California State University

School Of
ARTS & SCIENCES
CHANNEL ISLANDS

Surviving and Thriving:

Arts and Sciences' Lecturers' Handbook

Academic Year 2022-2023



Welcome

Welcome to the School of Arts and Sciences! This guide is designed to provide our lecturer faculty with information on the nuts and bolts of teaching at CSU Channel Islands while also pointing towards multiple resources for both your students and you. At CSUCI, faculty have the opportunity to be a part of providing education with the potential to transform the lives of not only our students, but also those of their families and the region. The Dean's Office staff is here to support you in this meaningful work.

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Figure 1: Finding the Dean's suite from within North Quad

Acknowledgements

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- The folks in Faculty Affairs and those associated with Teaching and Learning Innovations, whose helpful work for faculty we cite at various places in this guide;
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Any errors and omissions are ours; please direct corrections and suggestions to the Associate Dean. We expect the A&S Lecturers' Handbook will be updated annually.

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1. Our Context

The School of Arts and Sciences is the largest component of the Division of Academic Affairs at CSU Channel Islands. We adhere to the guiding themes of the university: commitment to students and community; equity and inclusion; aspiration, innovation, and tolerance for risk; and evidence-based decision-making and a commitment to long-range planning.

CSUCI Mission Statement

Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

CSUCI Strategic Initiatives

1. **Educational Excellence**

   Ensuring students graduate with the high-level knowledge, skills and experience necessary for engaged citizenship and career success.

2. **Student Success**

   Ensuring all students progress to degree completion in a timely manner regardless of their background.

3. **Inclusive Excellence**

   Fostering a campus culture that advances inclusive excellence.

4. **Capacity and Sustainability**

   Taking action to sustain and advance a robust University in an era of declining state support.

Learn more about the CSUCI Strategic Initiatives: https://www.csuci.edu/president/initiatives

Arts and Sciences' Collective Vision 2020 - 2025

A great deal was accomplished towards establishing the Goals, Commitments, and Key Actions for the Arts & Sciences Collective Vision during previous academic years. Your continued AY 22-23 engagement will be essential in developing the initiatives needed to reach the Goals and Commitments, as well as in identifying responsible parties and metrics to assess progress.

2. Getting Set Up

There's much to get done prior to your first semester of teaching on campus! This section points you towards the most critical items… and the most helpful person you'll encounter.

Your Program Staff: Your chair will point you to your Program Staff Person, who is a vital source of campus information and will assist you with many logistical matters.

Offices, Keys, ID Card, Mailboxes, Copiers

- Your program staff will order whatever **keys, keycodes**, and building access you will need, and let you know how and when to pick up keys.
- CSUCI uses **ID cards** to provide access to some of the campus buildings: ID cards may be obtained at the Student Business Services in Sage Hall once you have completed the Human Resources sign-in process (see Section 4) and returned your contract to Faculty Affairs. Your ID card (and your six-digit code) can be used to access necessary buildings outside of normal working hours. Your ID card is also used as your library card and to access campus copy machines.
- Lecturer faculty are typically provided shared **offices**, in which you'll have access to a computer, a telephone for local calls, a desk to prepare for your classes, and a place to hold office hours. Additional office supplies may be requested through your program staff.
- Your personal campus **mailbox** will be designated by your program staff and will be located within the building/floor where your program office (or your office) is located.
- Campus ID cards (second bullet item) are needed to use campus **copy machines**. Please see your program staff to arrange for copies if you are unable to obtain your campus ID card when you first need copies. Your program staff will also explain the process for sending large copy orders to the Coast Copy Center in Town Center.

Campus Electronic Accounts (including email)

After you have signed and returned your contract, you will be emailed a letter with information enabling you to set up your various CSUCI electronic accounts. **Please be aware that students, other faculty, staff, and administrators will use your CSUCI email account** to contact you and/or share information on a regular basis. We encourage you to check it daily or to forward this account to one you prefer to check.

Classrooms/Facilities

- CSUCI makes every attempt to optimize classroom space based upon class size and available resources. Most general "lecture" rooms contain whiteboards, a computer, and a computer projection system. As time allows, please check out the set-up of rooms to which your classes are assigned ahead of time. Plan to **bring whiteboard markers**, a whiteboard eraser, and -- if using your personal Mac-based laptop -- an adaptor to connect to the projection system. Markers and adaptors may be supplied by your program staff.
- Campus norms request that you return rooms to their original configurations, turn off data projectors, and remove writing and items from whiteboards and walls after your class. There are typically 10 minutes between classes in a classroom: we generally think it considerate to leave the next faculty member at least 5 minutes to get set up.
- If you have questions or concerns regarding your classroom assignment or facilities in general, please contact your program staff.

COVID Information

The campus maintains updates to its COVID response on the Campus News website. Additional links are provided below.

