**Faculty Handbook**

**Part One:  Welcome**

**Welcome Message from the AVP of Human Resources**

I am pleased that you are part of our campus community, part of our “Otter Raft.”  CSUMB is a student-centered organization that values community and belonging with an emphasis on the contributions made by every member of the team.  Our values help us to create a culture that empowers students to achieve their dreams, improving their lives and the lives of their families and communities.

We are committed to enhancing our community through regional stewardship and global engagement.  As a member of the CSUMB team, I encourage you to periodically review our campus Mission and Strategic plan.  These succinct statements capture our fundamental purpose, the institution we want to become, and the ethical principles that guide our work.  We are glad that you are part of our team, we appreciate your commitment to our students, and we value your contributions in the classroom, in your discipline, and on campus.

Whether you are a new faculty member or one who has been on campus for decades, we want you to find your career at CSUMB to be engaging and rewarding.  We recognize that a working environment that is positive and supports your teaching and scholarship is critical in meeting this goal. Our campus offers many programs and policies to support you.  These come from our Academic Senate, from provisions in the collective bargaining contract, as well as from Federal and State regulations. This Faculty Handbook summarizes these policies and references other sources where additional information may be obtained.

 This handbook is updated periodically and this edition reflects changes resulting from the [Collective Bargaining Agreement](https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations) effective through September 1, 2025. Questions regarding information contained in this handbook should be directed to the office of Academic Personnel at academic\_personnel@csumb.edu. If there is any inadvertent conflict between information in the handbook and the collective bargaining agreement, the latter prevails.

 Members of the Academic Personnel staff welcome the opportunity to support you throughout your career at CSUMB.  Please see our section on Employment Policies for an introduction to the resources that Human Resources offers you.  Again, we are glad that you are part of our Otter Raft, the CSUMB family.

**Our Mission and Vision**

**Mission**

To prepare students to contribute responsibly to California and the global community by providing transformative learning experiences in an inclusive environment.

**Vision**

We will be recognized as a premier comprehensive university that prepares reflective practitioners, innovative leaders, and thriving citizens dedicated to the public good.

**Values**

We have identified nine core values based on our vision. These provide a common focus for our academic programming, enrollment efforts, budgeting, fundraising, and general operations.

1. Student-centeredness
2. Intellectual Curiosity
3. Creativity and Innovation
4. Integrity, Accountability and Mutual Respect
5. Community and Belonging
6. Service and Civic Engagement
7. Sustainability
8. Global Orientation
9. Health and Wellness

**Strategic Plan**

Our strategic plan serves as a reminder of what we value most. This living document continues to inform us as we set priorities, establish processes, make budget decisions, and evaluate our effectiveness.

For more information, including more information about our strategic priorities and an Executive Summary visit [Our Mission & Vision](https://csumb.edu/about/mission-vision/) webpage.

**Part Two:  Introduction**

* Academic Integrity and Academic Freedom
* Academic Senate
* Campus Overview
* Community & Belonging
* Understanding Roles

**Academic Integrity and Academic Freedom:**

Academic integrity is an essential component to the CSUMB learning community and shall be upheld by all members of the university community.  CSUMB is a community of learners bonded together by the search for knowledge; the pursuit of personal, social, cultural, physical, and intellectual development; and the desire for the liberating effects of an advanced education. CSUMB has an academic culture shared with other universities and colleges across the nation. Integral to that culture is a set of values such as academic freedom, dedication to teaching and learning, diversity, civility toward others, and academic integrity.

Academic integrity is of central importance in the University community and involves upholding the values, the principles, and the code of behavior held to be central in that community. Integrity concerns honesty and implies being truthful, fair, and free from lies, fraud, and deceit. Inherent to the CSUMB community are the values of honesty, trust, fairness, respect, and responsibility.

Please reference the [Academic Integrity Policy](https://csumb.edu/policy/academic-integrity-policy/) for more information.

**Academic Senate**

The Faculty of CSU Monterey Bay exercises its rights and fulfills its responsibilities in the shared governance of the University by working through two formal bodies: an inclusive Academic Assembly and a representative Academic Senate.  The Academic Assembly convenes to address broadly significant campus or faculty issues that merit the involvement of the entire Faculty. The Assembly delegates primary responsibility for the development and review of academic and educational policy to the Academic Senate.

The essential role of the Academic Assembly is to organize and empower faculty to play an integral role in the actualization of the University's vision of shared governance.  The stewardship exercised by faculty extends beyond curricular and academic matters into the larger social context of the University community. This is in keeping with the goal set forth in the campus Vision Statement to create "a model pluralistic academic community where all learn from and teach one another in an atmosphere of mutual respect and pursuit of excellence; a faculty and staff motivated to excel in their respective fields as well as contributing to the broadly defined university environment." To that end, the Academic Assembly (or units to which it delegates its powers) is responsible for formulating, reviewing, revising, and adopting policies for recommendation to the President university policies regarding matters affecting the academic mission of the University.

[Academic Senate Membership, Documents, Committees, and Calendar](https://csumb.edu/senate/about-academic-senate/)

[Academic Senate Committees](https://csumb.edu/senate/senate-committees/)

Service on a committee can be an important part of your RTP portfolio and an understanding about committees helps to understand campus issues and concerns.

[Campus Overview](https://csumb.edu/about/)

**Colleges, Schools, and Departments**

Students can choose from a variety of disciplines at CSUMB, which has six academic colleges. Each college delivers [degrees, minors, and other academic offerings](https://csumb.edu/academics/) that you can explore. The university currently offers a total of 25 undergraduate degrees with over 30 included concentrations, more than 30 minors, nine graduate degrees, and several teacher certification options.

[**College of Arts, Humanities and Social Sciences**](https://csumb.edu/cahss/)

The College of Arts, Humanities and Social Sciences empowers students to critically examine their place in the world: to imagine, communicate, collaborate, create, and transform. Our graduates are engaged global citizens who have studied a wide range of topics, such as art, communication, film, language, and psychology. Our students learn to apply values, interdisciplinary knowledge, and skills, equipping them to provide creative and socially responsible solutions for the future.

[**College of Business**](https://csumb.edu/business/)

The College of Business is a leader in business education. At CSUMB, business students learn to develop and transform businesses and nonprofits into modern community-focused organizations, achieving financial success while caring for human and environmental resources in an ethical and equitable manner. The College of Business is focused on student success, academic excellence, transformational innovation, community responsibility and societal impact. With our unique focus on Responsible Business, we're preparing tomorrow's business leaders to make a positive impact on their local communities and the world.

[**College of Education**](https://csumb.edu/education/)

The College of Education trains students to become highly-qualified and effective teachers who can remedy the critical shortage of educators in our region. Our degree programs provide students with the knowledge, skills, and perspectives to positively impact children’s lives and contribute to social change. Due to our barrier-eliminating and innovative Teacher Pathway Program, more local students can pursue careers in education than ever before.

[**College of Extended Education and International Programs**](https://csumb.edu/extended/)

The College of Extended Education and International Programs (EEIP) is a self-supported interdisciplinary college that aims to foster a more global and interconnected campus by strategically partnering with university, community, educational, business, and international allies.  EEIP broadens access to academic programs and educational resources to regional, national, and international audiences by offering a diverse range of undergraduate and graduate degrees, professional development courses and certificates, and a breadth of international education programs.

