



Sonoma State University  
School of Extended Education  
Faculty Handbook

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[www.sonoma.edu/exed/](http://www.sonoma.edu/exed/)

# Contents

**School of Extended Education**  
 Stevenson Hall, Room 1012  
 Rohnert Park, California 94928  
 (707) 664-2394

**Office Hours:**

Monday - Thursday  
 8:30 am - 6:00 pm

Friday, 8:30 am - 4:30 pm

For Faculty, most Saturdays  
 8:00 - 11:00 am

**For Information on:**

- *Classroom Scheduling, Duplication, A-V Requests, Rosters, Faculty Packets, Evaluations, Keys:*  
 Marcia Harrigan 664-3011

- *Registration (Final Rosters, Grades, Registration, Payroll):*  
 Beverly Yahn 664-2601  
 Susan Michels 664-4168

*New Program Development*

- *Certificate Programs*
- *Professional Development*
- *Non-Credit:*  
 Julie Barnes 664-2600

- *Academic Special Sessions:*  
 Barbara Brooks 664-2691

- *Marketing:*  
 Kerry Gilbert 664-2610

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### **Accessible Technology Initiative (ATI)**

Sonoma State University is committed to providing access to information resources and technologies for students, faculty, and staff with disabilities - physical, sensory, cognitive, or learning disabilities. For more information on the initiative go to the ATI website, [www.sonoma.edu/accessibility](http://www.sonoma.edu/accessibility). Click on "What Can I Do". Technology training workshops are open to all faculty.

**Auditing** of classes is not permitted. All students are required to register and pay fees for classes. Please see Registration on page 4.

**A-V Equipment** may be reserved at the time you submit your proposal. If you want to make an additional request, please call Marcia Harrigan three days before the first class meeting at 664-3011 and specify the dates and times you wish to reserve equipment. Equipment is on a first-come first-served basis.

**Classrooms** are assigned by our Scheduler. Classroom space is limited. Please do not ask for a classroom change unless it is essential. *Please leave the classroom in order by moving furniture back to where you found it, erase chalkboard, close windows, turn off lights, close and lock door if you were given a key.* Special Sessions faculty needing a room for advising or office hours should contact the academic department chair. In the event that the classroom or facility assigned to you is occupied by another class, please contact Marcia Harrigan immediately, Monday-Friday at 664-3011, Saturday call Customer Service at 664-2394. We appreciate your cooperation.

**Compensation** checks will be released after the 15th of the month following your last class meeting. If you are new to the University or the School of Extended Education you will need to complete payroll forms in Human Services in order to be paid. A letter will be sent to you with the Human Services Web site address which provides a link to the forms and a list of things you will need to bring to Human Services. If you are new and haven't been contacted, please call 664-3011. If you have not received payment for teaching in the past 12 months Human Services may require you update payroll forms.

**Computer Labs** must be requested on your course proposal form along with a list of software needed for your course. According to the policy of University Computing Services, all instructors are required to attend a lab orientation prior to their class. Computer lab keys must be returned to Stevenson 1012 immediately after each class meeting. If the office is closed, please use the drop box located outside the Stevenson 1012 entrance.

**Copyright:** Copyrighted materials must be submitted to Extended Education 90 days prior to your class start date. These materials will be available for purchase at the SSU Bookstore.

**Course Cancellations:** The cancellation or changes in meeting dates or times of a course must first be discussed with a member of the Programming Staff in the School of Extended Education. Such alterations can be made only in the most serious circumstances.

**Disability Services for Students:** By law the Disability Services for Students is responsible for providing accommodations for students with disabilities. Any furniture found in a classroom with the DSS label (wheelchair symbol) should not be moved either from its placement in the classroom nor moved to another classroom.

**Duplication** of non-copyrighted materials is limited to twenty (20) pages per student unless an additional materials fee was requested in your course proposal. If you have questions, contact the Program Coordinator. **Please bring work for copying (or send it to the attention of Marcia Harrigan at [marcia.harrigan@sonoma.edu](mailto:marcia.harrigan@sonoma.edu)) at least one week prior to the date this material is needed.** Specify the title of the class and any pertinent photocopying instructions and we will have the work processed and ready for pickup prior to your first class meeting. Important: See copyright section on this page.

**Emergencies** involving Fire, Police and/or Ambulance services, dial 911 on any campus phone and stay on the line. Police Services is open 24 hours a day in the Verdote Building and can be reached at 664-2143.

**Evaluations** are to be completed by all students at your final meeting. Please designate one student to be the proctor for the evaluation process and have that student return evaluations to Extended Education in the envelope provided. If the office is closed, please use the drop box located outside the Stevenson 1012 entrance. A summary of your class evaluations will be mailed to you during the next semester.

## **Fees**

- Academic Extension course base fee is \$185 per semester unit.
- CEU fees are based on a sliding scale according to number of contact hours.
- Fees for noncredit courses vary.
- Special Session base fee is \$230 per semester unit
- Summer 2010 fees: Undergraduate base fee is \$255 per unit and Graduate/Post Baccalaureate base fee is \$320 per unit.

**Grading Policy:** Letter grades (*A-F*) are received unless the course is taken for Credit/No Credit.

Credit/No Credit (CR/NC) option is available for some classes at the discretion of the instructor and is decided at the first class meeting unless published in advance. Please announce the grading policy for your course at the first class meeting. If you are not sure which grade mode is appropriate for your course, contact the Program Coordinator.

