

FACULTY HANDBOOK

CHAPTER I

GENERAL INFORMATION

100. THE CALIFORNIA STATE UNIVERSITY SYSTEM

Public higher education in California is organized and governed in three segments: the University of California, [The California State University](#) (CSU), and the California Community Colleges. Each is governed by a Board of Regents or Trustees or Governors. Each community college has a local district Board of Trustees. The Governor's Council for Post-Secondary Education, without governing powers, serves as an independent consultative resource to the Governor on the economic and social impact of higher education in the state.

The CSU is administered under state law and policies established by the Trustees of the CSU, the Executive Orders and directives of the Chancellor and, in some cases, may observe policies and directives of other relevant state agencies, in particular, the [Department of Finance](#) and the [Department of Education](#).

The legal basis for the CSU system is found in the [California Education Code](#), in Title V of the California Code of Regulations, and in sections of other California codes.

The [Humboldt State University \(HSU\) Catalog](#) contains a list of the 23 campuses of the CSU, including their addresses, the names of their presidents, and a statement furnished by the [Office of the Chancellor](#) describing the system.

101. TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

The [Trustees of The California State University \(CSU\)](#) consist of 25 Trustees (24 voting, one non-voting) that adopt policy that governs the entire CSU system. Five Trustees are ex officio members: the Governor, Lieutenant Governor, Speaker of the Assembly, State Superintendent of Public Instruction, and the Chancellor. The CSU Statewide Alumni Council appoints an Alumni Trustee. The Governor appoints a Faculty Trustee from nominees proposed by the Statewide University Senate. The Alumni and Faculty Trustees serve for two years. The Governor appoints two Student Trustees from nominees proposed by the California State Student Association. These Student Trustees serve staggered two-year terms. One Student Trustee has full voting powers; the second, non-voting Student Trustee succeeds to the voting position upon the expiration of the term of the first. The sixteen remaining Trustees are appointed by the Governor, confirmed by the State Senate, and serve for eight years. Trustees remain on the Board until a replacement is named or 60 days after their term expires.

102. ACCREDITATION

HSU is accredited by the WASC Senior College and University Commission. The University [catalog](#) contains a statement regarding the University's accreditations. The University subscribes to the *Recommended Standards for Institutions of Higher Education* in the [American Association of University Professors](#) (AAUP) statement, "The Role of the Faculty in the Accrediting of Colleges and Universities" (see [Appendix A](#)).

103. COLLECTIVE BARGAINING

The [CSU](#), in compliance with the California Higher Education Employment Relations Act ([HEERA](#)) of 1979, has entered into collective bargaining agreements with employee organizations exclusively representing employees covered by the Act. The document that sets forth contractual agreements reached on matters within the scope of representation is the Collective Bargaining Agreement (hereinafter referred to as the [CBA](#)). The CBA is the controlling document for the CSU and the employees in the various units on items covered.

104. UNIVERSITY GOVERNANCE

Most of the policies and procedures for the day-to-day administration of the University are determined locally. All appointments, tenure, promotions, leaves of absence, assignments, and travel schedules are decided locally in accord with the [CBA](#) and system and campus policies.

105. COLLEGE OF THE REDWOODS

The University maintains a close relationship with the community college serving the local region, the [College of the Redwoods](#), located some 16 miles south of Arcata. Joint meetings of the administrations of the two institutions are held regularly and close liaison is maintained between many subject departments of the University and the College of the Redwoods.

106. PURPOSES AND OBJECTIVES

The California Code of Regulations, Title V, states:

40050. Functions. The primary function of The California State University is the provision of instruction for undergraduate students and graduate students through the master's degree, in the liberal arts and sciences, in applied fields and in the professions, including the teaching profession. Presently established two-year programs shall be authorized only when mutually agreed upon by the Board of Trustees of The California State University and the Board of Governors of the California Community Colleges. The doctoral degree may be awarded jointly with the University of California, or jointly with a private institution of higher education accredited by the Western Association of Schools and Colleges, provided that in the latter case, the doctoral program is approved by the California Postsecondary Education Commission. Faculty research is authorized to the extent that it is consistent with the primary function of The California State University and the facilities provided for that function.

A statement of the mission and goals of HSU has been prepared by the comprehensive Academic Master Plan Committee. (See Executive Memorandum P-91-10)

107. CSU STATEMENT ON COLLEGIALITY

To set the standard for the proper relationship among the various constituencies of the CSU, the Board of Trustees adopted the following statement October 14, 1985, after wide consultation with the University Senate, university presidents, the California State Student Association, and Chancellor's staff.

Academic governance is a complex web of decision-making and responsibility that translates academic goals and values into university policy or action. Authority in the modern public university derives from two quite different sources: (a) from the power vested by law and administrative code in governing boards and administrators and, (b) from the knowledge of the subject matter and from the pedagogic expertise of the faculty.

Collegiality consists of a shared decision-making process and a set of values which regard the members of the various university constituencies as essential for the success of the academic enterprise. It incorporates mutual respect for similarities and for differences--in background, expertise, judgments and assigned responsibilities, and involves mutual trust based on experience.

Collegial governance allows the academic community to work together to find the best answers to issues facing the University. Collegial governance assigns primary responsibility to the faculty for the education functions of the institution in accordance with basic policy as determined by the Board of Trustees. This includes admission and degree requirements, the curriculum and methods of teaching, academic and professional standards, and the conduct of creative and scholarly activities. Collegiality rests on a network of interlinked procedures jointly devised, whose aim is to assure the opportunity for timely advice pertinent to decisions about curricular and academic personnel matters.

The governing board, through its administrative officers, makes sure that there is continual consultation with appropriate faculty representatives on these matters. Faculty recommendations are normally accepted, except in rare instances and for compelling reasons. The collegial process also recognizes the value of participation by the faculty in budgetary matters, particularly those directly affecting the areas for which the faculty has primary responsibility.

Central to collegiality and shared decision-making is respect for differing opinions and points of view, which welcomes diversity and actively sponsors its opinions. The collegiums must be the last public bastion of respect for individuals, whether they are members of the faculty, students, staff, alumni, administration, or Board of Trustees.

The Board of Trustees wishes to maintain the statewide University Senate and campus senates/councils separate and apart from collective bargaining. It is the intention of the Board to maintain its efforts to promote collegiality and to support the continuing efforts of the University Senate to preserve collegiality in the [CSU](#).

NOTE: This statement is intended to apply to campus academic personnel matters in general and not to apply to individual personnel decisions. Specific cases involving appointment, promotion and tenure decisions must be decided on their own merits and are not subject to normative statements such as that contained in paragraph four. The statement should in no way be used in the grievance process as a limitation on the good judgment of a president in any specific case.

108. SUMMER SESSION

Summer course offerings can be viewed in the Summer [Class Schedule](#), and are currently coordinated by the College of Extended Education and Global Engagement.

109. EXTENSION PROGRAM

A program of instruction in extension is administered under the supervision of the Director of Extended Education. Courses and other instructional formats may be given in extension with or without credit. Those carrying credit require the approval of the [College of Extended Education and Global Engagement](#), which consults with the college dean as to instructor and use of facilities and equipment.

Extension instruction must be self-supporting, and planned courses may be canceled because of insufficient enrollment. Remuneration for teaching extension courses is paid on a unit basis, in addition to regular salary, according to salary schedules established by the trustees of the [CSU](#).

110. EARLY START AND SUPPLEMENTAL INSTRUCTION

[The Early Start Program](#) is provided to assist entering students whose test scores in Mathematics and English are below the level which has been determined to be necessary for success in college level studies.

"Supplementary instruction" is provided for students who require assistance such as subject-specific tutoring, test-taking strategies, or other guidance in order to overcome barriers to academic success. These supports are integrated into the student's degree program following the mandates in [Executive Order 1110](#).

111. ACADEMIC CALENDAR

The official University [academic calendar](#) is found in the [HSU Catalog](#) and is based on a semester system. It is developed by the administrative staff, submitted by the President to the University Senate for its recommendation and, in final form, is approved by the President and issued as an Administrative Memorandum from the Office of the Provost and Vice President for Academic Affairs.

In addition to establishing instructional terms and examination periods, the calendar specifies periods of other academic workdays, including attendance at functions such as the opening faculty meeting and commencement ceremonies, as well as academic holidays and recesses. Any changes in the academic calendar from the published version require consultation with the [University Senate](#) and approval by the President. In accordance with the provisions of Section 42800 of Title V, California Code of Regulations, certification of academic pay periods and academic workdays, fixed annually for pay plan purposes, is submitted to the [Office of the State Controller](#) and the [Office of the Chancellor](#) by the President.

112. FACULTY AND STAFF DIRECTORY

A [Faculty and Staff Directory](#) is prepared and maintained by Information Technology Services. The directory includes, the names, positions, office locations and extensions of university employees.

113. INSTITUTIONAL MEMBERSHIPS IN ASSOCIATIONS

The University maintains institutional memberships in various local, state, and national associations. These include memberships related to accreditation, some related to research, and others related to various university responsibilities and functions.

114. ALUMNI

HSU has more than 80,000 former students, the majority of whom hold a degree. The [Office of University Advancement](#) and the [HSU Alumni Association](#) sponsor activities to promote common interests and engender support among alumni and the University.