- For the most up-to-date information regarding COVID-19 visit the Campus News website: https://www.csuci.edu/news/
- For Spring 2022 information: https://www.csuci.edu/news/campus-updates/spring-2022/
- To report a positive COVID-19 case or exposure: https://cm.maxient.com/reportingform.php?CSUChannelIslands&layout_id=20
- Frequently Asked Questions: https://www.csuci.edu/news/campus-updates/spring-2022/faqs.htm



3. Preparing to Teach

New Faculty Orientation and (All) Faculty Pre-Semester Meetings

Newly hired faculty are invited to attend an orientation on the Wednesday prior to the first class day of the fall semester. This orientation is organized by the Faculty Affairs Office: new faculty will receive invitations through email. The Thursday and Friday prior to the fall semester are typically full of events such as an all-campus convocation, a convening of the faculty and staff of the School of Arts and Sciences, department ("program") meetings, and possibly other groups. New faculty who are unable to attend the in-person orientation are encouraged to work through the online orientation.

Constructing Your Syllabus

Your syllabi are required to include particular elements, as noted in the bullet list below. (Text in *italics* is included to help you find required elements.)

- Professor name(s), office location(s), office hours, and contact information
- Course information (time, place, virtual)
- The course description from catalog, including pre-requisites, co-requisites, and GE areas met (*See "Course Descriptions" in the menu on the left at* https://catalog.csuci.edu/.)
- All student learning outcomes listed in the approved course proposal. (Your program chair or staff should be able to send you the most recent approved course proposal. To find these yourself, follow this path on any campus computer: *public$(\\crate.csuci.edu)(Z:)>Curriculum>Curriculum Committee>Curriculum Archive)*
- Required elements, which may include assignments, readings, fees, attendance, course participation, trips, equipment, experiential learning, or other course specific requirements
- Grade information, academic honesty information, disability statement (see below)
- "Subject to Change" disclaimer

A series of helpful **statements vetted by campus entities** with relevant charges (e.g., Disability Accommodations and Support Services for the disability statement), **sample syllabi** available for download, and other resources may be found here. We further encourage you to **consider the tone** of your syllabus and what it communicates to students, by reviewing articles like those found at the bottom of this linked material. The USC Center for Urban Education has published an on-line Equity-Minded Syllabus Review tool by Estela Mara Bensimon that you might consider consulting in creating an equity-minded approach to your syllabus.

CI Records: Access to Class Rosters; Posting Grades

Your **official class roster** may be found in CI Records (also referred to as "PeopleSoft"). New faculty will have access to CI Records through myCI once you've signed and returned the CMS (Common Management System) Access and Compliance Form sent with your contract: you'll receive your CI Records User ID and initial password via an email letter from Faculty Affairs. **Permission numbers** (for students to add your class) and **instructor-initiated drops** are handled through CI Records; you'll also need to post grades through CI Records at the end of the semester. New faculty are encouraged to attend the faculty orientation to learn how to use CI Records; an online orientation may also be found at myCI. Your program staff may also be able to address technical questions regarding CI Records. Please be aware that CI Records contains confidential information about students that is legally protected: you have the responsibility of protecting this information appropriately. Information regarding The Family Educational Rights and Privacy Act (FERPA) is shared at faculty orientation; Faculty Affairs also provides written guidance.

Managing your Roster(s); Final Exam Schedule

Your program chair will provide guidance regarding whether to add students to your roster, and how you might incorporate any waiting list. Senate Policy 13-03 allows students to add courses up through the end of the third week of instruction (assuming a 16-week semester; deadlines for other formats are spelled out in the policy). Students may drop courses online during the first three weeks of instruction (or the equivalent); you may also administratively drop students who do not meet the course prerequisites or who do not attend your course. The Change of Program table with the Schedule of Classes provides the deadlines for students to add, drop, withdraw, and change the basis of grading. You will also find the Final Examination Schedule within the Schedule of Classes. Every year students miss finals due to not realizing that the Final Examination Schedule is different from their class schedule. Accordingly, putting the date of your final on your syllabus and alerting students as the end of the semester approaches will be very helpful.

CI Learn: CSUCI's Learning Management System

Many faculty use CI Learn (also called Canvas) to manage various aspects of their courses such as providing students course materials electronically, accepting and grading assignments, conducting discussions in forums, administering quizzes and exams, communicating with students, etc. The campus' Teaching and Learning Innovations (TLi) staff offers in-person and online guidance as well as workshops to help you get started with Canvas and to develop your capacity to use its features to support your teaching and your students' learning. Access to CI Learn is through myCI.

Teaching and Learning Innovations

In addition to guidance getting started with CI Learn, Teaching and Learning Innovations (TLi) offers a wealth of resources, programs, and helpful staff to support your teaching and students' learning. An online orientation is a great resource for new faculty. Browse TLi's page -- particularly the Faculty Development part, stop by the FIT Studio in Solano 1201 to learn more, and keep an eye on the Events Calendar.

4. Contracts & Paychecks, Absences, Workplace Environment

New Lecturers: Employment Processes

If you are new this semester or returning after a break in service of a year or more, you'll need to **complete your sign-in paperwork with Human Resources (HR)**. Schedule an appointment by calling HR at (805) 437-8490. Ask about the forms of identification needed or check this part of their website.

Faculty Contracts

Your contract will be produced by Faculty Affairs. The Faculty Affairs website provides additional information regarding benefits, compensation, policies and procedures and forms. Please double-check before signing to ensure that your contract accurately reflects your workload.

Paychecks: Distribution Options and Calendar

A memo spelling out your options for paycheck distribution (direct deposit, pick up in person, etc.) and the payroll calendar for the year may be found as Attachments F and G in the Faculty Quick Reference Guide updated annually by the Faculty Affairs Office.