[**College of Health Sciences and Human Services**](https://csumb.edu/chshs/)

The College of Health Sciences and Human Services prepares students in health and performance sciences and human services disciplines. The college offers five degree programs: Kinesiology, Nursing, Collaborative Health and Human Services, Master of Social Work, and Master of Science Physician Assistant. Our faculty are devoted to teaching the next generation of professionals by designing innovative community-supported programs that help people live longer, happier, and healthier lives.

[**College of Science**](https://csumb.edu/science/)

The College of Science provides a broad-based, integrated approach to the study of science, technology, design, mathematics, and a framework for making informed and ethical choices in the information age. Our students are ready to tackle both local and global problems by the time they graduate. Our alumni work in local and global industries. They can be found working in our national reserves, like Point Lobos, or collaborating with scientists at NASA.

[**University College and Graduate Studies**](https://csumb.edu/ucgs/)

University College and Graduate Studies (UCGS) is a coordinating office for both undergraduate and graduate students. UCGS helps students achieve academic progress and reach their goals. The office accomplishes this through unique programs such as First Year Seminar, a program providing unifying experiences for entering students, helping them transition into college life.

[**Office of Graduate Studies and Research**](https://csumb.edu/graduate-studies/)

In addition to the six colleges, graduate programs and all research are supported through the Office of Graduate Studies and Research. The office provides resources for graduate students at all points in their program.

[**Community and Belonging**](https://csumb.edu/belonging/)

The Office of Community and Belonging cultivates a culture of open dialogue, mutual respect, and belonging to support educational excellence and student success. Through academic programs, student organizations and activities, faculty initiatives, and community partnerships, meaningful engagement and diverse perspectives are encouraged. The office is dedicated to advancing knowledge and empowering individuals to reach their full potential by prioritizing inclusive curriculum development, faculty and staff training, student mentorship, and comprehensive support programs.

**Understanding Roles**:

If you are new to academia, the following brief explanations of roles may be helpful:

[**Provost**](https://csumb.edu/academicaffairs/)**.**The Provost is the Chief Academic Officer.  At CSUMB, the Provost is also Vice President of Academic Affairs, a role that reports to the President and represents all of the academic functions of a university.

**Dean/Assistant Dean.**  Each College within CSUMB operates under the leadership of a Dean, sometimes with the support of an Assistant Dean.

[Department Chair.](https://csumb.edu/up/department-chair-appointment-and-evaluation-policy/) A Department Chair has multiple responsibilities and is also an active faculty member.  These responsibilities include department governance, curriculum and instruction, faculty affairs and professional development, student-facing activities, oversight of staff, budget, and external/community relations.

**Department Staff.** Each College is supported by staff in various roles who support the work of the College and, ultimately, the work of Academic Affairs/the University.  For many Department Chairs and faculty, the ASC, or Academic Support Coordinator, is your first point of contact.  This individual reports to the Dean but works closely with Department Chairs to provide needed support.

**Collegiality**

Collegiality is a hallmark of professional ethics; faculty members are expected to work cooperatively with their colleagues and to treat staff members and students with respect.

**Part Three:  Getting Started in the Classroom**

* Academic calendar
* Classrooms/campus map
* Ordering textbooks
* Syllabus guidelines/components
* Instructional Modalities
* Learning Management System
* Classroom Technology
* Registration and class lists
* FERPA
* Office hours and office space
* Absences from instruction
* Grade system and reporting
* Assessment/Final Exam period
* Distressed and disruptive student behavior
* Student course evaluations
* Field Trips and Off Campus Activities
* Facility use and event scheduling
* Facility Issues
* Be sure to also see Part Ten below for information about resources available to students.  These include the Communication Across the Disciplines office, the Tutoring Center, and other resources that faculty can utilize within the classroom to provide support to students

In this section, we will provide an overview of resources to get you started in the classroom.

**Academic Calendar**

An important resource is the [Academic Calendar](https://catalog.csumb.edu/content.php?catoid=11&navoid=575), which explains relevant dates for each semester, including the start/end of instruction, holidays, and when grades are due.

**Classrooms/Campus Map**

Each course is listed on the [Course Schedule](https://cmsweb.cms.csumb.edu/psc/CMBPRD/EMPLOYEE/SA/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL) maintained by the Registrar’s office.

[Campus Map/Parking Map](https://csumb.edu/parking/parking-maps/)

**Ordering Textbooks**

To order textbooks, faculty should work with the CSUMB bookstore.  Information about ordering texts and identifying materials for your classroom can be found via the [Center for Academic Technologies](https://csumb.edu/cat/textbook-identification/) webpage

The [Higher Education Opportunities Act](https://als.calstate.edu/heoa) mandates that faculty order textbooks as early as possible to facilitate student success. For example, order Spring semester books by the middle of Fall semester.

**Syllabus Guidelines**

After you have selected and ordered your text(s), the next step is to develop your course syllabus.  Every course requires a syllabus that defines the expectations of the instructor and the responsibilities of the student.    In fact, The CSU-CFA Collective Bargaining Agreement (CSU-CFA CBA; Article 20.1c) states that syllabus preparation and revision are part of the instructional responsibilities that extend beyond classroom duties.  This requirement extends to all undergraduate, graduate, and professional courses, regardless of the method of delivery, and mandates that instructors provide students with the syllabus no later than the end of the first week of instruction.

Syllabus Components

In accordance with the [Course Syllabus Policy](https://csumb.edu/policy/course-syllabus-policy/), all course syllabi must include the following components:

1. The instructor's name, CSUMB email contact information, regularly scheduled office hours and other ways the student can interact with the instructor outside of class;
2. The course title and number, class meeting location (physical or virtual), the days and times of class meetings, number of units, pre-requisites, and the course catalog description;
3. The student learning outcomes for the course;
4. A list of required texts and instructional materials to be used throughout the course;
5. Specification of any technology requirements, such as computer, special hardware devices, or software apps, or access to specific learning management system platforms that students must have in order to participate in classroom activities and/or to submit assignments;
6. The grading policy, which includes the weighting of assessment activities in relationship to the final grade (e.g., assignments and examinations), and course policy for missed for late work that has an implication for grading and the grading scale;
7. A reference to the University's [Enrollment and Registration Policy](https://csumb.edu/policy/enrollment-and-registration-policy/), (i.e., information about requesting an incomplete or a withdrawal);
8. Statement regarding availability of disability services (e.g., [TLA website](https://csumb.edu/tla/syllabus-guidelines/));
9. Descriptions of the learning activities or learning modules students use to achieve the learning outcomes (i.e., explanation of the assignments or reference to descriptions in the learning management system) and a calendar or timeline of when assignments are due and how to submit them (e.g., in class, hard copy, or through learning management system);
10. Statement about academic integrity (e.g., statement on the [TLA website](https://csumb.edu/tla/syllabus-guidelines/)) or link to the University's [Academic Integrity Policy](https://csumb.edu/policy/academic-integrity-policy/) or college-level practices;
11. Statement regarding the collection of student work for assessment (e.g., statement found on the [TLA website](https://csumb.edu/tla/syllabus-guidelines/));
12. A "subject to change" disclaimer that allows a faculty member to revise the course syllabus during the semester, and a description of the circumstances and process by which this would occur. Students shall be notified (i.e., digitally or in hard copy) of any substantive changes (e.g., change in due dates or change in point value of an assignment) to the syllabus.