115. ARCHIVES

The need for systematic preservation and supplementation of records of historical significance has led to the establishment of the [Archives](#) as part of the Library. The continual reevaluation of the contents of the many files in the various offices should be accompanied by recognition that appropriate materials should be sent to the Archives when no longer needed as active materials. The advice of the Special Collections Librarian should be sought before destroying materials that might have historical value.

116. INFORMATION TECHNOLOGY SERVICES

[IT Services](#) support campus in establishing and maintaining personal accounts, wifi access, applications, file

storage, computers, printers, phones, and security, in offices, classrooms, and personal computing.

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CHAPTER II

PRINCIPLES OF ADMINISTRATION

200. ADMINISTRATIVE PRINCIPLES

The University and the faculty subscribe to the [Statement on Government of Colleges and Universities](#) jointly formulated by the [American Association of University Professors](#), the [American Council on Education](#), and the [Association of Governing Boards of Universities and Colleges](#) (Winter, 1966, updated April 1990). (See [Appendix B](#).)

201. DELEGATION AND RESPONSIBILITY

Because of the complexities and the great number of decisions that must be made, it is necessary to function under agreed-upon patterns of delegation of authority and responsibility.

The law and the policies of the [Chancellor](#) and Trustees place the [President](#) of the University in a unique position. The President is accounted as legally responsible for all actions in the domain of the responsibility of the local institution, and this responsibility cannot be delegated.

The quantity of decision making that is required precludes the possibility of the President making every decision because of the need to function with the character of professional administration. Thus, certain decision-making authority is delegated to those immediately responsible to the President and, in turn, certain decision-making authorities are delegated from each level to the next lower level.

This delegation of authority from one level to another is specifically indicated. The authority to make decisions is delegated in terms of agreed-upon principles and procedures explicitly stated and, when this has occurred, the action taken is the University decision and not a recommendation to the higher level. Appeal from such decisions is based on new evidence, on violation of the agreed-upon policy or procedure, or upon evidence of unfairness or bias.

There are also matters to which authority is not delegated. In these cases, there is a pattern of recommendation from one level to the next higher, with a clear understanding that action is not to be taken until approval of the next higher level is given.

The basis of such matters rests in approved policy and procedure documents and memoranda. The delegation and responsibility so defined are subject to recurring review and modification.

202. UNIVERSITY POLICY

University policy is established by the President or designee in accord with established legislation, actions of the [Board of Trustees](#), and as implemented by directives from the [Office of the Chancellor](#). In the establishment of policy, the President relies on the consultative process. Major bodies consulted are the [University Senate](#), and a variety of committees that are advisory to the President or to the [Provost](#) or Vice Presidents. The President normally announces policy by means of an [executive memorandum](#) which is distributed to all faculty and staff.

203. UNIVERSITY POLICY RECOMMENDATIONS – UNIVERSITY SENATE

The development of University policy recommendations is a major function of the [University Senate](#).

Proposals may be made through recommendations of the established committees or through communication from any member of the General Faculty to the Chair of the University Senate. Policy recommendations also reach the President for final action through other avenues; those of concern to the faculty are referred by the President to the University Senate.

University Senate procedures foster the use of the wide spectrum of viewpoints that characterizes the faculty as the policy statement is being developed. An appropriate standing committee of the University Senate gives the matter focused attention. Provision is made for those members of the faculty whose interest is more deeply involved to present their views. The University Senate itself functions to reach a consensus that reflects the views of the group as a whole, and generally it moves to formal action only when that consensus is evident.

Although the actions of the University Senate on policy matters become recommendations to the President, the membership of the President and designated vice presidents on the Senate is to assure that administrative points of view and administrative considerations will be entered into the dialogue as the policy statement develops.

204. COMMUNICATIONS OUTSIDE THE UNIVERSITY

Written communications from the University to the [Office of the Chancellor](#) are addressed to the Chancellor, or to the appropriate vice chancellor or assistant vice chancellor, with a copy to the Chancellor. Such communications are sent or forwarded by the President. However, communications involving operations in accordance with previously agreed upon policies may be sent directly to designated staff members in the Office of the Chancellor by appropriate University officials. In situations of this type a copy to the Chancellor is not required, but a copy is sent to the President.

All communications from the campuses to the Trustees that relate to the CSU business are sent through the Chancellor.

Requests for legal aid from the [Office of the General Counsel](#), in the legal department of the Office of the Chancellor, should be directed to the appropriate vice president and not sent directly to either the Office of the Chancellor or the attorney in that office.

Judicious caution should be exercised in responding to individual requests for information. Inquiries about student grades should be referred to the [Office of Enrollment Management](#), specific salary information should be referred to the [Human Resources Office](#), and inquiries from the media should be referred to [Marketing and Communications](#). In terms of requests for information about a faculty or staff member, in no case should such information be given without the specific written permission of the individual concerned.

205. DISSEMINATION OF INFORMATION

Information of official actions of the officers of the University is reported in various ways. The following is a list of the more important sources of news and official items, some of which appear on the HSU web page:

1. [Executive Memoranda](#), which are issued by the President, and [Administrative Memoranda](#), which are issued by the vice presidents, have the force of regulation when the content so indicates.
2. Minutes of the [University Senate](#), the [University Curriculum Committee](#), and other standing and ad hoc committees.

206. ADMINISTRATIVE REORGANIZATION

Reorganization of the administrative structure of the University is effected following careful study and with consultation of all offices, agencies, and levels concerned. Although the University Senate develops guidelines for such reorganization and is kept informed, the Office of the President coordinates the reorganization developments.

207. EXTERNALLY FUNDED GRANTS AND CONTRACTS

The [Humboldt State University Sponsored Programs Foundation](#) (HSU SPF) is the designated auxiliary organization that administers virtually all externally-funded grants/contracts and submits proposals to external agencies on behalf of Humboldt State University. See Executive Memorandum P 00-3 for additional matters relating to externally funded grants and contracts.)

Proposals or requests for funding of research and other externally funded projects and program shall not be submitted to sponsoring federal or state agencies, public or private corporations, private foundations, or individuals without completing the Institutional Routing Authorization Form (IRAF) in advance. Principal Investigators (PI's) should contact HSU SPF 30 days prior to the external submission deadline to ensure that the HSU SPF will be able to successfully facilitate the submission process.

An Institutional Routing Form (which includes the proposed scope of work, budget, and financial commitments) must be initiated by the PI along with their Pre-Award Specialist, to gain approvals for the University's and Sponsored Programs Foundation's participation in the activity proposed.

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CHAPTER III

THE SYSTEM OF INSTRUCTION

300. ACADEMIC MASTER PLAN FOR THE CALIFORNIA STATE UNIVERSITY SYSTEM

The [*Master Plan for Higher Education in California*](#), 1960-1975, was enacted through the [*Donahoe Higher Education Act of 1960*](#). This legislation brought together the individual state colleges under a [*Board of Trustees*](#) and delineated the functions of the State's three segments of public higher education. For the CSU, the primary function is defined as:

...the provision of instruction for undergraduate and graduate students, through the master's degree, in the liberal arts and sciences, in applied fields and in the professions, including the teaching profession.

The differentiation of functions, and the specific charge to the CSU, were reaffirmed in 1974 by the Legislature.

In 1963, the system's Board of Trustees adopted dynamic planning policies which were designed to regularize curricular development and guide program distribution in the rapidly expanding system, and facilitate the progress of each individual campus in meeting the primary function as expressed in the statewide master plan. These policies, published in the 1963 *Master Plan for the California State Colleges*, are still in effect. They may be summarized as follows:

- Curricula are to reflect the needs of students **and** of the State.
- The foundation program for all campuses in the system consists of the liberal arts and sciences, business administration and teaching. (The Board defined specific subject areas which would be regarded as the "Broad Foundation Program.")
- Programs in applied fields and professions other than those above are to be allocated within the system on the basis of (1) needs of the State; (2) needs of the campus service area; and (3) identification of employment opportunities.
- "All colleges cannot be all things to all people." Curricula in the applied fields and professions are therefore to be located in a system-wide pattern that will achieve an equitable and educationally sound distribution of programs throughout the State.
- While all campuses may wish to offer the same programs, the Trustees exercise great selectivity in the final approval of new curricula.
- Specialized, high-cost programs are to be allocated on the basis of review and study of the individual subject area.

Subsequent policies adopted by the Board include the following:

- Degree programs are to be broadly based and of high academic quality.

- Unnecessary proliferation of degrees and terminologies is to be avoided.
- A formal review of existing curriculum is to be conducted by each campus as part of the overall planning process.
- The Academic Master Plans serve as the basis for campus master planning (facilities).

Responsibility for implementing Trustee policy with respect to System-wide curricular development is delegated to the Chancellor. The Academic Master Plans are submitted by each campus to the [Chancellor's Office](#), where suggested projections are reviewed individually and in the context of the campus' total offerings and projections, the offerings of the system, and where applicable, the State. They are also reviewed in terms of campus resource capabilities. Following the annual review and updating, the plans are submitted to the [Board of Trustees](#). Trustee endorsement of all degree program projections is required before proposals for individual programs can be submitted for approval. Shortly before the planned date of implementation, programs are submitted in accordance with an appropriate format. The review and approval of new degree programs that have been endorsed by the Board of Trustees is a function which the Board has delegated to the Chancellor. Requirements and procedures also have been developed for submitting periodic reviews of existing degree programs with the annual master plan revision. Each degree program must be reviewed at least once every five years.