Reporting Absences

If you need to cancel your class for illness or an emergency situation, please contact your program chair **and** your program staff in advance. They'll notify your students and pass along any messages from you (e.g., regarding alternative assignments). Please note that many CSUCI students commute from long distances. If you are able to notify them of an unexpected cancellation (e.g., via CI Learn) as early as possible, you may save them an unnecessary commute.

Should you plan to miss class for other reasons (e.g., jury duty, religious holiday, military duty, bereavement, etc.), you must request leave and have it approved in advance, in writing, by your program chair. More information regarding faculty absences is provided in the Absence Reporting Procedures document provided by Faculty Affairs.

California Faculty Association (aka CFA, the faculty union) and Entitlements

The Collective Bargaining Agreement (CBA) stipulates the agreement between the California Faculty Association (CFA) and the California State University system. The CBA governs all employment-related matters for faculty. In particular, the CBA details your rights regarding time-base and duration of faculty appointments. The CFA offers its own Lecturers' Handbook: Section 2 (p. 10 - 11) which provides a good overview of entitlements.

Range Elevations

The CBA outlines eligibility for lecturers to apply for a Range Elevation. The Faculty Affairs Office manages this process, announcing deadlines annually (typically after mid-September for the lecturer's letter of application) and providing a guide here.

Title IX and Inclusion

CSUCI is committed to maintaining an inclusive community that values diversity and fosters mutual learning and respect between its members. We embrace and encourage our community differences in age, disability, race or ethnicity, gender, gender identity or expression, nationality, religion, sexual orientation, Genetic Information, Veteran or Military Status, and other characteristics that make our community unique. If you are interested in learning more about how you can support University efforts beyond your classroom to sustain a campus climate where every person at CSUCI always feels welcome to grow and thrive, please contact your program chair, Faculty Affairs or the Title IX & Inclusion Office to find out how you can become further involved in the initiatives and intentional dialogues around this effort.

Correspondingly, all individuals (students, employees and University third party guests) have the right to participate fully in CSU programs and activities free from discrimination, harassment, and retaliation. The CSU prohibits harassment of any kind, including sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking. Such behavior violates University policy and may also violate state or federal law. For all concerns related to an incident of discrimination, harassment, retaliation, sexual misconduct, dating or domestic violence impacting one or more CSUCI campus community members, contact the Title IX & Inclusion Office at 805-437-3608, and make a report.

Ombuds

The University Ombuds is a resource to help resolve, manage and prevent conflict and to

help navigate administration and policies. The process of working with the Ombuds Officer is confidential and independent of other campus entities. To learn more or schedule an appointment, visit the Ombuds website.



5. More Resources and Information for Teaching

Office Hours

For each 3 units taught, faculty should devote a minimum of one scheduled office hour weekly. For example, faculty teaching four 3-credit courses should be available to students a minimum of four hours per week. Your program staff will collect office hours from all program faculty and post your hours outside your office for student reference.

Transportation and Parking Services

If you're planning to drive regularly to campus, please secure your campus parking permit prior to the first day of your class by stopping at the Transportation and Parking Services Office. It is located in the Public Safety/Parking Services building, marked as PD on the campus map. You must **purchase a valid parking permit or use the parking meters** provided on campus so that you will not be ticketed. Parking lots in the inner campus typically fill before 9 am classes; we recommend allowing time to travel from the outer lots if arriving later in the day. **Shuttle bus service** from free lots in Camarillo and Oxnard is also available. For additional information, please stop by the office or visit the website to obtain information.

Campus Maps and Directions

You will also find maps, directions and building names, street addresses, and department locations on the campus website.

The Solution Center

The Information Technology Services (ITS) Solution Center provides help with common technology issues, including problems with being locked out of one's account, trouble connecting with the wireless network, using campus printers, etc. They provide the first line of support for many other issues and will redirect you to a proper source should they be unable to provide a direct solution. You may contact them in- person, online, or by phone. An IT Ticket can submitted using the Service Catalog on the MyCI portal.

Final Exams

You have the discretion to determine how you will assess your students' learning (within any program constraints). Please note that if you are giving your students a final exam, you must adhere to the published final exam schedule, so as to alleviate negative implications for your students' work in other classes or their external responsibilities.

Events and Guest Parking Permits

CSUCI regularly hosts a range of speakers, meetings, performances and other activities. To **reserve spaces** on campus and find **information about obtaining approval for events** please visit the Campus Event calendar. While programs are responsible for making arrangements for events they initiate, Conference and Events staff are available to assist with advice and information.

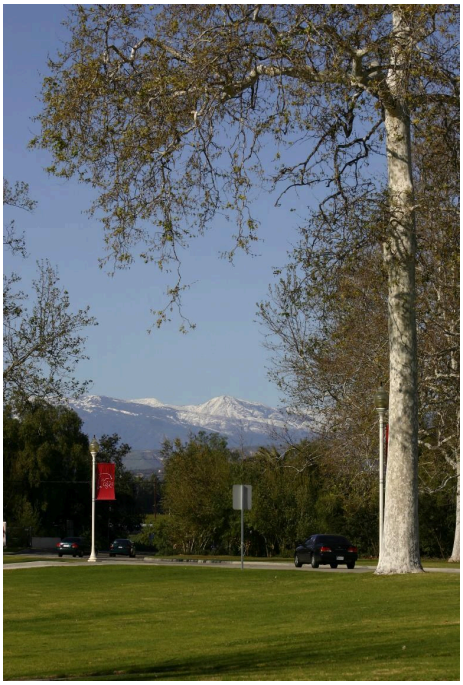
If you are planning to have a **guest speaker** for one of your classes, please contact your program staff at least 2 working days in advance to obtain a parking permit or consult your program chair for your program's practice.