**Recommended Syllabus Elements**

In addition to the required elements, the following elements are recommended:

1. Criteria and grading rubrics for assignments;
2. Description of appropriate classroom behavior and consequences for inappropriate behavior (e.g., limitation or prohibition on the usage of cell phones and/or other technology devices, talking in class, class discussion protocols, eating in class, etc.). Suggested language may be found on the [TLA website](https://csumb.edu/tla/syllabus-guidelines/);
3. Special guidelines for the course (e.g., that collaboration is permitted on take-home work, or that calculators can be used on exams, or field work protocols, or the use of audio and/or visual recording during class);
4. Information about or links to University information about academic deadlines, campus holidays, availability of tutoring services, availability of student support services in the Center of Student Success and the Personal Growth and Counseling Center, etc.;
5. A link to the University's [Grade Appeal Policy](https://csumb.edu/policy/grade-appeal-policy/).class

Remember that syllabi should meet established [standards of accessibility](https://csumb.edu/cat/digital-accessibility/course-material-accessibility/).  and the final version of each syllabus should be submitted to the relevant Department by the census date (see [Academic Calendar](https://catalog.csumb.edu/content.php?catoid=11&navoid=575)). The Department is required by Executive Order 1031, the Records Retention and Disposition Schedules for the CSU, to maintain the records of all course syllabi

Our Center for Teaching, Learning, and Assessment provides [other resources](https://csumb.edu/tla/syllabus-guidelines/) related to syllabi development that may be useful.  These include resources for creating and improving syllabi, such as rubrics for evaluating syllabi, ideas for creating a learning-centered syllabus, and incorporating learning outcomes into the syllabi.

**Instructional Modalities**

ACS WASC, one of our accrediting agencies, provides the following definitions of instructional modalities and related terms.  At CSUMB, the instructional modality is determined by the Appropriate Administrator at the time the course is scheduled and cannot be changed except with permission from the Provost’s office.

* Online Instruction: Definitions applicable to all types of online instruction
* Asynchronous Learning: A learning environment in which everyone participates at different times. Examples are email, online discussion forums, message boards, blogs, podcasts, etc.
* Synchronous Learning: A learning environment in which everyone participates at the same time.
* Online Instruction: Education in which instruction and content are delivered primarily over the Internet for course completion and earned credit.
* Correspondence Education: Consists of stand-alone educational materials or software, such as broadcast television, radio, video cassettes, or educational software that is completed by students in their own home at their own pace.
* Distance Education: General term for any type of educational activity in which the participants, student and teacher, are at a distance from each other.  Blended Learning: Blended learning is any time a student learns in part at a supervised brick-and-mortar location away from home and learns at least in part through online delivery with some element of student control.
* Online Support Materials: Refers to the general use of online resources by teachers in the traditional classroom environment. This use of online materials in classrooms is a supplement to instruction and is not considered online instruction that leads to course completion and the awarding of credit.

**Learning Management System**

CSUMB uses Canvas as our Learning Management System (LMS). It’s strongly recommended that the LMS be used as the primary source for course communication, instructional materials, assessments, and grades. This provides a hub that students can rely on for finding any information relevant to all of their courses.

The Center for Academic Technologies (CAT) is available to assist faculty with course development, training, and support. Visit <https://csumb.edu/cat> to connect via Zoom or drop into the CAT office.

For self-guided support using Canvas, a course is available with resources and up-to-date information related to instruction.

**Classroom Technology**

Every classroom at CSUMB is technology-enhanced (“smart”). These rooms include a digital projector, workstation, and laptop connection at a minimum while some rooms have more advanced technology. Consult with the Center of Academic Technology for help in using classroom technology.

**Registration and Class Lists**

The [Enrollment and Registration policy](https://csumb.edu/policy/enrollment-and-registration-policy/) contains helpful definitions for instructors.  This information includes who can attend classes, the add/drop policies, withdrawals, audits, and incompletes, report in progress/delayed, grades, and more.

To view your class list, utilize the Oasis tab, which should be on your CSUMB Dashboard.  Instructions for doing so can be found with information on using [Oasis](https://csumb.edu/oasis/view-and-print-class-rosters/).

**FERPA**

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 132g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. Students to whom the rights have transferred are considered "eligible students.  This law affects student records and all faculty should be aware of and protect the confidentiality of student information. For more information, please see our [FERPA policy](https://csumb.edu/policy/family-educational-rights-and-privacy-act-ferpa/).

**Office Hours and Office Space**

Meeting with students during regularly scheduled faculty office hours is one of the ways that faculty work with students outside of the classroom. Students can also email faculty to arrange appointments at other times, or, if they prefer, discuss issues over email. All of these options should be spelled out in the course syllabus.

The [faculty office hours policy](https://csumb.edu/policy/instructional-faculty-office-hours-policy/) provides guidance on the number of hours in which a faculty member is expected to be available to meet with students for consultation.

 Faculty members who are teaching 6 or more Weighted Teaching Units (WTUs) across at least two (2) courses in an academic program (e.g., two 3-unit courses) are expected to hold a minimum of two (2) regularly scheduled office hours per week. At least one (1) of these office hours shall be a synchronous office hour.

Faculty teaching fewer than 6 WTUs, or a single WTU course shall hold a minimum of one (1) regularly scheduled, synchronous office hour per week.

A faculty member should designate additional synchronous online or face-to-face office hours above the required minimum to meet student needs.

For faculty teaching fully face-to-face courses, synchronous office hours shall be a physical presence in one's designated office space on campus or other place on campus that is convenient for students. In courses where the instruction is exclusively or primarily online, faculty shall have discretion in determining appropriate places and times for conducting the synchronous office hour(s).

The time of day of office hours shall be scheduled to maximize opportunity for student interaction and convenience to students. The office hour shall be a continuous 60 minute session. In addition to regularly scheduled office hours, faculty shall provide opportunities for consultation with students by appointment (e.g., in-person or electronically) at mutually convenient times to a reasonable extent.

Office hours are required through the instructional period, including Assessment Week.

Individual departments or colleges may develop guidelines on office hours that differ from this policy but may not decrease the minimum office hours requirements.  Please check with your Department Chair for more information. Also, office hours must be:

* Submitted to the Department/School office and posted, along with faculty email address near the faculty member's office
* Posted publicly by the Department office by the end of the first week of instruction.
* Listed on the syllabus for each course (including schedule, location, and contact information)
* Posted in the Learning Management System.

Faculty should strive to maintain the designated office hours. In cases of necessary cancellation, notify the Department office and students in a timely manner.

**Absences from Instruction**

If a faculty member needs to cancel a class meeting due to illness, professional travel, or similar reason, she or he should do so in consultation with their Chair, who should also be informed of any plans to reschedule class time. The Chair should follow the [Substitute Faculty Assignment process](https://csumb.edu/up/substitute-faculty-assignments/) as outlined in the Collective Bargaining Agreement and in internal processes.

**Grade System and Reporting**

Instructors shall assign students the appropriate grading symbols in a timely and reasonable manner. Grade symbols include letter grades A, B, C, D, F, with plus or minus designations or CR/NC to represent credit or non-credit.  More information about grades are covered in sections 4.10 and 420 of the [Enrollment and Registration policy](https://csumb.edu/policy/enrollment-and-registration-policy/)

**Assessment/Final Exam period.**The assessment/final exam period can be found each semester on the [Academic Calendar](https://catalog.csumb.edu/content.php?catoid=11&navoid=575).