301. ACADEMIC MASTER PLAN FOR HUMBOLDT STATE UNIVERSITY

"Academic Master Plan" in this context refers to the formal plan submitted to the Office of the Chancellor on an annual basis (please refer to section 300). The annual plan reflects existing majors and proposed additions and deletions. Such changes are normally proposed as a result of recommendations submitted to the [Office for Academic Affairs](#) by college deans on behalf of their faculty. The [Integrated Curriculum Committee](#) is the consultative body which advises the Provost and Vice President for Academic Affairs on Master Plan changes as they affect the instructional program as a whole.

302. GENERAL EDUCATION

"General Education" in this context refers to that portion of the baccalaureate degree program that meets CSU Trustee breadth requirements (set forth in Title V and in Chancellor's [Executive Order 1100](#)) as interpreted by the campus. The General Education program has distribution requirements in six different areas intended to insure breadth in curricular diversity. However, the program is also intended to have breadth in that the separate components contribute to the achievement of goals having broad general applicability to the lives of students after graduation. The [Integrated Curriculum Committee and General Education and All University Requirements Subcommittee](#) is the consultative body that advises the Provost and Vice President for Academic Affairs on the General Education program.

303. GRADUATE PROGRAM

The essential information regarding graduate study at HSU is contained in the section of the [HSU Catalog](#) under Graduate Study.

The administration of the graduate program regulations is the responsibility of the [Vice Provost and Dean of Undergraduate and Graduate Studies](#), who may assemble departmental graduate coordinators/advisors for assistance as circumstances warrant.

Curriculum matters in the graduate program are the responsibility of the [Integrated Curriculum](#)

[Committee \(ICC\)](#) where the Graduate Council has representation by way of a Program Coordinator. The ICC forwards recommendations on curriculum to the University Senate and the [Provost and Vice President for Academic Affairs](#).

304. REQUIREMENTS FOR GRADUATION

Basic minimum requirements for degree programs are found in the regulations of the Trustees of the CSU and the provisions of these regulations are binding upon the University.

Additional detail of requirements for degree programs, including the specifics of general education for HSU students, the specifics of majors and minors, as well as of various credential programs, are found in the [HSU Catalog](#).

All requirements for degree programs, of whatever category, are processed through channels for approval by the [Integrated Curriculum Committee](#).

305. SECOND DEGREES

For the second bachelor's degree the student is required to complete all of the specific requirements for the degree shown in the *HSU Catalog* and to obtain a minimum of 30 semester units in residence at HSU beyond the requirements for the first degree.

For a second master's degree, the student must possess the preparation equivalent to an undergraduate major in the field, and must complete a minimum of 24 semester units beyond the requirements for the first degree. These units must be taken at HSU in order to fill the residence requirements. All graduate degrees must include a culminating experience (thesis, project, or comprehensive examination) as required in [the HSU catalog](#).

306. TEACHING CREDENTIALS

The University offers programs that have been approved by the [Commission on Teacher Credentialing](#) as qualifying successful candidates for a teaching credential without examination. Details of such programs are to be found in the [HSU Catalog](#).

307. ADMISSION TO CREDENTIAL PROGRAMS

Regulations of the [Trustees](#) and of the Commission on Teacher Credentialing require that there be a procedure of selection used in approving admission of a student to a program of studies leading to a teaching credential. Details of the procedure followed at HSU are to be found in the [HSU Catalog](#).

308. NON-CREDIT COURSES

Non-credit courses and institutes offered through the extension program shall be submitted for advice and/or comment to the appropriate college dean and/or department chair prior to the offering being scheduled by the [College of Extended Education and Global Engagement](#). The utilization of University facilities and the use of University equipment are subject to approval by the dean and department chair. Should there be no reasonably congruent program or programs in a college, approval of the [Office of Academic Affairs](#) shall be required. Non-credit courses or institutes, as well as those offered for credit, will be reported to the faculty via the department chair.

309. INTERNATIONAL PROGRAMS OF STUDY

The CSU sponsors and administers a program of study overseas in various parts of the world. On the HSU campus [Study Abroad Programs](#) are coordinated by the [College of Extended Education and GLObal Engagement](#). A statement concerning international programs of study is found in the [HSU Catalog](#).

310. APPROVAL OF GRADUATES

Upon the recommendation of the faculty, the Trustees of the [CSU](#) grant diplomas to graduates who have completed prescribed courses of study.

Faculty approval of the graduates is effected by approval of the list of candidates by the [University Senate](#). This approval follows distribution of the list of candidates for graduation to department chairs and any other faculty who request them. The list sent to department chairs should be posted for review by concerned faculty. The [Division of Enrollment Management](#) shall also distribute to all faculty, each semester, a memorandum advising faculty of the posting of the list. Provision is made that objections by faculty members to names on the list submitted by the [Division of Enrollment Management](#) and be heard by the University Senate.

The list of candidates at a summer session commencement requires the approval of the summer session faculty only.

311. EXTENDED EDUCATION CREDIT COURSES

In keeping with University policy, courses offered for credit through the [College of Extended Education and Global Engagement](#) should be approved following appropriate consultative procedures and review. It may be that in some instances (particularly those involving interdisciplinary studies) no single department may be willing to assume responsibility to initiate such a review. In such a case, the College of Extended Education and GLObal Engagement should request the dean of a college to take the proposal to his or her college curriculum committee for a recommendation. The determination as to which college should conduct the review should be made on the basis of programmatic similarity. If no college committee is willing to assume responsibility for review, the Dean of the College of Extended Education and Global Engagement should request that the Vice Provost of Academic Programs take the proposal to the Integrated Curriculum Committee for a recommendation.

312. CLASS SCHEDULE

A [Class Schedule & Registration Guide](#) is published each semester by the Office of the Registrar. Courses not listed in the Class Schedule & Registration Guide or in published addenda to the schedule cannot be offered unless special authorization is obtained from the [Office for Academic Affairs](#).

313. UNITS (CREDITS)

The study program of the student is measured in semester units, which are defined as one semester unit for one hour a week of lecture or class instruction for one semester. In general, it is expected that the average student will spend three hours of preparation for one hour of lecture.

314. GRADES AND GRADING

The [HSU Catalog](#) contains a section describing the system of letter grades used at the University. Grades are weighted with a grade-point system prescribed in regulations of the Trustees. Instructions for the reporting of grades are furnished to instructors by the [Division of Enrollment Management](#). It is essential

that the time limit set for turning in grade reports be adhered to so that student records can be updated and official, up-to-date transcripts can be provided.

The [Class Schedule & Registration Guide](#) contains a statement about the credit/no credit system of grading for certain classes. Grades are determined by the instructor. Once reported they can be changed by the instructor only because of an error in computation or judgment in evaluation of work completed during the academic term in which the course was taken. The instructor shall initiate changes, together with an explanation for each change, and forward them for approval to the department chair and the dean of the college. Authorized changes shall then be reported to the [Division of Enrollment Management](#).

This policy does not permit the application of differing criteria or altered requirements for individual students after the evaluation procedure has been completed for the class. The assignment of unreported grades in the case of instructor unavailability (e.g., serious illness, protracted leave, resignation, separation, or death) shall be completed by the department chair or college dean.

Instances of academic dishonesty should be reported to the [Office of Student Rights and Responsibilities](#) (see [Academic Dishonesty Policy](#)).

315. PRESIDENTIAL SCHOLARS

Students who have completed at least 12 letter graded units, and with a minimum term grade point average of 3.85 or better, shall be designated as Presidential Scholars. The designation "Presidential Scholar" shall appear on the student's transcript.

Changes to the criteria may be made by action of the [University Senate](#) upon approval of the President.

316. ADMISSIONS

Admissions to a CSU campus are governed by regulations of the [Trustees](#) and directives from the [Office of the Chancellor](#). The [HSU Catalog](#) contains a section that furnishes the pertinent detail of admissions policies and procedures.

317. LIMITATION OF ENROLLMENT

It is necessary to limit enrollments when applicants for admission as new students are in such number as to indicate that the total enrollment can be expected to be significantly greater than the resources of faculty, space, and support can assimilate. In such cases, the decision to limit and the choice of method rests with the [President](#), with recommendation to be made by the [Provost and Vice President for Academic Affairs](#). Policy matters related to limitation of enrollment are submitted to the University Senate for its consideration.

318. CLASSIFICATION OF STUDENTS

Various administrative needs are served by having students classified in certain ways. Regulations on classification are system-wide in application. The University's [HSU Catalog](#) contains the criteria for the classification of students. These appear in the section on academic regulations and in the section on graduate study (for graduate students).

319. PROBATION AND DISQUALIFICATION

The University's [HSU Catalog](#) contains specific information on student academic standing, i.e., good

standing, academic probation and disqualification. This information appears in the section on academic regulations for both undergraduate and graduate level students.

320. REINSTATEMENT

Students who have been disqualified for academic reasons may be reinstated if a careful evaluation of the evidence suggests that there is likelihood that the student will be successful on his/her return to the University. The [HSU Catalog](#) contains a statement about student reinstatement.

321. WITHDRAWAL FROM THE UNIVERSITY

Student withdrawal from the University requires adherence to certain formal procedures if the interest of the student is to be protected. The [HSU Catalog](#) contains a statement in the section on academic regulations.

322. FEES

The kinds and amounts of fees charged to students are established by action of the [Trustees](#) of the [CSU](#). These fees are subject to change by the Trustees. General fee information is listed in the [HSU Catalog](#).