School of Arts and Sciences Newsletter

The School of Arts and Sciences publishes a newsletter twice each semester. We encourage you to submit news related items for the newsletter, e.g. publications, funding awards, general announcements and appointments, events/lectures/presentations, media appearances, community projects, student achievements, awards, innovative pedagogy, etc.

Publicizing Events and Campus News

The Communication & Marketing office is available to assist in publicizing awards, events and activities related to your research, teaching or service. You may submit a request for a news release. In addition, a bi-weekly newsletter, *Wavelength*, is published and distributed to the campus and students during each semester. (Wavelength publication schedules and submission guidelines). CSUCI publications adhere to the University identity style guide.



Library Services

The John Spoor Broome Library provides resources in support of faculty teaching, research, and service. Your first point of contact in-person is the librarian at the reference desk in the center of the first floor; you may also contact a librarian by calling (805) 437-3362 or emailing reference.librarian@csuci.edu.

Teaching

- Information literacy courses and specialized library research sessions for students engaging in research
- An option to have specialized research guides created for your students
- Facilitation of print, digital, and multimedia course reserves: you tell the library staff what you want, and the library does the work for you by linking to subscribed content, addressing fair use concerns, and placing the materials directly into print reserves or Blackboard
- Laptops, projectors, video cameras, digital cameras, tripods, camera lenses, audio recorders, calculators, GoPro cameras, and other equipment that can be checked out to capture course content and support multimedia assignments
- The option to collaborate to develop personalized digital collections that support student learning
- The willingness to entertain just about any idea: just ask!

Scholarly and Creative Activities

- Your library has books, articles, databases, images, sound and video clips, maps and GIS, and government publications. They also have a number of unique collections and archives with a wealth of local and regional primary source materials.
- If they don't have something you need, your library will get it for you via our interlibrary loan and document delivery services.
- If you have no idea what you are looking for, your library will come to your office to chat about your research and then provide a list of specialized resources and services that meet your needs.
- Your library welcomes submissions of your scholarly and creative activities to the CI Institutional Repository. The Library is in the process of migrating the Faculty Accomplishments Database to a more user-friendly platform, ScholarWorks.

6. Student Academic Support Services

Copious research makes it clear that students who seek help with their studies are more likely to persist and graduate. Yet we face a challenge in overcoming a common student belief that one only asks for help when one is already struggling and in danger of failing. Please encourage your students to use all their resources! In addition to your guidance during office hours, students are supported academically by the following centers and services.

Writing and Multiliteracy Center

The Writing & Multiliteracy Center (WMC)'s mission is to provide students and faculty with a range of free support services and programs that help them address 21st Century challenges of communicating across written, oral, visual, and digital modes. All undergraduate and graduate CI students can request free one-on-one tutorial sessions with trained peer and professional consultants. They can choose to meet with the consultant in person, virtually, or asynchronously through VoiceThread feedback. Students also can make appointments or "drop in" during our operational hours in the physical center (located in Broome 2675, the second floor of Broome Library) or in our virtual center. Please visit our website for details! For oral and digital communication, the WMC also offers students access to the Multimedia Studio, which provides space for recording group presentations, green screen, and a sound booth for recording and editing. In addition to tutoring, the WMC hosts a range of events for students such as Writing Boot Camps, Open Mics, and Plot-a-Thon: Data Visualization Festival and Events.

Finally, the WMC supports faculty in the following ways:

- **Faculty Consultations:** WMC Faculty Director and Associate Director can work with faculty to design assignments or curricula involving written, oral, or multimodal communication to improve student learning experience or outcomes
- **WMC Workshops:** WMC faculty (Faculty Director, Associate Director, and Assistant Directors) lead workshops for students either in class or on-demand (recorded video): we have over 40 workshops that include citation styles, literature review, oral presentations, research posters, video storyboarding, and data storytelling. WMC faculty can also develop new workshops to fit faculty needs.
- **Faculty Development Workshops in Writing/Communication Pedagogy:** WMC faculty lead faculty development workshops that help faculty explore best practices of integrating writing and communication assignments into classes.
- **Embedded Multiliteracy Tutor Program:** The Embedded Multiliteracy Tutor Program (EMT) "embeds" an EMT assigned to a writing and/or communication intensive course; tutors visit or support faculty inside class or outside class through co-curricular activities such as Writing Boot Camps and Assignment Review Sessions. EMT interventions are collaboratively integrated with faculty to maximize impact and support needed. Our data indicates EMT directly impacts student usage of the WMC.