**Continuing Education Unit (CEU)** classes receive only CR/NC, not letter grades. A grade of CR signifies attendance for all class hours. **100% attendance is required at class; no partial credit for continuing education courses is given.**

**Grades** need to be submitted one week after the end of the class. For more information see Rosters. All academic and CEU grades are on file in the Office of Admissions & Records 707/664-2778 where they are posted on a permanent record.

**Instructional/Publicity Expenses:** Expenses authorized by the Program Coordinator during the course proposal process are the only expenses honored by Extended Education. Please keep all original receipts and a record of the fees you have requested for your class.

**Keys** for locked rooms may be picked up by faculty at Extended Education, Stevenson Hall 1012, prior to the first class meeting. Faculty are responsible for the return of keys. All persons issued University keys shall at all times be held responsible and accountable for said keys. There is a **\$25-\$200 fee** for lost keys. If you have difficulty getting into your room, contact Police Services, 664-2143. If the Extended Education office is closed, please use the drop box located outside the Stevenson 1012 entrance to return keys.

The **University Library** is located in the Jean and Charles Schulz Information Center and offers a variety of research services for the SSU community. **Fall & Spring** hours are Monday-Thursday, 7:30am-midnight, Friday, 7:30am-5pm, Saturday 10am-5pm and Sunday, noon-9pm. **Summer** hours are Monday-Thursday, 7:30am-7pm, Friday 7:30am-5pm and Saturday 10am-5pm. Extended Education students enrolled in courses for academic credit have regular library privileges in accordance with library policies and procedures. When presented with other identification, the Extended Education library card may be used to obtain library services during the semester they are enrolled. Library cards are available from the Extended Education office.

**Materials Fees** must be agreed upon between the Extended Education Program Coordinator and the faculty member at the time your course is proposed so that fees may be added to your course tuition. **Instructors may not collect materials fees at class.**

**Mid-Term Evaluation** is a policy implemented by SSU faculty for students whose performance is unsatisfactory (for academic credit only). Please provide students whose academic performance is unsatisfactory at mid-term with notice and counsel as to what can be done to improve their academic performance. This can be accomplished by either talking to the student or providing written notice to the student.

**Parking Lots** A, D, E, F, G, H, J, L, M, N and O are available for parking; see map. Reserved parking regulations for lots A, D and Juniper Lane are not enforced on weekends, therefore, you can park in these lots Saturday and Sunday. Residence Hall lots are restricted 24 hours a day, 7 days a week. If the parking machine does not operate properly, please contact the University Police at 664-2143.

**Parking Fees** of \$2.50 per day are enforced Monday through Thursday, 6am-10pm and Friday, 6am-5pm. A parking decal may be purchased from the Customer Service Center, first floor Salazar Hall, or a day permit may be purchased at the SSU Information Booth or machines located at various parking lot entrances. Some permit machines only accept quarters.

**Police and Parking Services**, in the Verdote Building, is marked on your campus map and is open 24 hours a day. Should you need emergency services dial 911 on any on-campus phone and stay on the line. For non-emergencies dialing off campus 664-2143 and on campus dial 42143.

**Publicity:** Your course is widely promoted through the Extended Education website. Faculty are encouraged to supplement these efforts with additional promotional materials by creating class flyers. All publicity materials used for course promotion must first be approved by the Marketing Director in the School of Extended Education. Flyers exceeding 100 copies or requests for specialized mailings should be submitted with original course proposal to ensure the cost is built into the course fee. Consult the Program Coordinator for suggestions on effective marketing strategies.

**Registration:** Students are permitted to register at the first class meeting unless the class is full or a registration deadline has been published. Registration forms are provided in the packet you receive the first day of class. Please check your class for students who have not registered, have them complete the form and attach a check or credit card information for the amount of tuition (cash is not accepted). It is your responsibility to return these materials to Extended Education immediately after the class meeting, as payroll is calculated on the number of students appearing on the class roster census. Registration forms may be deposited in the drop box outside the door of Extended Education, Stevenson 1012, when the office is closed. **No one is permitted to audit or sit in on Extended Education classes.**

**Rosters** and registration packets need to be picked up at Extended Education, Stevenson 1012, before your first class meeting. Rosters and packets are mailed to instructors teaching at off-campus sites. A final roster will be provided near the end of your teaching assignment. Faculty need to submit grades one week after the end of the class. Special arrangements must be made with the Registrar, Beverly Yahn, at [beverly.yahn@sonoma.edu](mailto:beverly.yahn@sonoma.edu) or (707) 664-2601 if grades will be delayed.

#### **Salaries/Compensation**

- Academic salary schedule indicates the specific salary you will receive based on your salary rank, the number of paid registrants on your final roster, the number of units your course offers and whether it is an Extension or Special Sessions class. Payroll is processed through the SSU master payroll.
- CEU compensation schedule indicates the salary you will receive based upon the number of contact hours and the number of paid registrants.
- Noncredit compensation policy states that you receive 50% of the net income. Net income is determined by deducting a 27% CSU overhead charge plus class expenses from the total income.

**Smoking** is prohibited in all campus buildings, including classrooms, lecture halls, laboratories, offices, work areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas and restrooms.

**Soliciting** class enrollees for products and services is prohibited.

**Textbooks: Faculty are responsible for placing their own book orders.** Guaranteed delivery for textbook orders is two months prior to the first class meeting. Reader and copyright materials deadline is three months prior to first class meeting. If you have questions, contact the Bookstore at 664-4148 or <http://sonoma.bncollege.com>.

**Waiting List:** If your class is full, we take names on a waiting list. These students are told they can go to class the first day to see if anyone has dropped so that they may be added. If students can be added to your class, please use the waiting list order for priority.

# Faculty Notes