323. ADMISSION TO CLASSES

Students are admitted to classes only through official enrollment evidenced by class lists and notices of late additions. The only exception permitted is enrollment for no credit in those student activity courses for which credit is normally given.

324. AUDITORS

The [HSU Catalog](#) contains a statement about auditors in classes. There is a formal procedure for accounting for auditors and they are considered as enrolled in the class. Faculty members at times audit a colleague's classes with the permission of that faculty member whose class is attended. This courtesy is not extended when it would result in displacement of a student, as in the case of some laboratory classes.

325. 4 PLUS 1 PROGRAM: ENROLLMENT BY SENIORS IN GRADUATE COURSES

Selected and qualified seniors may be permitted to enroll in 500- or 600-series courses for the purpose of furnishing them a valuable educational experience. Such course work should not be used as a substitution in the undergraduate major program, but should serve as an enrichment of it. Care should be taken that students who will continue into graduate work will not have their graduate programs jeopardized. Requests are handled by petition with the approval of the instructor of the course, the student's advisor, and the chair of the department or program in which the course is given. This policy applies to special session courses, as well as regular session courses.

326. CREDIT BY EXAMINATION

The [HSU Catalog](#) includes information on how students can earn credit through examinations including challenging a course, and credit through external examinations.

327. DISMISSAL OF CLASSES

It is recognized that from time to time individual faculty members may decide that particular classes should

be adjourned to enable the student to participate in appropriate guest lectures, academic convocations, or special seminars. The faculty member must, in such circumstances, be assured that such activity furthers the academic goals of the students in that particular class. If called upon to do so, the instructor must be prepared to justify such dismissal.

Dismissal of classes as a demonstration in support of particular social or political movements or goals does not fall into this category. Such dismissal constitutes unwarranted and unprofessional interference with the student, causing deprivation of expected academic experience and forcing support of political or social goals with which the student may not be sympathetic.

328. CAMPUS CLOSURE

In accord with [Executive Memorandum P03-04](#), and Title V, California Code of Regulations, sections 41302 and 42402, the [University President](#), or designee, is the only person(s) who may direct a campus closure. It is the policy of HSU that whenever there is an immediate or potential danger to life (including health and/or safety) and property, the University will take every possible action necessary to protect life and property.

329. SUPERVISED INSTRUCTION COURSES

Supervised instruction is defined as a mode in which instruction is offered to students by faculty on an individual basis rather than to them as a class or group. The nature of this instruction is reflected in the formula by which resources and work load are calculated and is generally referred to as S-factor instruction. There are numerous conventional applications of supervised instruction in our program. Some of these are reflected in various course titles (e.g., Directed Study, Independent Study, Field Problems, Directed Field Experience, and Internships.) These courses have been established for students who are capable of and qualified for working on a topic, problem, or line of inquiry on an individual basis. Such courses are not to be offered to groups of enrollees meeting in classes. The unit value of the courses may vary and should be commensurate with the level of work and level of achievement required.

Supervised instruction courses are not to be offered as substitutes for other courses offered by the University. At the discretion of the academic advisor, department chair, and college dean, a course may subsequently be waived upon satisfactory completion of an equivalent special problem in a supervised instruction course. The above policy applies to courses offered in both regular and special sessions.

Enrollment in these supervised instruction courses is limited to those students who have an adequate background for the kind and level of work to be done. Approval of the supervising faculty member and the respective department chair or program leader is required for such enrollments. Approval is also required by the college dean whenever the course is not a part of a degree or credential requirement and would result in faculty load credit.

Limitations, if any, on the number of times these courses may be repeated or taken are specified by the department, within the policies and procedures established for the college. The maximum number of units earned in these courses that may be applied to graduate degree programs is specified in the [HSU Catalog](#) section on graduate study.

Since supervised instruction courses require staffing at low student-faculty ratios, it may be necessary that the dean or department chairs limit access to such instruction and to the faculty workload credit which may be allowed for it.

330. TEXTBOOKS

Updated: April 2021

For those instructors who use textbooks in their classes, textbooks are designated through Follett Bookstore which can be accessed via the Canvas Dashboard.

331. COURSES WITH FINAL EXAMINATIONS

The schedule for final exams is developed by the [Office for Academic Affairs](#) and published in Faculty Center. Faculty are urged to include the dates and times of the final evaluation for the class in the course syllabus or other course schedule. Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time or place scheduled, must make arrangements in advance with the instructor. Final examinations will be determined by individual faculty based on course content and mode of delivery.

332. INTERNSHIPS AND DIRECTED FIELDWORK PROCEDURES

Internships and directed field work are supervised academic learning experiences in an applied or field setting as distinguished from the classroom or laboratory. Procedures and support for developing Internship Courses can be found at the [Center for Community Based Learning](#).

333. EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

The [Educational Opportunity Program](#) is designed to serve students who are culturally, educationally, and economically underserved. The philosophy of the program is to support students from low income and ethnic backgrounds, especially those from first-generation, college student families.

334. INDIAN TRIBAL AND EDUCATIONAL PERSONNEL PROGRAM (ITEPP)

The Indian Tribal & Educational Personnel Program's purpose is to facilitate and promote academic success and self-efficacy for primarily Native American Indian students which validates tribal cultural values, political status and promotes the federal Indian policy of Indian Self-Determination. [ITEPP](#) is university-wide in its impact. The program keeps in close contact with faculty in the student's major area.

335. INDIAN NATURAL RESOURCE, SCIENCE AND ENGINEERING PROGRAM (INRSEP)

The Indian Natural Resource, Science and Engineering Program ([INRSEP](#)) plus Diversity in STEM provides academic and research support services to first generation, low income, and historically underrepresented students in STEM disciplines with a focus on American Indian and Indigenous students. Focus is on working as partners with local tribal communities to learn from their wisdom and contribute to their goals. The mission of INRSEP is to improve STEM fields by empowering students to become leaders who give back to their communities, society, and future generations while strengthening connections with their heritage and culture.

336. STUDENT ACADEMIC SERVICES OUTREACH PROGRAM

The objectives of the [Student Academic Services Outreach Program](#) are: (1) to intensify and expand outreach efforts to under-represented student populations; (2) to increase the number of students, disadvantaged by economic, educational, or environmental backgrounds, applying and enrolling at Humboldt State University or other institutions of higher learning; (3) to provide services that enhance access of under-represented students; (4) to improve the retention of under-represented students through supplementary supportive systems; and (5) to develop a more culturally sensitive and diverse campus environment through educational enhancement activities.

337. RECORDS AND REPORTS

The kinds of records and reports that relate to the academic program and record of the student are determined by the [Division of Enrollment Management](#) and are made known in instructions that are furnished to students and faculty. For those matters where there is faculty involvement in the process, the Office of Enrollment Management consults with the [Office for Academic Affairs](#).

338. SCHOLASTIC REPORTS TO STUDENTS

Grades are available to students via their Student Center at the end of each semester. During the semester, students should be aware of the progress they are making in their courses. Formal notification of deficiencies in work is a matter that rests with the instructor.

339. ACADEMIC ADVISING

Academic advising is provided by the faculty, and student registration is based upon such advising. Advisors are assigned to students from the department offering the student's major (or pre-major) program. Technical evaluation (including evaluation of work taken elsewhere for advanced standing, and degree and credential checks to determine whether minimum degree requirements are met) is the responsibility of the [Division of Enrollment Management](#). Faculty advisors and students with technical questions can get official answers from that office.

340. REGISTRATION

Registration is the administrative responsibility of the [Division of Enrollment Management](#). Plans for the process are developed in consultation with the [Office for Academic Affairs](#), the academic deans, and [Information Technology Services](#). Faculty are informed of details through memoranda from the Dean for Enrollment Management and material included in the Class Schedule.

341. TRANSFER CREDIT

Transfer credit between universities and community colleges are defined by articulation agreements through the [Division of Enrollment Management](#). Established articulation agreements can be found by faculty and students in [Assist](#). For courses without established articulation agreements, questions should be directed to the Registrar's Office within the Division of Enrollment Management.

342. HIGH SCHOOL VISITS TO UNIVERSITY CLASSES

High school student groups visit the campus from time to time to participate in various programs. The program of such visits is coordinated by the [Division of Enrollment Management](#). The department or other unit on campus that plans such programs should keep the Dean informed.

Faculty Handbook

Chapter IV

THE GENERAL FACULTY AND THE UNIVERSITY SENATE

400. GENERAL FACULTY ORGANIZATION

The General Faculty of HSU is governed by and functions under the “*Constitution of the General Faculty of Humboldt State University*” ([Appendix E](#)). The *Constitution* contains articles dealing with name and purpose, membership, responsibilities for shared governance, officers, finances, committees, elections, and amendments. The *Constitution* also establishes the General Faculty’s relationship with the University Senate.

401. MEMBERSHIP IN THE GENERAL FACULTY

The membership of the General Faculty is defined in the *Constitution*. Addition or deletion of those who are defined as members is accomplished by amendment to the *Constitution*.

402. FACULTY MEETINGS

There are two types of meetings of the faculty:

1. *Presidential Faculty Meetings* are called by the President of the University. They are held on the first day of the academic year and at such other times as determined by the President.
2. *Meetings of the General Faculty* are called at the initiative of the President of the General Faculty or when directed by a majority vote of the University Senate or Faculty Session of the University Senate. General Faculty members shall be notified and provided with an agenda at least three working days prior to the meeting. A record of all meetings shall be kept and distributed to the General Faculty.