- **STEM Writing Mini-Grant:** Through Project AYUDAS, WMC offers STEM Writing Initiative Mini Grants to support faculty interested in revising or integrating writing activities and/or assignments in STEM courses.
- **Plot-a-Thon:** Through this data visualization "hack-a-thon," faculty across disciplines can involve students in their classes to boost student interest and confidence in the data visualization from cleaning and visualizing to storytelling.



Learning Resource Center

The mission of the Learning Resource Center (LRC) is to foster the necessary skills to support lifelong learning for all CSUCI students, faculty, and staff. Through various academic support programs, including peer tutoring, embedded peer tutoring, group study sessions, academic coaching, and peer mentoring, the LRC supports the development of academic behaviors and community. We offer a welcoming and inclusive environment in which we meet our visitors at their personal starting point, providing the structure, knowledge, and strategies for each individual to reach their academic potential. The LRC supports the mission of the university by creating a student-centered place of developing scholarship, a home away from home, and a community of peer educators to guide students on their academic journey. We promote active and engaged learning through our peer-education model that can be summed up in three simple words: students empowering students.

The LRC's peer tutoring program provides comprehensive, subject-based walk-in, drop-in, and appointment-based one-on-one and group tutoring, both in-person and online. Subjects tutored include mathematics, psychology, sociology, business, finance, accounting, economics, nursing, biology, chemistry, physics, computer science, mechatronics engineering, health sciences, and statistics. Rather than provide answers to specific questions, LRC Peer Educators work to foster students' understanding of the fundamental concepts in order to build comprehension and promote independent learning.

The LRC embraces an Embedded Peer Educator model. Each peer educator in the LRC is also embedded in an historically vulnerable course, working in partnership with the faculty member to support learning activities in the physical and/or virtual classroom, and offering weekly Center-based supplemental learning activities for enrolled students.

Additional resources include **group study spaces** with tutors nearby to support when needed, and **academic supplies** such as laptops, textbooks, scientific calculators, anatomical models, microscopes and tissue slides, molecular models, and whiteboard markers/erasers are available for student check-out.

The LRC supports faculty and students by providing exam proctoring services. Faculty may submit a proctored exam appointment request for a student on our Resources for Faculty webpage. Proctoring appointments are available Monday through Thursday from 9 am to 12 pm.

For more information about our services and programs, please visit the Learning Resource Center on the web or call 805-437-8409.

Program-based academic support services

Several programs offer specialized tutoring, labs, and similar services: your chair will share this information during pre-semester program meetings.

7. Some Opportunities for Lecturers

Faculty Development

Faculty Development at CSUCI encompasses an ever-changing range of support services and professional development workshops and opportunities. Additionally, CSUCI is an institutional member of the National Center for Faculty Development and Diversity (NCFDD): this allows every faculty member to join and benefit from a host of resources. Join by selecting CSU Channel Islands from the dropdown menu and clicking on "Activate My Membership." Complete the registration form using your csuci email address, then click "Activate Account" in the confirmation email.

School of Arts and Sciences Spotlight on Research Seed Grants

All faculty are invited to apply for a Spotlight on Research Seed Grant to support faculty research, scholarship, and creative activity projects to be conducted during the subsequent academic year. Recipients of a Spotlight on Research Seed Grant will receive a $500 seed grant that can be used during the summer or the following academic year.

School of Arts and Sciences Faculty Excellence Awards

All faculty are encouraged to self-nominate or nominate someone else for one of five School of Arts and Sciences Faculty Excellence Awards. The awards recognize and reward faculty for their Service; Research, Scholarly, and Creative Activities; Teaching Effectiveness; Mentorship/Advising; and Culturally Responsive and Inclusive Practices. Recipients of a Faculty Excellence Award will receive $500 as either a cash award or as research funds to be used in the next two years.

Mini-Grants

All faculty are eligible to apply for mini-grants: small internal grants that support faculty research, scholarship, and creative activity. Faculty may apply individually or in teams. Grants may provide support in terms of summer stipends, supplies, equipment, travel, and/or reassigned time (although only full-time lecturers are eligible for reassigned time). For more information regarding criteria, submission procedures, and the timeline, see the Mini-Grant website.

Sabbaticals and Difference-in-Pay Leaves

"CI regards paid professional leaves as an investment in its faculty that will assist the campus in fulfilling its mission. All sabbatical and difference-in-pay leaves shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining, or professional development." (from the Preamble to Senate Policy 11-15, Policy on Paid Professional Leaves) Full-time lecturers are eligible to apply for sabbaticals and difference-in-pay leaves after six years of full-time service in the previous seven years. Sabbaticals may be granted for one semester at full salary, or two semesters at one-half salary. Applications for

1-year sabbaticals at half pay must be granted if they are meritorious.

Meritorious applications for semester-length sabbaticals are rank-ordered by the Professional Leave Committee and funded from highest ranked down the list until the number for which funding is available have been funded. Application forms, the criteria for evaluating applications, the annual calendar with deadlines and the approval process, etc. may be found at here under "Sabbatical Information." Faculty are encouraged to consult with their chairs and other experienced faculty while considering preparing an application.

One-Year and Three-Year Contracts

The California Faculty Association has pursued the goal of increasing job security for lecturer faculty. Once you have completed an academic year of faculty work, if reappointed, you will receive a one-year appointment at the previous year's time base (or higher). So, if you taught 3 weighted teaching units (WTUs) both fall and spring of one year, the next year you would receive a contract for at least 6 WTUs. Lecturers become eligible for three-year contracts when they have taught at least one semester within six consecutive years in the same department.