**Distressed and Disruptive Student Behavior**

“[See something, Say something, Do something](https://csumb.edu/media/csumb/section-editors/teaching-learning-and-assessment/CSUMB-RED-FOLDER--See-Something%2C-Say-Something%2C-Do-Something.pdf)” is the motto that orients us to action to take in the case of distressed and disruptive student behavior.  This resource looks at academic, psychological, safety risk, and physical indicators and provides initial guidance about what to do in different situations.  The focus is on assessment and action, with resources to support you if you encounter distressed and disruptive student behavior.

**Student Course Evaluations**

Our Center for Academic Technologies provides [guidelines about effective use of course evaluations](https://csumb.edu/cat/course-evaluations/), including:

* If there are two or more instructors of record for a course, students will receive one eval per instructor.
* Evaluation emails to all users will come from [csumb.campuslabs.com](http://csumb.campuslabs.com)
* Evaluations are Mobile (smartphone and tablet) interface-friendly
* Students will receive an email with a link to the site where they complete the evaluations.
* In-class evaluations can be facilitated using the electronic tool if so desired. Send students to <https://csumb.campuslabs.com/courseeval/>
* Evaluations are available to students until the published close date in the email notification.
* Evaluation results are made available to you via email (link) in a web-based summary report as well as both quantitative and qualitative PDF 2 days after the grade due date published in CMS that session. (Summer sessions and special sessions excluded)

Tips to consider and adapt as appropriate for better participation in the Course Evaluation Process

1. Set up a threshold so if 90% of the class completes an evaluation, all students get 5 extra credit points. This will need to be manually checked but is not hard to do. The instructor needs to go to this site [https://csumb.edu/cat/course-evaluations](https://csumb.edu/cat/course-evaluations/)
2. Create a quiz where students are asked to indicate if they have completed the evaluation on the honor system. If they indicate "yes" they get the 5 points.
3. Provide class time to conduct evaluations.
4. Have students "turn in" their digital receipt for their completed evaluation into an assignment. This would be a screenshot indicating that they have completed the evaluation.

[**Field Trips and Off Campus Activities**](https://csumb.edu/policy/student-field-trip-policy/)**:**

Use the information at this link to find the policy and procedures related to organizing field trips.

**Facility/Building Support**

Does your classroom need a light changed or other facilities support?  As your ASC (Academic Support Coordinator) to submit a facilities ticket to address the problem.

**Facility Use and Event Scheduling**

There may be times in which a faculty member wishes to use a facility on campus other than the assigned classroom.  The mission of [Academic & Centralized Scheduling (ACS)](https://csumb.edu/planning/academic-and-centralized-scheduling/) is to work in partnership with the colleges and departments to facilitate the efficient and effective use of campus space and facilities. ACS also develops and maintains the Academic Calendar, Schedule of Classes, and Course Catalog, as well as key databases which provide timely and accurate course and event information to the campus and the broader community and can be a resource for faculty working to schedule events or plan alternative uses for facilities.

**Part Four:  Department-level OnBoarding Checklist**

Each Department/College will have different steps that need to be taken to onboard a new faculty member.  The following checklist is designed to support that onboarding process and should be customized to the needs of the Department/College:

Logistical:

* Location/direction to of Department office (and the fact that google maps may be inaccurate)
* Keys/keycard/building access.  Include workrooms, lab doors, etc.
* Supplies:  where to get them, how to get more
* Telephones/voicemail
* Location of/instructions for using the photocopy machine
* Faculty mailboxes

Academic:

* Grading standards
* Recommended meetings to attend
* Questions
* Follow up meeting with Chair

Benefits:

* December holidays and how they work
* First paycheck/date benefits effective

Scholarship (for Tenured/Tenure Track faculty):

* Schedule discussion with Dean about building a research program, scholarship, RTP definitions, resources, etc.  Discuss:
	+ Resources needed including research space and support
	+ The value of student evaluations
	+ Start up money and how/what that can be used for
	+ Develop an individual RSCA (Research Scholarship and Creative Activity) plan and timeline
	+ Student issues/classroom management
	+ College priorities regarding service
	+ Encourage attendance at Academic Senate Meetings
	+ Encourage continued check ins
* Schedule discussion with Sponsored Programs about internal and public external funding.

**Part Five:  Getting Started as an Employee**

* Certification (ID/I-9s)
* Otter ID Cards
* Keys
* Central Computer Access
* Parking/Parking Permits
* Housing
* Paychecks/CMS Employee Resources

New Employee Certification

All new employees are required to comply with the following state and federal requirements before starting work. Appointments are contingent upon meeting these conditions:

* [Form I-9](https://www.uscis.gov/i-9) must be certified by the University
* Evidence of identity (e.g. driver's license, passport, birth certificate)
* Valid Social Security Card
* Oaths of allegiance to the Constitutions of the United States and the State of California.

These conditions must be documented with Human Resources.  The law dictates civil fines from $100 to $1,000 per employee for failure to comply with record keeping requirements. CSUMB only employs individuals legally authorized to work in the United States (Immigration Reform and Control Act of 1986).

**Photo Identification Card/OtterCard**

Please visit the Bursar’s Office in Mountain Hall, Suite B, to get your ID card from 9:00am – 12:00pm and from 12:30pm – 4:00pm, Monday through Friday.  Your OtterCard is your student/faculty/staff identification. You can use your OtterCard as a:

* Library card
* Campus shuttle and MST bus pass
* Otter Sports Center pass
* Key into various buildings on campus

You can load money on your OtterCard and use it as a debit card at:

* Dining facilities on campus
* Campus bookstore

Otter cards are valid for current students, employees, and those granted Emerit status.

**Keys**

Employees must present an authorization card signed by their dean or designee and a valid photo identification card (see above). Blank key requests are available from your department.

All keys are the property of the State of California and are issued to employees so they may carry out the responsibilities of their assignment. Employees are responsible for all keys checked out to them. Employees must notify the authorizing department and University Police if a key is lost.

Upon separation or retirement from the University, all university keys must be returned. Unauthorized possession of a state key may be considered a misdemeanor violation of the California Penal Code, Section 469.

**Central Computer Access**

All faculty, staff and enrolled students receive a CSUMB username and password. This core account enables access to CSUMB computing resources such as email, calendar, OASIS, and Canvas.  For more information about campus computing resources, visit [Information Technology](https://csumb.edu/it/) for assistance.

**Parking/Parking Permits**

These [maps](https://csumb.edu/parking/parking-maps/) show parking that is available on campus

Faculty and staff wishing to park on campus must purchase a parking permit. Please ensure any vehicle parked on campus has a valid parking permit displayed. Parking permits are required 24 hours per day, seven days per week. Parking fees are subject to change in accordance with the collective bargaining agreement Short-term parking will be available at the metered lots and you can use the [Park Mobile App](https://parkmobile.io/) if you do not want to use quarters. Daily permits for employees are available online at a discounted rate through [Parking Services Online Store](http://mycampuspermit.com/mbay.html).

For CSUMB employees not wishing to participate in payroll deduction, you may purchase a permit through [Parking Services Online Store](http://mycampuspermit.com/mbay.html).