403. GENERAL FACULTY RELATIONSHIP TO THE UNIVERSITY SENATE

Through its elected delegates to the University Senate, the General Faculty exercises its responsibilities to formulate, review, and recommend academic policies for the University to the President and other appropriate agents.

404. UNIVERSITY SENATE

The [University Senate](#) is a deliberative body comprised of faculty, staff, administrators and students who work together to support the educational mission of HSU. It functions as the primary body formulating, reviewing, and recommending policies to the President.

The University Senate is governed by the following documents: *Constitution of the University Senate of HSU* ([Appendix F, Part 1](#)) and *Bylaws and Rules of Procedure* ([Appendix F, Part 2](#)).

The University Senate consists of elected delegates and ex-officio members. All members except the President of the University are voting members. The Senate meets bi-weekly during the academic year and meetings are open to the campus community, though only members of the Senate participate in the discussion and debate. Agendas and minutes are posted on the Senate website for the campus community.

A "Faculty Session" of the Senate comprises only faculty senators. Its function is to express the collective voice of the faculty or to execute responsibilities specific to the faculty.

The Standing Committees of the Senate are specified in the Senate's bylaws. The Senate may establish other standing, ad hoc, or pro tempore committees as provided for in the Constitution.

405. ADMINISTRATIVE SUPPORT

The University Senate Office, under the Office of Academic Affairs, provides support for the University Senate, the General Faculty, the University Faculty Personnel Committee, and the HSU Emeritus and Retired Faculty Association.

FACULTY HANDBOOK

CHAPTER V

FACULTY MEMBERSHIP

500. FACULTY DEFINED

The [Trustees](#) of the [California State University](#), in California Code of Regulations, Title 5, [Section 42700\(l\)](#), define the faculty as follows:

(l) "Academic employee" means an employee engaged either (1) primarily in instruction who is employed and compensated on the basis of class and rank or (2) in very closely related professional activities such as those carried on by professional librarians on a campus. The classes of positions whose incumbents may be eligible for inclusion in the closely related area (2 above) will be determined by the Trustees after appropriate job studies, consultation with employees and administrators and subsequent classification plan readjustment. Specific decisions on individual incumbents will be made in light of these guidelines.

The Trustees of the CSU, in their collective bargaining agreement ([CBA](#)) with the California Faculty Association ([CFA](#)), list the classes of positions whose incumbents are included in the definition of academic employees and who are covered under the terms of the bargaining agreement. These may be found in CBA: Unit 3, [Article 2.13](#) and [Appendix A](#) of the CBA.

The members of the general faculty are those persons indicated in the Constitution of the General Faculty of Humboldt State University, Section 2 (see [Appendix E](#)).

The faculty listing in the University catalog is based upon membership in the General Faculty. The department is responsible for the catalog listing.

501. FACULTY TITLES

Academic rank is assigned to members of the instructional faculty as "Instructor," "Assistant Professor," "Associate Professor," and "Professor" on the basis of initial appointment or promotion, using established procedures as defined by the [CBA](#) and campus policy. There is provision in the regulations for appointment as a "Lecturer," a title used to cover a nonpermanent academic assignment. Members of the staffs of attached agencies which are university related and other persons volunteering their professional services to the University may be granted the title of "Adjunct Professor" (see **Section 502**), "Associate" (see **Section 503**), and "Research Associate" (see **Section 504**). Professional members of the library staff are assigned the corresponding titles of "Assistant Librarian," "Senior Assistant Librarian," "Associate Librarian," or "Librarian" on the basis of initial appointment or promotion using procedures established by the [CBA](#) and campus policy.

502. ADJUNCT PROFESSOR

Persons to be considered for designation as adjunct professor shall be appropriate professional personnel assigned to agencies attached to the University (such as the Cooperative Fishery Unit) or other persons volunteering their professional services to the University.

The criteria applied to persons being considered for designation as adjunct professor shall be those in **Section 500**. Specifically, the professional qualifications of the candidate for designation shall equal the qualifications expected of a faculty member, were one appointed to provide the same service.

The personnel committee of the department where the service is to be performed shall initiate and substantiate the proposal of a candidate for adjunct professor. The proposal and the supporting documents will be sent to the college personnel committee in the college where the service is performed. After due consideration and investigation, the college personnel committee shall forward the proposal, with its recommendation, to the President, or designee, for action.

The designation of the individuals with the title of adjunct professor is by action of the President, or designee, on the recommendation of the department and then college personnel committee. Such designation carries no rank or emolument, though such persons may be given library privileges and access to such facilities as are appropriate. For protection of both parties, a Volunteer Appointment Form will be filed annually, and will include teaching load information for each semester, if applicable.

Adjunct Professors shall be appointed for a term of five years. The five-year term is renewable upon the recommendation of the department personnel committee and the approval of the college personnel committee where the service is performed, such recommendation being based on the assumption that the candidate remains in the same relationship to the University and provides the same service as when first appointed.

Department and college personnel committees, in making recommendations, and the administration, in making appointments, are to consider any impacts on campus resources.

[Human Resources & Academic Personnel Services](#) will provide an annual list to college deans in the fall listing adjunct faculty whose five-year appointments will expire during the academic year.

503. ASSOCIATE

From time to time persons of distinguished academic preparation or accomplishments may seek, or be sought by the University, to associate temporarily for the purpose of the advancement of learning. Where such association is mutually beneficial and upon the recommendation of the appropriate department(s), acting as a committee-of-the-whole or through its personnel committee, the college dean may designate such persons as "Associate in [the appropriate academic discipline]." Such a designation carries no rank or emolument, though such persons may be given library privileges and access to such facilities as are appropriate.

The recommendation should include specific details relating to the criteria indicated above, including (1) the academic preparation or accomplishments that distinguish the person recommended; (2) the way in which learning and/or scholarship may be advanced by the association; (3) how it will mutually benefit the parties; (4) and the period of association, with the possibility of reappointment. The college dean will inform the Dean of the University Library of the acceptance of such a recommendation. For protection of both parties, a Volunteer Appointment Form will be filed annually, and will include teaching load information for each term, if applicable.

504. RESEARCH ASSOCIATE

A Research Associate (RA) is envisioned as an individual who is a productive researcher and has expressed a willingness to pursue external funding in support of research or creative activity. A close working relationship between the Research Associate and the departmental faculty, students, and staff is a requirement of the status. While the University may elect to provide devoted space on campus for the RA, it would not be obligated to provide a salary or benefits for their work outside of HSU teaching responsibilities. The individual, if paid by grants through HSU, would be paid through HSU SPF's payroll process.

The benefits of approving Research Associates include: enhancement of the research reputation of the

department, college, and university; the likelihood of additional funds for equipment, returned indirect revenue to the affiliated department/college; and potential financial support for undergraduate and graduate students.

There are some nominal costs borne by the college. Suitable office or laboratory space may be provided, as well as telephone and computer access if needed. The Research Associate will require University Library privileges and be permitted to purchase a parking permit.

The RA is expected to have an interest in grant writing and/or a record of productive scholarship or creative activity. After applying for RA status, a favorable vote by a majority of the departmental faculty is required to send a name forward. The designation of individuals as Research Associate is by action of the Provost on the recommendation of the college personnel committee and endorsement of the college dean. The term of appointment should be one to five years and may be renewed.

The duties of the Research Associate are to serve as a colleague and as a resource for the department/college and to conduct research. Any grant or contract proposed by the RA would be submitted through the Humboldt State University Sponsored Programs Foundation (HSU SPF), and would follow the University's institutional routing procedure.

For protection of both parties, a [Volunteer Appointment Form](#) will be filed annually.

505. FACULTY RECRUITMENT

The University and the faculty subscribe to the AAUP [Statement on Recruitment and Resignation of Faculty Members](#), April 1961. The policy and procedure for recruitment of new faculty members is as follows:

Identification of candidates is the primary responsibility of the colleges and departments. Probationary position vacancy announcements are approved and issued by [Human Resources & Academic Personnel Services](#) using a standard format. Temporary position vacancy announcements are approved and issued by the appropriate college or university library dean. Departments shall maintain candidate files and other documentation associated with the recruitment process for a minimum of three years.

Preliminary screening of applicants and identification of candidates will be the sole responsibility of the colleges and departments. Preliminary discussion of possible offer with the candidate will be undertaken by the college dean or department chair. This is a communication of possible salary, rank, teaching load, and other relevant information, and does not constitute an appointment offer. The desirable response should be to indicate whether such an offer would be accepted if made.

Offers of probationary and full-time temporary appointment will be made by the [Provost and Vice President for Academic Affairs](#) on the basis of recommendations from the college and accompanied by initiating unit faculty recommendations, except in emergency situations when consultation is not possible. Rank and step will be jointly determined by the Provost and Vice President for Academic Affairs in consultation with the dean. Offers of full-time or part-time temporary appointment will be made by the college dean on the basis of recommendations from the initiating unit faculty. Rank and step will be jointly determined by the dean/department chair.

506. FACULTY APPOINTMENT

The consultative process is used in all stages of recruiting new faculty unit employees, with the department being the initiating unit. New faculty unit employees are typically recruited at the assistant professor/senior assistant librarian rank unless the position or particular circumstances warrant a lower or a higher rank. In the case of higher rank, the candidate usually has held the same rank for which recommendation is being made. However, possession of advanced rank in itself does not necessarily justify

advanced rank appointment. Except in emergency situations where consultation is not possible, an offer at a rank higher than an assistant professor/senior assistant librarian should have the college promotion committee's determination as to whether or not promotion to advanced rank would be considered if the appointee were a current faculty member.