There are many technicalities and some caveats: we refer you to the CFA's Lecturers' Handbook.

Chai Chats and Lecturer Coffee Hours

Lecturers are also encouraged to attend the regular Chai Chats and Lecturer Coffee Hours scheduled by the Dean's Office. Chai Chats are held by the Dean to provide an informal opportunity for community building or bringing forth any questions or concerns faculty or staff may have. Lecturer Coffee Hours are an opportunity for lecturers to communicate issues and/or concerns that they might have and to learn about A&S resources/ opportunities.

"Ask your Chair"

Lecturers are also encouraged to ask their chairs regarding program-specific opportunities.

8. Shared Governance at CSUCI

Faculty participation in shared governance is realized through the Academic Senate and its committees, university committees, and various ad hoc task forces, hiring committees, etc. This Lecturers' Handbook cites multiple Senate Policies relevant to the separate sections: the full component may be found via the Senate webpage. The Senate Bylaws (revised 4/12/22) specify that four Lecturer Representatives will be elected annually to serve as voting Senators. Lecturer faculty are also eligible to be selected to represent a program on the Academic Senate. Lecturer faculty can also compete for elected positions on Senate committees and to volunteer for university committees, task forces, etc. While we recognize the value of gathering many perspectives when consulting and reaching decisions, we want to be very clear that there is no expectation of service for lecturers. (Participation in shared governance constitutes service.)

Academic programs also operate under principles of shared governance, with chairs serving as representatives of the department faculty to the dean. Each program has its own bylaws laying out how the program manages elections and other business. In all cases, every faculty member has the right to participate in elections for chair. All programs' approved bylaws are available via the Faculty Affairs website. As with the university, lecturer participation in program activities is encouraged and valued, but not expected.



9. Lecturer Evaluations

Here we wish to ensure that you understand how you will be evaluated and the relevance of the evaluation for your continued employment at CSU Channel Islands. Most importantly, we want you to know that we are here to support you in your continued growth as an educator!

The Lecturer Evaluation Process

The Faculty Affairs Office oversees the Lecturer Evaluation process. Input to the process may include you, your students, your program colleagues, your chair, and the dean and/or associate dean. The process is aligned with state and federal laws, Article 15 of the Collective Bargaining agreement (the union contract that pertains to all faculty) and CSUCI Senate Policy 12-10. The policy contains a careful outline of the process, including definitions. We provide an **overview** here:

- The **Lecturer Evaluation Schedule** is published annually by the Faculty Affairs Office, typically in September.
- The frequency of evaluation depends on the nature of the individual's contract:
    - Every second semester, for full-time lecturers who do not hold a 3-year contract
    - Every second semester, for part-time lecturers who do not hold a 3-year contract
    - In the third year of a 3-year contract, for lecturers holding a 3-year contract (The policy states that individuals in this category may be evaluated more frequently.)
- Lecturer faculty may request information from their program chairs regarding the **evaluation process at the program level.** Typical aspects include a peer classroom observation report, a review of Student Ratings of Teaching (SRTs, below), and a review of any material in the faculty member's portfolio -- both materials incorporated by the Faculty Affairs Office and those submitted by the faculty member. (See Portfolio, below.)
- Providing context via a **portfolio** is required of full-time lecturers and optional for part- time lecturers.
- The program chair or a committee of tenured program faculty will carry out the **program-level evaluation**, providing a written report. This evaluation is discretionary only for those lecturers who have been appointed for one semester or less; the faculty member may request an evaluation as desired.
- A **dean's level evaluation** is discretionary for part-time lecturers who do not hold a 3- year contract, and mandatory for full-time lecturers and all those on 3-year contracts. The dean or an associate dean will provide a written report, using the template in Appendix C.
- All reports are provided to you in accordance with the timeline published by Faculty Affairs. You may respond to any report within 10 calendar days of receipt; **your response** could lead to a re-evaluation; even if it does not, it becomes part of your record going forward. The CFA's *Faculty Rights Tip: Writing Rebuttals to Evaluations* may be helpful.

Student Ratings of Teaching (SRTs)

Every student registered for your course will have the opportunity to anonymously complete a Student Rating of Teaching (SRT) during the last two (non-finals) weeks of each semester.

Faculty Affairs will manage the process; you might want to encourage your students to complete the survey so you receive more complete feedback. While the SRTs provide those evaluating you some information, more importantly, they provide you a chance for reflection and assessment.

We encourage you to review your SRTs after every semester, identifying trends in the scores and comments, using them as one tool in considering what to maintain and what to adapt in your courses.

You have the option of indicating any unusual circumstances that might affect your SRTs that may have occurred during the semester at the time the process starts. (Such circumstances might include characteristics of the classroom and/or proximity to external noise, first time teaching the course, etc.) Do so by sending a letter to Faculty Affairs, detailing the unusual circumstances, and asking that this letter be placed in your file. Similarly, you may comment on your SRT report by providing your written comments to Faculty Affairs or including them in your portfolio.