For CSUMB employees wishing to reinstate their payroll deduction for annual permits, you will be required to complete two steps:

* Complete the [Payroll Deduction Authorization](https://forms.gle/DWMchqmh78DkxmC36) (you must be logged in with your OtterID)
* Order your permit through a separate confirmation email when received
	+ Do not forget to print your temporary permit in this process. It will be valid immediately through the expiration date indicated on the permit

Payroll deductions for parking will begin once the form is submitted.

If you have any questions, please contact Parking@csumb.edu

**Housing Information**

CSUMB offers its faculty and staff campus neighborhoods, which provide employees with workplace-convenient, continuously affordable housing. The program also seeks to cultivate interaction among employees and the larger university community and enable greater employee participation in campus affairs.

Schoonover Park is the name of the campus housing neighborhood.  It lies nestled in the secluded beauty of rolling coastal hills two miles east of campus. For more information, please see the [housing page](https://csumb.edu/up/employee-housing/).

**Paychecks/CMS Employee Resources**

**IMPORTANT:  If you are starting in August, your first paycheck will be in early October, which is when health benefits will begin.** Be sure to check the [AY Faculty Payment and Benefits Schedule](https://edit.csumb.edu/sites/default/files/up-forms/XgIXEEiNRFimNJBbj5sD_st-block-109-1418925960853-raw-paymentandbenefitsscheduleay10.pdf).  Lecturers are eligible for benefits with a .40 FTE while AY tenure-track faculty must have a .50 FTE.

In addition, you are able to view prior period paychecks and your compensation history through the California State Controller’s Office’s Cal Employee Connect, a secure web-based employee self-service portal available to California State Employees. [Payroll](https://csumb.edu/payroll/cal-employee-connect/) provides instructions on how to view your compensation and paycheck history through this portal.

As an employee of the State, some processes are handled differently than in the outside and/or corporate world. [Payroll](https://csumb.edu/payroll/payroll-basics/) has assembled information to provide you with a better understanding of the basic processes related to your pay, which includes:

* How and when checks are distributed
* Direct deposit
* Viewing your paycheck online
* Federal and State tax withholding
* The CSU Pay Period
* Vacation, sick time, and other forms of leave
* And more

**12 Month Faculty**

Salaries of 12 month faculty employees are paid on the basis of 12, nearly equal, pay periods each year. The pay period contains either 21 or 22 normal workdays (168 or 176 hours) and does not always align with the calendar month. Keep in mind that if there are more than 22 or fewer than 21 workdays in a month, the pay period may end one day before or after the end of the calendar month and on rare occasions the pay period may end two days before the end of the calendar month.  Because of this, it is important to refer to [Payroll Calendar](https://csumb.edu/payroll/payroll-calendars/) for exact pay period dates.

**Part Six:    Training and Professional Development**

* New Faculty Orientation
* Required New Faculty Training
* The Center for Academic Technology (CAT)
	+ Using the Learning Management System
* Teaching, Learning, and Assessment (TLA)
* Service Learning Institute
* Library
* The California Faculty Association (CFA)
* The Office of Community and Belonging
* Employee Affinity Groups
* Communication Across the Disciplines
* Sponsored Programs: Grants and Contracts
* Grants and Awards
* Faculty Exchange Opportunities
* Sabbaticals/DIP Leaves

**New Faculty Orientation**

All new faculty are invited to an orientation at the beginning of the Academic Year.  The orientation is organized by the Center for Teaching, Learning, and Assessment (TLA) as a welcome to part-time and full time lecturers and tenure line faculty.  It provides an overview of resources to support teaching, learning, and assessment needs.

Orientation resources are available on TLA’s webpage and include a new faculty orientation presentation.  New faculty may also request access to a slide deck that describes campus resources.

**Required New Faculty Training**

When faculty are onboarded, each person is given a set of mandatory online training sessions to complete.  These can be found via [CSU Learn](https://csu.sumtotal.host/core/dash/home/Home_Monterey_Bay) on the [Dashboard](https://csumb.edu/dashboard/).  Note that they are usually available to be taken two to three days after a hire is effective.

[**The Center for Academic Technology (CAT)**](https://csumb.edu/cat/)

The Center for Academic Technologies (CAT) helps instructors effectively teach with technology via guidance, tools, tips, and resources to help faculty to succeed. CAT assists in planning and providing the richest possible learning experiences for students by providing training and professional development opportunities for the academic community.  They offer mentors, free software, support, tutorials, quality assurance in course design, assistive technology, and a range of technology services available via Zoom, drop in, or by appointment.

CSUMB uses Canvas as our Learning Management System and CAT has a number of resources to support faculty in its use.  A list of “how tos and resources” can be found [here](https://docs.google.com/spreadsheets/d/1AK52rQ44B8dnIY_-ZGd0MVouDVYpK1vS_ApGX78f8gk/pub) and a number of self-paced courses related to using Canvas can be found [here](https://csumb.instructure.com/courses/4495).

**Teaching, Learning and Assessment (TLA)**

Our Teaching, Learning, and Assessment team supports CSUMB educators in helping every student to integrate learning within and beyond the campus. Core goals are to help faculty & staff:

* Increase expertise in [culturally responsive teaching](https://indrc.indiana.edu/tools-resources/culturally-responsive-practices.html#implicit) and assessment: [facilitation and assessment of student learning](https://drive.google.com/file/d/1JTyF_y96Ed2bzK0PL0pLmp4DHdi6QPBS/view?usp=sharing)
* [Increase holistic alignment between teaching pedagogy and student learning](https://csumb.edu/tla/increasing-student-learning-through-holistic-alignment/)
* [Increase campus holistic wellness](https://csumb.edu/hws/)
* Strengthen community in the classroom and other learning spaces

TLA’s core strategies are to:

* Facilitate professional development programming, such as Reading Apprenticeship, Threshold Concepts, Culturally Responsive Teaching and Assessment, Mindfulness, Assignment Design, and additional teaching cooperatives and communities of practice.
* Support [culturally responsive assessment](https://drive.google.com/file/d/1JTyF_y96Ed2bzK0PL0pLmp4DHdi6QPBS/view?usp=sharing) of student achievement and use of results
* Partner with other CSUMB educators and co-curricular professionals
* Network with local, regional, and national organizations

TLA offers many services, resources, and support, including:

* Opportunities for peer mentoring/classroom observation
* Resources related to foundations, career and civic engagement, curricular and co-curricular learning, syllabus guidelines, wellness resources, and connections for community, belonging, and equity. Be sure to explore their pages at<https://csumb.edu/tla/> for programs that connect to your personal, academic, civil, and scholarship needs!
* Weekly faculty CAT/TLA newsletters designed to inform, engage, and connect the campus community. See [this archive](https://docs.google.com/document/d/1haXBDIEoTk1vxX71jnnoh2hfqLPUm25mbOM2vG_3LD4/edit?tab=t.0#heading=h.helmm2usm7ch) for more.