A maximum of two years' service credit toward completion of the probationary period may be awarded for previous experience.

507. SUBSEQUENT APPOINTMENT

Faculty members with probationary status must be appointed each year. The decision to retain a faculty employee is an administrative decision which is reached through the consultative process utilizing the procedure(s) outlined in Faculty Handbook [Appendix I](#) and in the [CBA](#). Faculty committees, with the responsibility for evaluating and recommending continuing appointment, are at the department, college, library, and university levels. With the exception of faculty being appointed to second year, final recommendations are made by the University Faculty Personnel Committee to the President (currently the [Provost and Vice President for Academic Affairs](#) has been named the President's designee).

The process involved in the tenure decision is that of yearly periodic evaluation and subsequent appointment, with a performance review for the purpose of award of tenure in the final year. For additional information regarding faculty retention and promotion policies and procedure, see [Appendix J](#) of the Faculty Handbook and [Article 12](#) of the CBA.

508. TENURE: FACULTY UNIT EMPLOYEES

Tenure is acquired by the faculty member who has served a total of six (6) years of full time probationary service; who is retained, and who begins service for the seventh year, unless the appointment for that year is explicitly designated a terminal year.

The President may award tenure to any individual at the time of appointment or, under rare circumstances, before the normal six-year probationary period. The process involved in the tenure decision is that of yearly periodic evaluation and subsequent appointment, with a performance review, for the purpose of award of tenure in the final year (see [Appendix J](#)). Criteria and standards for the award of tenure shall be those contained in Appendix J and where appropriate, [approved department standards](#). For additional information, please refer to [Article 13.14 -13.20](#) of the CBA.

509. FACULTY PROMOTIONS

The development of procedures related to the promotion of faculty members from one rank to the next is a responsibility which rests in the General Faculty and has its origins with the applicable provisions of the [CBA](#). The subject is one of the few which is not handled in the [University Senate](#) but in the processes of the General Faculty as a whole. A copy of the faculty personnel policy and procedures document in effect is available in [Appendix J](#). It provides that recommendations for promotion should originate at the lowest practicable level, usually the department, and that those recommendations are viewed and reviewed by the college personnel committee and the University Faculty Personnel Committee. Procedures and criteria are given, and faculty unit employee rights are outlined. In addition to the formal provisions in the document, it has been the custom for the University Faculty Personnel Committee to invite the [Provost and Vice President for Academic Affairs](#) to enter the dialogue at some point and to meet with the President in the final stages of the process to the end that consensus may, to the extent possible, be attained. For additional information, please refer to [Article 14](#) of the CBA.

510. PERSONNEL POLICY WITH REFERENCE TO RELATED FACULTY UNIT EMPLOYEES

Personnel decisions regarding appointment, reappointment, tenure, and promotion shall be based on ability and fitness for the position. The Office of the Chancellor has issued the following [statement](#):

There shall be no blanket prohibition against the employment of close relatives. No one, however, may serve in capacities where he/she is required to make decisions on the personnel status of any close relative. Close relative is herein defined as husband-wife, father-mother, son-daughter, brother-sister, step relative, or in-laws.

511. TERMINATION OF PROBATIONARY FACULTY UNIT EMPLOYEES

The termination of a probationary faculty unit employee's service is a process circumscribed by provisions of the [CBA](#) and by the canons of professional supervisory function. In particular, the termination decision at the point when the issue of tenure is involved implies that, except in unusual cases, there has been a clear anticipation of the possibility over a period of time through the performance review procedure. Provision is made in the [CBA](#) for probationary faculty unit employees who have served a minimum of three years probation to be appointed to a terminal year with no further appointment rights.

512. RESIGNATION OF FACULTY MEMBERS

The University and faculty subscribe to the AAUP *Statement on Recruitment and Resignation of Faculty Members* (April, 1961).

In order to permit adequate time for faculty to review programs in their departments and decide on priorities, to prepare vacancy announcements, to recruit affirmatively, to evaluate applicants, and to recommend appointments--faculty who intend to retire or resign should notify the University President at least five months prior to the end of the academic term which will conclude their active service; e.g., those faculty whose active service will conclude with spring commencement should give notice no later than mid-January prior.

513. REMOVAL OF TENURED FACULTY MEMBERS

Faculty members who have acquired tenure can be removed from their positions only with cause and following properly established procedures. Grounds for dismissal are found in [California Education Code Section 89535](#).

514. SEPARATION FOR LACK OF FUNDS, LACK OF WORK, OR A PROGRAMMATIC CHANGE

For current information pertaining to faculty layoff, please refer to [Article 38](#) of the CBA.

515. FACULTY MEMBER AND FAMILY RESIDENT STATUS

A faculty member, spouse, or child is considered to be a resident of the State of California for fee assessing purposes if that person should wish to attend classes at the University, please refer to the [dependant chart](#).

516. ACCOMMODATION TO LIMITATIONS OF FACULTY WITH DISABILITIES

The University shall make reasonable accommodation to the limitations of faculty with disabilities; e.g., adjustment of class schedules, relocation of committee meetings, special equipment, extra clerical support, change in office location, and special parking. Reasonable accommodation is defined as any arrangement or service that would not impose undue hardship on the University in the operation of its program.

The initiating unit of a faculty member with a disability is responsible for seeking needed arrangements or

services. The Associate Director in Academic Personnel Services & Human Resources is available to answer questions regarding the definition of reasonable accommodation in particular cases and to assist initiating units in obtaining the necessary resources.

517. EVALUATION OF COLLEGE AND UNIVERSITY LIBRARY DEANS

The performances of college and university library deans are reviewed annually by the [Provost and Vice President for Academic Affairs](#), who solicits evaluative information from varied university sources. As a part of the evaluation, **each supervisor** should provide a narrative statement concerning administrative performance to the Provost and Vice President for Academic Affairs no later than May 1 of each year. In addition, individual faculty members who wish to do so may provide evaluative statements.

518. POLICY REGARDING ADMINISTRATORS HOLDING ACADEMIC RANK

The appointment of administrators eligible for academic rank, and thus to tenure in a teaching position on the faculty, is made only after consultation with the faculty of the department(s) affected and may be made at the time of initial appointment and assignment to the administrative position.

The granting of tenure of such administrators is made only after a recommendation by the appropriate committee of the department whose judgment should be based on the candidate's qualifications as a member of the teaching faculty. Criteria and standards for award and tenure are those contained in [Appendix J](#).

519. TEMPORARY REPLACEMENT OR SUBSTITUTION FOR REGULARLY ASSIGNED FACULTY

From time to time, faculty unit employees are prevented from meeting regularly assigned teaching responsibilities due to illness or some other circumstance beyond their control, such as appointment to jury duty or attendance at a meeting at which departmental or institutional attendance is required and to which they are assigned by the [Provost and Vice President for Academic Affairs](#). Under such circumstances, the substitute faculty or part-time faculty account provides limited resources for employing temporary substitutes. It should be noted that these funds are very limited since their use for this purpose reduces the capacity of the University to meet other long-term needs. Ordinarily these funds may not be used to substitute for faculty who elect to attend professional meetings, to act as consultants, either for fees or for honor, or to take additional duties on a voluntary basis. Such short- duration substitute assignments shall normally be up to eighteen (18) class hours and shall be compensated at the faculty substitute rate. Temporary substitute assignments of longer than eighteen (18) class hours duration shall be compensated by an appropriate workload reduction as soon as practicable or, if the employee is not employed in the next academic term, the employee shall be appropriately compensated upon separation for the class hours taught. Faculty employees may make informal voluntary substitute arrangements of short duration with a colleague and shall consult with the department chair person about such an arrangement.

520. FACULTY WORKLOAD

For information pertaining to faculty workload, please refer to [Article 20](#) of the CBA.

521. ACADEMIC PERSONNEL WITH ASSIGNMENTS OTHER THAN ACADEMIC YEAR

Some positions are filled by persons who continue to be paid on the basis of class and rank but are employed on a twelve-month period rather than for the academic year. Librarian employees who are employed on a twelve-month basis may elect to be employed for one or more fiscal years on a ten-month basis. Variations in personnel regulations are involved in such cases and are provided for in the [CBA](#).

522. COMMENCEMENT

Policies for commencement are assigned to [Marketing and Communications](#) with consultation from college representatives.

Attendance at commencement exercises is expected of all members of the faculty. [Commencement](#) day is established in the campus academic calendar as a normal work day. Details regarding the exercise will be announced by the deans and chairs of the appropriate colleges. All degree candidates and faculty members are to wear appropriate academic regalia.

Absence by a faculty member from commencement will be for cause and should be requested through the department chair, the college dean and the [Provost and Vice President for Academic Affairs](#) with appropriate recommendations included.

523. SICK LEAVE

Members of the faculty are included under the provision for sick leave that applies to all California State employees. Following completion of one qualifying pay period, a full-time faculty unit employee is credited with 8 hours of sick leave and is thereafter credited with 8 hours of sick leave for each qualifying pay period. Faculty unit employees who are employed less than full-time accrue credit for sick leave with pay on a pro-rata basis. Sick leave may be used according to the provisions set forth in the [CBA](#). Absence for sick leave after 3 days may be verified by either a physician's statement or other appropriate documentation. Terms, conditions, and procedures pertaining to the accumulation and use of sick leave are found in [Article 24](#) of the CBA, which should be consulted in the event clarification is required.

