day of the designated Payroll Period month. A Payroll Calendar is available on the Payroll & Benefits website.

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Representing Semester/Payment</th>
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<tr>
<td>September</td>
<td>Fall 1 of 6</td>
</tr>
<tr>
<td>October</td>
<td>Fall 2 of 6</td>
</tr>
<tr>
<td>November</td>
<td>Fall 3 of 6</td>
</tr>
<tr>
<td>December</td>
<td>Fall 4 of 6</td>
</tr>
<tr>
<td>January</td>
<td>Fall 5 of 6</td>
</tr>
<tr>
<td>February</td>
<td>Spring 1 of 6</td>
</tr>
<tr>
<td>March</td>
<td>Spring 2 of 6</td>
</tr>
<tr>
<td>April</td>
<td>Spring 3 of 6</td>
</tr>
<tr>
<td>May</td>
<td>Spring 4 of 6</td>
</tr>
<tr>
<td>June</td>
<td>Spring 5 of 6</td>
</tr>
<tr>
<td>July</td>
<td>Spring 6 of 6</td>
</tr>
<tr>
<td>August</td>
<td>Fall 6 of 6</td>
</tr>
</tbody>
</table>

If you work only one semester OR your appointment changes between the Fall and Spring semester, this may impact your payroll and benefits. 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.

Variations That May Affect Payroll

This is not an all-inclusive listing, it is important that if you have questions relating to your benefits and payroll you contact the Payroll and Benefits Office.

- If you are appointed one or both semesters but are not on benefits: the University may pay the final checks as a settlement check issued at or soon after the end of your appointment.

- If you are appointed with an effective date after the beginning of the semester or otherwise do not work the full semester at the time base at which you were originally appointed: your pay will be adjusted (reduced or increased) appropriately.

- If your Spring appointment is at a different time base than your Fall appointment, and you are enrolled in benefits: your August pay warrant will differ from those immediately preceding it, since this payment is based on your time base in the Fall semester.

The actual date benefits terminate may differ based on the length of the appointment. COBRA notifications will be sent to affected individuals notifying them of the date of benefit termination. COBRA provides individuals an opportunity to continue coverage. Questions should be directed to the Payroll & Benefits Office at (707) 664-2793.

*Benefit eligibility is based upon a minimum of .4 FTE per semester
• Your department chair, program director, or department/unit manager is a valuable resource for orienting you to the University's practices; if you’ve taught or worked here before, the 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
  - Range Elevation
  - Role of Lecturers in Departmental Governance
  - Shared Responsibilities and Mid-Semester Evaluation
  - Student Grievance Procedures
We recommend that you speak with your department chair concerning your department’s expectations for faculty office hours and other responsibilities of temporary 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.

General conditions applicable to temporary faculty

Your appointment is temporary and does not lead to tenure. It automatically expires at the conclusion of the semester or period indicated on your appointment form and does not establish any further appointment rights.

Lecturers are responsible for teaching duties, which include holding scheduled office hours as prescribed by Article 20 of the Memorandum of Understanding for Unit #3 - Faculty, and on occasion for other assignments. Faculty in other assignments should consult with their dean or department director concerning the nature of their assignments. In addition, you are responsible for the professional activities assumed by temporary faculty members. You will note that the dates of your appointment may differ from the Academic Calendar for preparatory and conclusive activities.

Conditions Applicable To Part-Time Faculty:

Your employment each semester is contingent upon both available funding and our meeting expectations for our enrollment. A determination of adequate enrollment will be made between registration and the third class meeting. Should enrollments in the University, the Department or the course(s) assigned to you not meet our expectations, you will be notified in accordance with the provisions of Article 12.5 of the Memorandum of Understanding for Unit 3 - Faculty. If it becomes necessary to cancel your class(es) because of low enrollment, you will be paid on a pro-rata basis for those class sessions taught before the cancellation of your appointment.

Teaching Supervision Courses:

If your assignment includes the supervision of students in student teaching, practicum, or similar assignments, you are appointed to part of a unit, normally 1/3 unit for each undergraduate student supervised or 1/2 unit for each graduate or credential student. Please take a moment to verify that the number of units of assigned supervision matches the number of students you are supervising (e.g. 2 student teachers equals 1 unit). If you have any questions regarding these units, please contact your department chair. Should the number of students supervised change during the
If you are on a semester or academic year appointment, 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.

Periodic Evaluation of Temporary Faculty

Temporary Faculty are covered by the University Policy on Evaluation of Temporary Faculty and Article 15.23 of the Collective Bargaining Agreement. This policy and provisions in the CBA cover campus-wide criteria for evaluation and the procedures. There is valuable information regarding the evaluation process and Temporary Faculty are encouraged to review this thoroughly.

Cumulative Review

Temporary Faculty eligible for a three-year appointment pursuant to provision 12.12 shall be evaluated in the academic year preceding the issuance of a three-year appointment. This periodic evaluation shall consider the faculty unit employees cumulative work performance during the entire qualifying period for the three-year appointment, in accordance with the provisions of Article 15.28 of the Collective Bargaining Agreement.
Temporary Faculty holding a three-year appointment pursuant to provision 12.13 shall be evaluated in the third year of the appointment. This periodic evaluation shall consider the employee’s cumulative work performance during the entire three-year appointment, in accordance with the provisions of Article 15.29 of the Collective Bargaining Agreement.

**Student Evaluation of Teaching Effectiveness (SETE)**

The SETE will be placed in your Personnel Action File, located in the Faculty Affairs Office - Stevenson 1041, upon receipt from the Department.

In accordance with the provisions of Article 15.15 of the Collective Bargaining Agreement student evaluations will be conducted in all classes representative of the faculty unit employee’s teaching assignment.

Your department may also have additional procedures.

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.

**~ Resources for Students ~**

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.

**~ Unemployment Insurance ~**

Faculty may apply for unemployment insurance upon completion of their appointment. The Employment Development Department or Appeals Board will determine eligibility, based on information provided by both you and the University. The University will oppose any claim for unemployment benefits by a faculty member after the first day of the appointment or before the last day of the appointment, as defined in your offer letter.

*Note: This summary is subject to change. If the provisions of the Collective Bargaining Agreement (CBA) for the bargaining unit in which the employee is placed differ from those stated or implied above, the provisions of the CBA shall supersede the above.*