TLA also offers all faculty a membership in the [National Center for Faculty Development and Diversity (NCFDD),](https://members.ncfdd.org/join) which offers many benefits, including:

Monthly Core Curriculum Webinars

January - Every Semester Needs a Plan

February - Align Your Time with Your Priorities

March - How to Develop a Daily Writing Practice

April - Mastering Academic Time Management

May - Every Summer Needs a Plan

June - Moving from Resistance to Writing

July - The Art of Saying 'No'

August - Cultivating Your Network of Mentors, Sponsors & Collaborators

September - Overcoming Academic Perfectionism

October - How to Engage in Healthy Conflict

November - Strategies for Dealing with Stress, Rejection, & the Haters in Your Midst

Faculty can register for any webinar and participate live at the scheduled time or access the topics on demand. The NCFDD also offers training on other topics, has a library of resources, and offers both an “accountability buddy” to provide faculty with a peer-mentor and expand networks and discussion forums as a place for members to connect, share information, peer-mentor, problem-solve, and celebrate successes. Finally, they host Monthly Writing Challenges designed to help faculty to develop and maintain a daily writing habit and a “Monday Mentor” newsletter with positive energy, electronic support, and a nudge forward to reinforce core ideas, skills, and strategies.

[**Service Learning Institute**](https://csumb.edu/service/)

The mission of the Service Learning Institute is to foster and promote social justice by cultivating reciprocal service and learning partnerships among CSUMB students, faculty, staff, and the surrounding tri-county community.  Social justice is the guiding principle for our practice in service learning.  The Service Learning Institute believes that:

* CSU Monterey Bay students, as future leaders of our community, deserve a real-world education that inspires social responsibility, respect for diversity, and compassion for all.
* CSUMB should be a responsible, engaged member of the local community.
* Meaningful service and reflection strengthen academic learning.
* Education at CSUMB should be transformative.
* All partners in the service learning process should be engaged in teaching and learning, and serving and being served.

[**Library**](https://csumb.edu/library/)

The campus library offers both research and instructional support to faculty. Librariansare available for in-depth research consultation, offer course-integrated instruction and faculty consultations, and offer sessions for students that faculty can require as part of their courses.  Be sure to check out the [Makerspace](https://csumb.libguides.com/c.php?g=1043359&p=7572853), a collaborative workspace for students, staff, and faculty.

[**The California Faculty Association (CFA)**](https://www.calfac.org/)

Faculty, including coaches, librarians, lecturers, tenured track, and tenured faculty, are represented by the **California Faculty Association**. The office on campus is in Oaks Hall, Room 107 and your representatives’ names can be found [here](https://www.calfac.org/cfa-monterey-bay/).

[CFA’s lecturer’s handbook](https://www.calfac.org/resources/lecturers-handbook/)

[**The Office of Community & Belonging**](https://csumb.edu/belonging/)

All university programs and activities are open and available to all regardless of race, sex, color, ethnicity or national origin. Consistent with California law and federal civil rights laws, the Cal State Monterey Bay provides equal opportunity in education and employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. Our commitment to equal opportunity means ensuring that every student and employee has access to the resources and support they need to thrive and succeed in a university environment and in their communities. The Cal State Monterey Bay complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, California’s Proposition 209 (Art. I, Section 31 of the California Constitution), other applicable state and federal anti-discrimination laws, and CSU’s Nondiscrimination Policy. We prohibit discriminatory preferential treatment, segregation based on race or any other protected status, and all forms of discrimination, harassment, and retaliation in all university programs, policies, and practices.

Cal State Monterey Bay is a diverse community of individuals who represent many perspectives, beliefs and identities, committed to fostering an inclusive, respectful, and intellectually vibrant environment. We cultivate a culture of open dialogue, mutual respect, and belonging to support educational excellence and student success. Through academic programs, student organizations and activities, faculty initiatives, and community partnerships, we encourage meaningful engagement with diverse perspectives. As a higher education institution, we are dedicated to advancing knowledge and empowering individuals to reach their full potential by prioritizing inclusive curriculum development, faculty and staff training, student mentorship, and comprehensive support programs. At Cal State Monterey Bay, excellence is built on merit, talent, diversity, accessibility, and equal opportunity for all.

[**Affinity Groups**](https://csumb.edu/diversity/employee-affinity-groups/)**:** The Office ofCommunity and Belonging coordinates employee Affinity Groups, which are groups of faculty and staff linked by a common purpose, ideology, or interest. As indicated on their web page, Affinity Groups play a vital role in ensuring an inclusive environment where all are valued, included, and empowered to succeed. They can provide a collective voice for faculty and staff with common interests, and are affiliated with and can receive funding support from the Office of Community and Belonging. As a member, you can play a vital role in ensuring an inclusive environment where all are valued, included, and empowered to succeed.  The Office of Community and Belonging reminds you that whether you are a student, faculty, or staff member, you can get involved in promoting inclusion and equity on campus by participating in campus events, joining a student club, or joining a campus affinity group.

[**Sponsored Programs - Grants and Awards**](https://csumb.edu/spo/)

CSUMB has a Sponsored Programs Office, which is dedicated to assisting faculty and staff with soliciting external and primarily federal funding. Services include: pre-award (finding funding, proposal development & submission) and early-stage post-award activities for externally funded research, scholarship & creative activities; public service; academic support;  and student success programs. SPO staff work closely with sponsoring public agencies, Principal Investigators (PIs), and the University Corporation at Monterey Bay ([for post-award services](https://csumb.edu/corporation/)) to provide professional and timely assistance and direction.  The annual internal grant programs: Faculty Incentive Grants (FIG) and the CSU RSCA competitions are administered by SPO.

University Development: [The Corporate and Foundation Relations office](https://csumb.edu/giving/givingarchive/corporate-foundations-relations/) builds long-term philanthropic relationships to advance university priorities and programs. Their office assists the campus community in identifying appropriate private-sector funding sources, developing solicitation strategies, working with corporations, cultivating grant makers, preparing proposals, and nurturing ongoing partnerships through careful stewardship.

Sponsored Programs Office staff are also the administrative arm and operational support for the Committee for the Protection of Human Subjects (CPHS). Further research support and research compliance information can be accessed at the Office of Graduate Studies and Research.

[**Undergraduate Research Opportunity Center (UROC)**](https://csumb.edu/uroc/)

CSUMB values research and creative scholarship at all levels, including for undergraduate students.  Engage with staff at UROC when you are ready to build mentored undergraduate researchers into your research program. UROC is also a potential collaborator on funding opportunities that have an undergraduate research component.

**Faculty Exchange Opportunities**

The International Programs Office strives to enrich opportunities for CSUMB's faculty and staff mobility as part of professional development at partner universities worldwide.  These opportunities include teaching, research, workshops, Fulbright, and/or other international fellowships.  Not only does the International Programs Office offer support and guidance for faculty and staff throughout the process, but the office aids in identifying resources and funding available to support initiatives and research in non-U.S. settings.

[**Sabbaticals/Difference In Pay (DIP) Leaves**](https://csumb.edu/up/faculty-unit-leaves/)**:**

Eligible faculty may apply for a sabbatical or Difference in Pay leave.  Criterion for these leaves are included in the current Collective Bargaining Agreement.  Policies for each are provided by Academic Affairs <https://csumb.edu/academicaffairs>  and procedures for applying can be found at the [Human Resources webpage](https://csumb.edu/up/faculty-unit-leaves/).