The relevant Senate Policy (SP 14-10) contains the following statements, which are to be taken into consideration at all levels of review:

Evaluation of an instructor's teaching should be based on more than one course's SRT and, if possible, over more than one semester.

Evaluation of an instructor's teaching should be based not only on SRTs scores but also on peer evaluations of teaching, review of student work, and review of course materials, e.g. syllabi, examinations, writing assignments, lecture presentations and/or notes, course websites, and student assignments.

Thorough information regarding SRTs, including samples of the SRT survey and the report you'll receive after the semester is maintained by Faculty Affairs.

Portfolios

Your Personnel Action File (PAF) is maintained by the Faculty Affairs Office. It contains letters of appointment, Student Rating of Teaching (SRT) reports, peer observation reports, and anything you submit for inclusion. When others submit items to Faculty Affairs for inclusion in your PAF, you will receive an electronic copy via email. You may review your PAF any time: to make an appointment to review your PAF file, please contact Faculty Affairs with any questions.

Full-time lecturers are expected to submit a portfolio as part of the evaluation process; part-time lecturers may do so at their discretion. Your portfolio provides context for your work to evaluators. Per Senate Policy, it should include your current curriculum vitae, all syllabi for courses taught during the period under review, and **at least one peer evaluation of teaching for the period under review**. According to the Policy on Lecturer Evaluation (SP 12-10), "*Peer observers are encouraged to meet with the lecturer prior to and post-observation.*" You may also include other material relevant to your performance of your teaching or other duties. Feel free to consult with your chair, other program faculty, and/or your dean or associate dean.

10. Helping Students via Referrals

There is one general link to refer students to resources. Specific potential issues are addressed below as well.

1. Contact **Campus Police at 911** or **805-437-8444** for any **safety concerns, potential illegal activity, or urgent medical needs**, including students or other University community members who:
   - may harm themselves or others or may commit a crime;
   - demonstrate behavioral or physical concerns consistent with substance abuse;
   - exhibit worrisome physical symptoms such as fainting, seizures, or unexplained behaviors (University Police are also trained EMTs).

2. For students expressing **academic indicators of concern**, including anxiety about grades, or fears about academic probation or lack of degree progress, contact:
   - **Academic Advising Center** at 437-8571—students can call to make an appointment or visit them to do so in Bell Tower, Room 1595. For more information: http://www.csuci.edu/academics/advising/contact.htm

3. For students expressing **behavioral, emotional and some physical indicators of concern**, including mental health issues such as depression or despair, contact:
   - **Counseling and Psychological Services (CAPS)**, at 437-2088—If you reach the voicemail, select option 1 to access 24/7 phone counseling. Faculty and staff will often walk a student directly over to the CAPS office at Bell Tower East 1867, calling on the way to alert office staff. For more information: http://www.csuci.edu/caps/

4. For students showing **signs of distress** that leave you feeling uneasy and/or concerned, contact:
   - **Campus Access, Retention and Equity (CARE) Team;** to consult prior to referring the student, call 805-437-8512. To file a CARE report: https://www.csuci.edu/campuslife/care/resources.htm

5. For students expressing **non-emergency medical or physical concerns**, including those needing medication or treatment, contact:
   - **Student Health Services (SHS)**, at 805-437-8828—Note that SHS does not function as an urgent care, although walk-in appointments are accommodated as the schedule permits. The website below lists other health services in the county. SHS is located in Yuba Hall behind Sage Hall. http://www.csuci.edu/studenthealth/services/
   -

6. For students who **are demonstrating behaviors disruptive to the classroom or office**

environment, have engaged in academic dishonesty, or have violated the student conduct code in any way, contact:

- **Dean of Students Office:** at 805-437-8512 for consultation or file a report at: https://www.csuci.edu/campuslife/student-conduct/

7. For students disclosing an **incident of bias, including discrimination, harassment, retaliation, sexual misconduct, dating or domestic violence or stalking**:

   - **Title IX & Inclusion Office** at 805-437-3608

     Be aware that all employees, with the exception of licensed CAPS clinicians, are mandated reporters and therefore you must contact the Title IX and Inclusion Office as soon as possible, no later than 24 hours after receiving the disclosure to ensure the student receives appropriate support and resources:

     - To file a report: http://go.csuci.edu/TitleIXandInclusionForm
     - For questions, call 805-437-3608, or go to www.csuci.edu/inclusion or https://www.csuci.edu/titleix/;
     - Additionally, in situations where the disclosure concerns **sexual misconduct** (nonconsensual physical conduct of a sexual nature, including rape), dating or domestic violence, or stalking, you should immediately provide the student with their rights and responsibilities and document that you have taken this step in your report using the online form. You should also offer to contact the University's confidential Crisis Advocate at 805-796-4844 and the University Police. NOTE: *Unless an imminent threat to safety to the disclosing party or someone else is present as described above, you should not contact the University Police without the consent of the student.*

     You should also make the student aware of CSUCI's dedicated confidential emergency sexual assault and domestic violence hotline maintained with The Coalition for Family Harmony: 805-656-4439 (24 hours/7 days a week).