524. VACATIONS

For information pertaining to vacation, please refer to [Article 34](#) of the CBA.

525. PROFESSIONAL DEVELOPMENT

[Article 25](#) of the CBA describes development opportunities that may be available to eligible faculty members and the procedures under which they may be requested.

526. FEE WAIVER

Full-time faculty unit employees and less than full-time tenured faculty unit employees may be eligible for enrollment in the CSU Fee Waiver program, subject to the provisions of [Article 26](#) of the CBA. A description of this program is provided on the Human Resources web site. Application forms are available in the Academic Personnel Services Office. Courses taken on the fee waiver program shall be job-related courses or career development courses and require an application and approval process.

527. COMPUTER COURSEWARE ASSISTANCE FOR FACULTY

The [Office of Academic Affairs](#) (OAA) has established two facilities, [Information Technology Services \(ITS\)](#) and the [Center for Teaching and Learning \(CTL\)](#). Staff and student assistants are on hand in the FTSC to assist faculty in learning new hardware and software.

528. SABBATICAL/DIFFERENCE IN PAY LEAVE

Sabbatical Leave

Applications for sabbatical leave are requested using HSU [Form 320](#). CBA [27.2](#) reads, "A full-time faculty

unit employee shall be eligible for a sabbatical leave if s/he has served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference in pay leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements." Eligible faculty members submit applications to the [Provost and Vice President for Academic Affairs](#) (currently designee for the President), who then forwards the applications to the Professional Leave Committee for review and recommendation. All applications for sabbatical leave must be accompanied by a report of the most recent sabbatical leave taken, if applicable. The Provost will consider the statement on departmental impact from the applicant's department chair, and the recommendations of the Professional Leave Committee, and respond to the applicant in writing with his/her decision. The response will include the reason(s) for approval or denial, as well as any conditions attached to the leave, if approved. Final approval of a sabbatical leave shall not be granted until the applicant has filed with the Provost and Vice President for Academic Affairs an accepted statement of assets (not including PERS holdings) or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave. As per University Senate [Resolution #01-00/01-EX](#) approved October 18, 2000, applicants who are denied may request reconsideration, with supporting rationale, from the [Provost and Vice President for Academic Affairs](#) within five days from the first Monday in December. (The Provost's decision regarding the request for reconsideration is due to the applicant within five working days from the date of submission of the request for reconsideration).

Sabbatical leaves are funded for full pay for the period of one semester and at one-half of full salary for two semesters for faculty members who are paid on the basis of class and rank. Librarian faculty unit employees shall be paid while on sabbatical leave at full salary for four months or one-half of full salary for eight months.

While on sabbatical leave, a faculty unit employee is considered to be in work status and therefore generally receives the same fringe benefits provided as if they were not on sabbatical leave. [Article 27](#) of the [CBA](#) outlines the provisions for the sabbatical leave procedure and benefits eligibility. In addition, a faculty member contemplating making application for sabbatical leave should consult the campus [Human Resources](#) Office for current policies and procedures pertaining to benefits.

As stated in CBA 27.18, "a faculty unit employee on sabbatical shall not accept additional and/or outside employment without prior approval of the President."

A sabbatical leave report must be submitted within three months after resumption of active duty following termination of the leave.

Difference in Pay Leave

Applications for difference in pay leave are requested using HSU [Form 310](#). CBA [28.4](#) reads, "A full-time faculty unit employee shall be eligible for a difference in pay leave if s/he has served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a difference in pay leave. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements, nor shall it fulfill the obligation in 28.16. A faculty unit employee will be eligible for a subsequent difference in pay leave after s/he has served full-time for three years after the last sabbatical leave or difference in pay leave and has satisfied the obligation in 28.16." which states, "A faculty unit employee shall render service to the CSU upon return from a difference in pay leave at the rate of one (1) term of service for each term of leave." Final approval of a difference in pay leave shall not be granted until the applicant has filed with the [Provost and Vice President for Academic Affairs](#) a suitable

bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave.

The reviewing body shall be a departmental committee composed of tenured faculty unit employees elected by probationary and tenured faculty. Faculty applying for a difference in pay leave shall not serve on the committee. The recommendation ensuing from such a review shall be submitted to the appropriate college dean. The salary for a difference in pay leave for faculty shall be the difference between the faculty member's salary and the minimum salary of the instructor rank. The salary for a difference in pay leave for a librarian shall be the difference between the employee's salary and the minimum salary of the lowest comparable time base librarian rank. The salary for a difference in pay leave for a counselor shall be the difference between the minimum salary of the instructor rank at the comparable time base.

While on difference in pay leave, a faculty unit employee is considered to be in work status and therefore generally receives the same fringe benefits provided as if they were not on a difference in pay leave. [Article 28](#) of the CBA outlines the provisions for the difference in pay leave procedure and benefits eligibility. In addition, a faculty member contemplating making application for a difference in pay leave should consult the campus [Human Resources and Academic Personnel Services](#) Office for current policies and procedures pertaining to benefits. As stated in [CBA 28.14](#), "a faculty unit employee granted a difference in pay leave shall not accept additional and/or outside employment without prior approval of the President."

A difference in pay leave report must be submitted within three months after resumption of active duty following termination of the leave.

529. SALARY SCHEDULES

Salaries of faculty members are based upon a negotiated schedule that involves class, rank, and step characteristics. A salary schedule is published annually by [Human Resources and Academic Personnel Services](#) and appears as [Appendix C](#) of the CBA.

530. PAY CHECKS

Pay checks are ordinarily distributed on the last working day of the pay period. They may be picked up at the Cashier's window in the Student & Business Services Building or arrangements may be made with the Payroll Office to have the paycheck sent to the bank of your choice for automatic deposit. The Payroll Office annually publishes the [Green and Gold Calendar](#) which contains pay dates and holiday schedules. Deductions are made from paychecks for federal/state withholding income tax, retirement contributions, and social security. Additional deductions are made upon authorization of the employee.

531. MATERNITY/PATERNITY LEAVE POLICY

Please refer to the [Unit 3 Faculty CBA](#), Articles 23.4 through 23.6, for provisions covering Parental Leave.

532. HEALTH AND OTHER INSURANCE

Group insurance plans provide basic and major medical health insurance, dental insurance, and vision care and are available through payroll deduction. The cost of the various plans varies depending upon the plan selected and the overage of family members. There is state participation in the cost of these plans. Automobile, life, income protection, and accidental death and dismemberment insurance plans, and long-term care plans also are available through payroll deduction. Some employee organizations offer various types of voluntary insurance plans, and these organizations should be contacted to obtain additional information. Details regarding the state-sponsored health and other insurance plans may be obtained from the [Human Resources Office](#).

533. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program ([EAP](#)) assists employees with psychological, chemical, marital, family, or workplace related problems. Two, one-hour sessions of counseling are offered at no cost to the employee. If further help is needed, employees are referred to an appropriate agency or therapist. No information is reported to the University administration or to the Human Resources Office. Employees seeking assistance should contact the [Human Resources Office](#) for the EAP's phone number.

534. TAX-DEFERRED ANNUITY PROGRAM

All faculty unit employees are eligible to participate in the tax deferred annuity program (403b) approved by the Trustees of the CSU. Details regarding this program and the authorized list of 403b companies may be obtained from the [Human Resources Office](#). There are also other deferred compensation plans available.

535. CREDIT UNIONS

The [California State and Federal Employees No. 20 Credit Union](#), located in Eureka, offers credit union services to all employees of the University. Some employee organizations also maintain a credit union for the use of their members. Information on these credit unions should be obtained from the organizations. Information on the state employee's credit union may be obtained from the [Human Resources Office](#) or by contacting the credit union office directly.

536. WORKERS' COMPENSATION

The purpose of [Workers' Compensation](#) is to assist an employee who has had a job-related injury by paying all medical expenses and providing the employee with partial compensation for income lost while the employee is unable to work. If injury results in death, death benefits are provided for the surviving spouse and dependents. The University provides Workers' Compensation to all employees injured on the job.

537. NONINDUSTRIAL DISABILITY INSURANCE/LEAVE

Nonindustrial Disability Insurance (NDI) is a wage continuation program. It is a fringe benefit completely paid by the State. There are no employee contributions, enrollment fees, or medical examinations required in order to be covered. The program provides benefits of one-half gross pay up to \$125 a week. Benefits are payable once a month for a maximum of 26 weeks during any one continuous period of disability. Additional information may be obtained from the [Human Resources Office](#).

538. UNEMPLOYMENT INSURANCE

Faculty are covered by provisions of the state's Unemployment Insurance Program, effective July 1, 1972. Further information on this program is available through the [Employment Development Department \(EDD\)](#).

539. RETIREMENT

Faculty members become members of the California Public Employees' Retirement System (CalPERS) if their initial appointment is for a minimum of one academic year. Employees are required to contribute a percentage of their gross monthly salary per month. There is a cap on annual salary that can be used to calculate retirement benefits. The contribution is not subject to federal and state taxes. Retirement benefits are based on the number of years of service, rates of pay received, and attained age at retirement. Various options for retirement benefits are available upon retirement. Further information about the Public Employees' Retirement System is available from the [Human Resources Office](#) or www.callpers.ca.gov.