**Part Seven.  Pay and Benefits**

Payday

Salary Schedule

Service Salary Increases (SSI)

Market Salary Increases

Lecturer Range Elevation

Paycheck Deductions and Calculations

Direct Deposit

Retirement Contributions

Benefits:

* [Benefit forms](https://csumb.edu/up/benefit-forms/)
* [Benefit Plans and Programs](https://csumb.edu/up/benefit-plans-and-programs/)
* [Benefits Contact Information](https://csumb.edu/up/benefits-contact-information/)
* [Benefits Eligibility](https://csumb.edu/up/benefits-eligibility/)
* [CSU Fee Waiver Program](https://csumb.edu/up/csu-fee-waiver-program/)
* [Employee Assistance Program](https://csumb.edu/up/employee-assistance-program/)
* [Leaves & Time Off](https://csumb.edu/up/leaves-time/)
* [Retirement Plans](https://csumb.edu/up/retirement-plans-/)
* Tips for [Using Your Benefits](https://csumb.edu/up/using-your-benefits/)
* [Wellness Resources](https://csumb.edu/up/wellness-resources/)
* [Workplace Injuries and Workers Compensation](https://csumb.edu/up/workplace-injuries-and-workers-compensation/)
* Day care
* Gender neutral bathrooms
* Lactation Room
* Baby Changing Stations

**Maximum Workload Limits (Additional Employment within the University)**

Order of Work

Private Consulting

Personnel Files

Emeriti Eligibility and Privileges

The Higher Education Employer-Employee Relations Act (HEERA) provides that wages, working hours, and terms and conditions of employment are to be negotiated between the Board of Trustees and the collective bargaining agent. The California Faculty Association is the exclusive representative for the faculty unit. The Faculty Unit 3 Agreement is between the CSU Board of Trustees and the California Faculty Association (otherwise known as the Faculty Contract or Memorandum of Understanding--MOU). The agreement applies to Faculty Unit 3 employees (including coaches, counselors (SSP-AR), instructional faculty, lecturers, and librarians).

General information about deductions, reimbursements and contributions relating to the salary of employees are described in this section.

**Payday**

Academic employees are paid monthly. Academic year employees receive twelve monthly paychecks. Advances on unearned salary are not permitted. The [Payroll webpage](https://csumb.edu/payroll/payroll-calendars/) includes a list of monthly payment dates and information for those interested in having their paychecks electronically deposited directly in their bank, savings and loan, or credit union.

NEW FACULTY WHO BEGIN IN AUGUST WILL RECEIVE THEIR FIRST PAYCHECK IN THE FIRST PAYROLL DATE IN OCTOBER.  LIKEWISE, HEALTH BENEFITS BEGIN IN OCTOBER FOR NEW FACULTY WHO BEGIN IN AUGUST.

**Salary Schedule**

Salaries are negotiated through collective bargaining between the CSU Board of Trustees and the California Faculty Association. The salary ranges are the same throughout the California State University for equivalent levels. Salary levels within each rank or range are defined by a minimum salary level, a service-based maximum salary level, and a performance-based maximum salary level. Newly-appointed faculty may be hired at a salary which is above the service-based maximum salary for a given rank/range, but will be ineligible to receive SSI consideration (see following section). The official CSU Salary Schedule web page provides access to [CSU salary schedules](https://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx) by issue date.

**Service Salary Increases (SSI)**

After appointment or promotion, faculty may be eligible to apply for up to a maximum of eight (8) Service Salary Increases (SSI), or the equivalent, for “demonstrated satisfactory performance commensurate with rank, work assignment, and years of service” when SSIs are specifically negotiated. SSIs may not be awarded beyond the service-based maximum on salary schedule for a rank or range, even if a faculty member has not attained the equivalent of eight SSIs before reaching the maximum. For eligible faculty having an SSI counter greater than zero, an SSI not exceeding 2.65% will be applied to their salary the first day of the quarter after they become eligible.

**Market Salary Increases (MSI)**

The President may grant a salary increase to a probationary or tenured faculty member to address market considerations. Applications for market adjustments are submitted by the faculty member to the department chair, with a copy to the Provost, on a form located on the [Academic Personnel website](https://csumb.edu/up/faculty-salary/). Applications for market-based increases shall normally be accompanied by documentation supporting the market-based salary lag or a verified offer of employment from another college or university on institutional letterhead.

Applications shall be reviewed separately by a department committee of tenured faculty and the department head/chair, with the department chair forwarding all application materials and both recommendations to the college dean.

After conducting a comprehensive analysis of faculty salaries within the department and college, the college dean will make an independent recommendation to the Provost, supporting or not supporting the request. The dean may issue a supporting recommendation to the Provost only when such a salary request:

1. is clearly supported by market-based evidence, and the evidence provided appropriately meets the criteria for a market-based salary lag; and
2. is supported by proof of availability of permanent funding within the college's budget, since funding from University sources is not available for this program. The dean's recommendation must address these requirements in detail.

The dean will forward all recommendations to Academic Personnel. The decision of the Provost to grant or deny a market adjustment, the effective date of the increase, if granted, and the amount of the increase to be granted shall not be subject to the grievance procedure.

**Lecturer Range Elevation**

Lecturers who are ineligible for further Service Salary Increases (i.e. have an SSI counter of “0” and who have at least five (5) years of service) may request to be considered for elevation to the next lecturer range upon subsequent appointment. Eligibility lists will be distributed annually to the colleges by Academic Personnel. These requests will be considered in accordance with established campus policy and appropriate college and department criteria. Decisions will be issued by the dean at the time of reappointment. College range elevation criteria and procedures may be obtained from the respective college dean’s offices or from the Academic Personnel web site.

**Paycheck Deductions and Calculations**

Accompanying each paycheck is a Statement of Earnings and Deductions, or Direct Deposit Advice if pay is deposited directly into your financial institution (see below), listing authorized payroll deductions and the state's contributions toward benefits. Questions regarding deductions or contributions should be addressed to [Payroll Services.](https://csumb.edu/payroll/)

The California State University Total Paycheck Calculator which calculates the value of the total compensation package for CSU employees, including applicable benefits is also available [here](https://www.calstate.edu/csu-system/careers/compensation/Pages/compensation-calculator.aspx).

**Direct Deposit**

Direct Deposit is a convenient method to automatically deposit all net earnings into the financial institution of choice.All faculty employees are eligible to enroll in the Direct Deposit Plan. All employees are eligible for direct deposit.

For Master Payday, direct deposited funds will be available to you on the first banking day after the end of the pay period. For Mid-month Payday, direct deposited funds will be available no later than the 10th of the following month.

All direct deposit information is entered through self service. Simply log in to CMS Employee Resources, navigate to Self Service > Payroll and Compensation > Direct Deposit, and then follow the online instructions.

**Retirement Contributions (CalPERS)**

Full-time employees appointed for more than six (6) months, and part-time employees appointed at least half-time for a period of at least one (1) year are automatically enrolled in California Public Employees' Retirement System (CalPERS). Part-time lecturers who are appointed for at least half-time and work three (3) consecutive quarters may also qualify for the CalPERS retirement plan. Membership begins with the start of the next consecutive quarter if appointed at least half-time.

For additional [information regarding CalPERS retirement benefits](https://www.calstate.edu/csu-retirees) contact our Benefits Program Specialist at Human Resources.

**Benefits**

CSUMB offers a comprehensive and competitive benefits package. Certain benefits may have specific eligibility requirements and enrollment deadlines. Please review the [Employee Benefits Summary](https://csumb.edu/media/csumb/section-editors/human-resources/Employee-Benefits-Summary_03.2024.pdf) for important information about our benefits offerings.