8. For students expressing **concerns relating to campus housing**, such as roommate problems, or for students who are in a difficult housing situation elsewhere who need options, contact:

   - **Housing & Residential Education** at 805-437-3235—located in Santa Cruz Village, on Ventura Street. For more information: http://www.csuci.edu/housing/contact- us.htm

9. For students expressing **problems with another instructor** or who are creating a challenging classroom situation for you, review the Recognize & Refer Handbook (especially Chapters 7 & 9) and contact:

   - **Program Chair or Dean of the School.** For more information see Faculty/Staff Resources.

10. For students who **lack basic needs** and are in urgent need of food and/or shelter, see the

website below for a variety of resources, including the Dolphin Food Pantry and an application for an emergency funds grant of up to $500:

- CSUCI Student Emergency Intervention & Basic Needs Program.

11. For students requesting information or help in obtaining, reviewing or maintaining **disability-related accommodations**, such as a notetaker or extra time on an exam, contact:
    - **Disability Accommodations and Support Services (DASS)** at 805-437-3331— located on the second floor of Arroyo Hall.

12. For students seeking **resources not mentioned above**, one of the following may be relevant:
    - **International Programs:** 437- 3107
    - **Dean of Students office:** 437-8512
    - **Educational Access Center:** 437-3331
    - **Records & Registration: 437-8500**
    - **Financial Aid: 437-8530**
    - **Academic Tutoring**: http://go.csuci.edu/tutoring



The A&S Lecturers' Handbook was conceived and created by interim Associate Dean Cindy Wyels in 2019 and updated 7/31/2022.

Appendix A: Critical Telephone Numbers

Emergency and Safety

Public Safety

- Parking (805)**437**-8430
- Police Non-Emergency on Campus 8444
- Police-Emergency on Campus **911**
- Police-Lost and Found 8444

Emergency Phones: (on campus phones identified at night by blue lights) press red call-for-help button.

On-Campus Phones:

- **Emergencies** from campus phone, dial **911**
- **Non-Emergency**
  - From campus phones, dial 8888 or 8444
  - From off-campus, dial (805) 437-8888 or 8444

Campus Services Directory

(also online https://ciapps.csuci.edu/directory)

General Information 437-8400
Office of the President 8410

Academic Affairs

- Office of the Provost & Vice President 437-8441
- Academic Resources 8418
- Faculty Affairs 8543
- Academic Programs and Planning 2770
- Extended Education/Open University 2748
- **Arts & Sciences** **2604**
- MVS School of Business & Economics 8545
- School of Education 8594
- John Spoor Broome Library 8561
- University Writing & Multiliteracy Center (UWMC) 8934
- Learning Resource Center (LRC) 8409
- Enrollment Management 8500
- Admissions 8520
- Financial Aid 8530
- Records and Registration 8500
- Research and Sponsored Programs 8495
- California Faculty Association (Faculty Union) 8498

Student Affairs

• Office of the Vice President	8536
• Advising Center	8571
• Career Development Services	3270
• Disability Resource Programs	3331
• Educational Opportunity Program	8939
• Student Union	8932
• Multicultural and Women's & Gender Student Center	8407
• Personal Counseling Services & Student Health Services	8828
• Student Life	8512
• Student Leadership & Community (Associated Students)	8998

Other Departments

Bookstore (The Cove)	482-5456
Student Business Services (SBS)	8810
Dining Services (Islands Café)	8917
Human Resources Programs	8490
Mail Services	3380
Department of Facilities Services (FS)	8461



Appendix B: Key Arts and Sciences Personnel

Dean's Office

https://www.csuci.edu/academics/artsandsciences/about-us/contact-us.htm

Program Chairs and Support Staff

Program Chairs

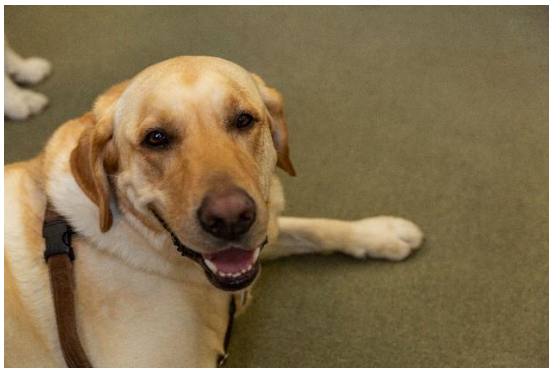
https://www.csuci.edu/academics/artsandsciences/academic-programs/program-chairs.htm

Program Support Staff

https://www.csuci.edu/academics/artsandsciences/academic-programs/support-staff.htm

Organizational Chart

https://www.csuci.edu/academics/artsandsciences/about-us/organizational-chart.htm



Appendix C: Template for Dean's Level Evaluation of Lecturers

Dean's Level Evaluation of Lecturers

Name of Lecturer: Click or tap here to enter text.

Semester(s)/ Year of Review: Click or tap here to enter text.

I. Teaching Effectiveness: (Check one)

☐ Satisfactory	☐ Unsatisfactory	☐With Reservations

II. This evaluation is based on the following sources of information:

☐ Student Evaluations

☐ Peer Observations

☐ Lecturer's Portfolio *(optional for part-time lecturers)*

☐ Self-Assessment *(optional)*

☐ Other (please specify):

Annual evaluation by program faculty

General Comments:

_____ _____

[name], [title (Dean or Associate Dean)], Arts & Sciences Date