Part-Time, Seasonal, and Temporary (PST) Retirement Plan – Employees who are not eligible for CalPERS retirement are required to participate in the PST Retirement Plan administered by CalHR in lieu of Social Security. Employees enrolled in this plan contribute 7.5% of their gross wages, on a pre-tax basis, to a retirement account that is available upon separation of employment.

[Faculty Early Retirement Program](#) - This program allows tenured faculty members who are eligible for service retirement under CalPERS to elect service retirement and return to work each succeeding academic year (for up to a maximum of five years) at fifty percent (50%) of the employee's regular time base in the year immediately preceding retirement. Additional information may be obtained from [Academic Personnel Services](#) and from Article 29 of the [Unit 3 Faculty CBA](#).

[Pre-retirement Reduction in Time Base Program](#) - This program allows eligible tenured faculty unit employees to phase into actual retirement through reduction in time base to an average of two-thirds, one-half, or one-third of full time while maintaining full retirement and other benefits for a maximum of five years. Additional information may be obtained from [Academic Personnel Services](#) and from Article 30 of the [Unit 3 Faculty CBA](#).

540. EMERITUS FACULTY AND STAFF

Emeriti faculty and staff are considered an important and integral part of the university community. The University recognizes the benefits and privileges of continued participation of retired faculty and staff in the academic life of the institution. Emeritus status may be granted to any academic, administrative, staff or faculty member upon the written recommendation by a personnel committee or Dean in their academic unit and the approval of a majority of the University Senate.

Recommendations for conferring emeritus status shall be based upon: retirement from the California State University; having provided ten or more years of full-time service or its aggregated equivalent at this campus; and meritorious contributions to teaching, scholarship, and/or service to CSU. In special circumstances, the University Senate may award emeritus status to faculty or staff with less than 10 years of cumulative service. Faculty participating in the Early Retirement Program are considered to be regular members of the faculty and therefore are not yet eligible for emeritus standing.

Emeritus Status – Benefits

The University should, so far as space, resources, and priorities permit, offer amenities to emeritus faculty and staff to recognize their continuing membership in the university community, including but not limited to: an invitation to join the HSU Emeritus and Retired Faculty and Staff Association (ERFSA), whereby other benefits may be sustained; listing in the program of the commencement ceremony closest to their retirement; an invitation to participate in department, school/college and university functions, such as convocation, commencement, and other celebrations; services normally extended to active faculty and staff, including an email account, use of the library, and the same discounts available to active staff and faculty for use of campus recreational facilities, activities and cultural events, and resources.

Faculty emeriti may place the Latin designation emeritus or emerita following the title of their highest academic position on official correspondence, (i.e. Professor Emerita, Professor Emeritus, or Lecturer Emeritus, Lecturer Emerita, Librarian Emerita, Librarian Emeritus, Counselor Faculty Emeritus, Counselor Faculty Emerita, etc.); faculty emeriti will be listed in a position of honor on a prominent University website and in appropriate University publications.

The University should, so far as space, resources, and priorities permit, offer amenities to assist faculty emeriti in their scholarly or professional pursuits, including but not limited to: the assignment of an appropriate office space if available and access to equipment or services; the right to compete for research grants through the HSU Sponsored Programs Foundation; attendance at department faculty meetings as ex-officio, nonvoting members with floor privileges; the same discounts for use of academic resources such as books and software as active faculty; eligibility for the appointment and/or election to faculty committees; and free parking.

Decisions about the provision of resources should be broadly consultative and should include officials from affected units (i.e., Chairs when Department resources are involved, Deans when college resources are involved, etc.).

Emeritus status may be revoked by a majority vote of Senate when the title holder has been found guilty of a significant criminal offence or with fraud, or has been found to be engaged in activities which have brought disrepute to the University. Prior to such a vote, the involved individual or their representative(s) are entitled to present a written defense to the University Senate. A person whose emeritus status has been revoked may appeal to the University Senate for re-instatement, which may be conferred by a majority vote.

541. BLOOD BANK

Information regarding scheduling for blood donations and instructions for the use of the services of the blood bank is distributed by the [Northern California Community Blood Bank](#).

542. ROOM AND OFFICE ASSIGNMENTS

Room and faculty office assignments are the responsibility of the [Office for Academic Affairs](#) in consultation with the deans of the various colleges.

543. TRAVEL

Travel from the campus to various parts of the state for university-related purposes is a normal aspect of faculty function. Prior to travel, provision for coverage of assigned duties and authorization to be absent from the campus must be obtained. The faculty Request for Authorization to Travel form ([Request for Authorization to Travel](#)) is available on the University's Forms web site. Use of this form is imperative to protect the status of the faculty member while traveling.

Additional information pertaining to policies and procedures for processing travel requests and travel expense claims may be found in the [HSU Travel Manual](#).

544. PROFESSIONAL ETHICS

The University and the faculty subscribe to the *Statement on Professional Ethics* issued by the American Association of University Professors (adopted April 1966 and revised June 1987). (See [Appendix U](#))

545. PROFESSIONAL ORGANIZATIONS

A number of professional organizations have chapters on the campus of the University. These include those which embrace in their membership eligibility all teaching members of the faculty as well as those which are restricted in membership to those with a specific academic or other interest. National, state, and local area organizations are represented. The major state organizations with appeal to the faculty at large are represented.

Membership in such organizations is considered a matter of personal decision by the individual faculty member and participation in their programs and activities is considered normal expression for those with professional commitment.

546. FACULTY CONSULTANT SERVICES

It is considered a normal aspect of academic life that faculty members may be asked to furnish professional, competent services as privately employed consultants. Such outside employment shall not conflict with

normal work assignments or satisfactory performance of all duties of the faculty unit employees. (See [Article 35](#) of the CBA)

547. ADDITIONAL EMPLOYMENT

Any employment compensated by the CSU, funded by the general fund or non-general fund (including CSU auxiliaries) that is in addition to the primary or normal employment of a faculty unit employee is referred to as additional employment. [Article 36](#) of the CBA and Executive Memorandum P99-1 provide further description and limitations pertaining to additional employment.

548. ACADEMIC FREEDOM

The University and the faculty subscribe to the statement on academic freedom contained in the [AAUP Statement on Academic Freedom and Tenure](#), 1940 Statement of Principles (see [Appendix P](#)).

549. POLITICAL ACTIVITIES OF EMPLOYEES

The University and its faculty are committed to the [AAUP](#) statement on academic freedom, including statements regarding the rights and responsibilities of the faculty member as a citizen. The political rights of staff members are protected. The political activities of the individual faculty member, including advocating passage or defeat of a ballot proposition, are considered to be matters of private decision. State resources may not be used to support these activities; however, State resources can be used to inform voters about a ballot proposition as long as the information is not promotional in nature.

550. FREEDOM AND RESPONSIBILITY

The University and the faculty subscribe to the statement on freedom and responsibility by the [AAUP](#) (October 1970). A copy of this statement, which was approved by the 1970-71 [University Senate](#), is located in [Appendix U](#).

551. LEGAL RESPONSIBILITY

A faculty member, though a public employee, may be liable for injury caused by an act or omission in the same way as is a private person. However, a faculty member may request the CSU, via the [Provost and Vice President for Academic Affairs](#), to defend him or her against a claim occurring within the scope of his or her employment. A potential for personal liability exists in some patterns of teaching, particularly the laboratory, the field trip, and situations involving physical activity. See [Appendix L](#) for information regarding liability for employees of the CSU, based on legal opinion from the Office of the Vice Chancellor and General Counsel.

The use of land or a facility owned by a private individual by students or employees on university business should be accompanied by a "hold harmless" clause in order to furnish liability protection to the private individual. A written statement to this effect may be obtained from the University Risk Manager.

Legal questions involving the use of the services or opinions of the General Counsel relating to liability should be directed to the [Provost and Vice President for Academic Affairs](#).

552. DEATH OF A UNIVERSITY EMPLOYEE

It has long been the custom on the death of a university employee (both current and former) to fly the flag on the University flagpole at half mast for one day, usually the day of the memorial service. With the approval of the President, lowering of the flag shall be coordinated with University Police (see [Executive](#)

[Memorandum P03-03](#)).

Contact the [Human Resources Office](#) for detailed information on death benefits.

553. UNIVERSITY CEREMONY TO HONOR DECEASED FACULTY

In 1975 the General Faculty Executive Committee accepted the following statements as guidelines to be followed on the death of any member of the General Faculty:

- A. *University Ceremony:* The General Faculty President may initiate a university ceremony to recognize the contribution of a member of the General Faculty who has died. University facilities can be utilized for the ceremony, and the tenor and spirit of the ceremony will honor a colleague who has served as a member of the faculty.
- B. *University Memorials:* The President of the General Faculty, upon approval of the Executive Committee, or upon receipt of a petition signed by ten members of the General Faculty, may initiate a memorial for a faculty member who is deceased or a single memorial for deceased faculty. Visible memorials shall be an integral part of campus planning and have a suitable plaque. Other memorials, such as funds for student loans, scholarships, endowed chairs, or lectures, shall carry such recognition of the memorial as deemed appropriate by the University President.
- C. Lowering of the Flag - With the approval of the President, the lowering of the flags for one day-- usually the date of the memorial service--will be coordinated with the University Policy. (See [Executive Memorandum P03-03](#))