Our benefits staff are ready to help resolve problems that you may experience. Forms, brochures, and basic information are available through Human Resources. If you need to consult with the Benefits Program Specialist, please call (831) 582-4426.

* [Benefit forms](https://csumb.edu/up/benefit-forms/)
* [Benefit Plans and Programs](https://csumb.edu/up/benefit-plans-and-programs/)
* [Benefits Contact Information](https://csumb.edu/up/benefits-contact-information/)
* [Benefits Eligibility](https://csumb.edu/up/benefits-eligibility/)
* [CSU Fee Waiver Program](https://csumb.edu/up/csu-fee-waiver-program/)
* [Employee Assistance Program](https://csumb.edu/up/employee-assistance-program/)
* [Leaves & Time Off](https://csumb.edu/up/leaves-time/)
* [Retirement Plans](https://csumb.edu/up/retirement-plans-/)
* Tips for [Using Your Benefits](https://csumb.edu/up/using-your-benefits/)
* [Wellness Resources](https://csumb.edu/up/wellness-resources/)
* [Workplace Injuries and Workers Compensation](https://csumb.edu/up/workplace-injuries-and-workers-compensation/)
* [Child care](https://csumb.edu/corporation/childcare-center/)
* [Gender neutral bathrooms](https://csumb.edu/diversity/gender-inclusive-bathrooms/)
* Map to Baby Changing Stations on Campus

**Maximum Workload Limits (Additional Employment within the University)**

Faculty members are limited to CSU employment equivalent to one full-time position in their primary or normal assignment and limited to a 25% overage if such an overage:

* is of a substantially different nature than the primary or normal assignment;
* is funded from non-General Fund sources, or
* is the result of the accumulation of part-time faculty employment on more than one campus.

**Order of Work**

This term refers to the order in which teaching assignments are made.  This is dictated by the Collective Bargaining Agreement, Article 12.

**Private Consulting**

Faculty members are allowed to be private consultants outside the University provided such activity does not conflict with the faculty member’s normal work assignments, satisfactory performance of duties, or obligations to the University. Normally, consulting should not average more than one day a week. If a faculty member misses classes or other University obligations, he/she should use personal holiday, vacation (for 12-month faculty), or a dock in pay. As a private consultant, a faculty member cannot use state facilities, equipment, or supplies normally not available to the community. Also, faculty members should make it clear that they do not represent the University or the Corporation. The University's name may not be used in any way that would imply University endorsement of the activity. The faculty member may be required to provide a written statement which details the amount and distribution of time devoted to outside employment.

**Personnel Files**

The University protects the rights of employees to access their personnel files. Except for pre-employment materials, every employee has the right to access, review, and have reproduced materials contained in their personnel files. A faculty member’s personnel file (Personnel Action File) is located with Human Resources.

The term Personnel Action File refers to the one official personnel file containing employment information and information that may be relevant to personnel recommendations or personnel actions affecting the employee. Academic employees must be provided with a copy of any material to be placed in their Personnel Action File at least five days prior to such placement. Faculty members are encouraged to review their personnel files on a regular

[Emeriti Eligibility and Privileges](https://csumb.edu/policy/policy-faculty-emeritusa-status/)

### Part Eight: Additional Campus Policies/Processes

* [Non-Discrimination and Harassment Prevention](https://edit.csumb.edu/sites/default/files/up-forms/6telnpCRreU86a0Ik1bQ_Statement%20on%20nondiscrimination%20and%20harrassment%20prevention.pdf)
* [Nepotism and Consensual Relationships](https://csumb.edu/up/nepotism/)
* [Drug-free environment](https://csumb.edu/policy/policy-illicit-drug-use-campus/)
* [Responsible use of computing and information technology policy](https://csumb.edu/policy/policy-acceptable-use-computing-information-technology-resources/)
* [Resignation/Retirement procedures](https://csumb.edu/up/employee-separation-faq/) (including Exit Survey)
* [Sustainability Initiatives](https://csumb.edu/sustainability/resources/)
* [Vacancy Announcements/Prospective Employees](https://csumb.edu/up/prospective-employees/)
* [Lecturer Evaluations](https://csumb.edu/up/evaluations-lecturers-coaches/)
* [Chair Evaluations](https://csumb.edu/up/department-chair-appointment-and-evaluation-policy/)
* [Retention,Tenure, and Promotion](https://csumb.edu/up/retention-tenure-and-promotion/)
* [Academic Integrity Policy](https://csumb.edu/policy/academic-integrity-policy/)
* [Department Chair](https://csumb.edu/up/department-chair-appointment-and-evaluation-policy/)
* [Academic Calendar](https://catalog.csumb.edu/content.php?catoid=7&navoid=364)
* [Course Syllabus Policy](https://csumb.edu/policy/course-syllabus-policy/)
* [Enrollment and Registration policy](https://csumb.edu/policy/enrollment-and-registration-policy/)
* [FERPA policy](https://csumb.edu/policy/family-educational-rights-and-privacy-act-ferpa/)
* [Faculty office hours policy](https://csumb.edu/policy/instructional-faculty-office-hours-policy/)
* [Substitute Faculty Assignment process](https://csumb.edu/up/substitute-faculty-assignments/)
* [Enrollment and Registration policy](https://csumb.edu/policy/enrollment-and-registration-policy/)
* [Field Trips and Off Campus Activities](https://csumb.edu/policy/student-field-trip-policy/)
* [Sabbaticals/Difference In Pay (DIP) Leaves](https://csumb.edu/up/faculty-unit-leaves/)
* [Emeriti Eligibility and Privileges](https://csumb.edu/policy/policy-faculty-emeritusa-status/)
* [A listing of other policies](https://csumb.edu/policy/)

### Part Nine: Emergency Information

* [Emergency Management](https://csumb.edu/police/emergency-management/)
* [Your Role in Emergency Management](https://csumb.edu/police/emergency-management/your-role-emergency-management/)
* [Emergency Procedures](https://csumb.edu/police/emergency-management/emergency-procedures/)
* [Behavioral intervention team](https://csumb.edu/behavioralinterventionteam/)/Report Concerning Behavior from co-workers, students, community members, etc.
* Health and Safety: [Environmental Health, Safety and Risk Management](https://csumb.edu/risk/health-and-safety/) provides University employees with guidance and support to promote and integrate health and safety into all University activities. You play a key role in our safety community; we can't do it alone! We hope and encourage employees to report safety issues they may observe across campus. If you see something that should be addressed, we depend on you to report it. If you see something, say something.

### Part Ten: Student-Facing Services

**Counseling Services at the** [**Personal Growth and Counseling Center**](https://csumb.edu/pgcc/)**:** The goal at PGCC is to promote the mental health of CSUMB students in order to improve the quality of their lives and aid them in achieving academic success.

**Academic Advising Services:** [Center for Advising, Career, and Student Success](https://csumb.edu/advising/): The CACSS advising team supports students in their academic and professional journeys at CSUMB, meeting to help plan each semester and helping to align course selections with long-term goals.

[**Student Veteran Services**](https://csumb.edu/veterans/veterans-resource-center/) - The Veteran Resource Center is a dedicated space for our veteran and military-connected students to build social networks, gain access to support services, study, and relax.

[**Student Disability and Accessibility Center (SDAC)**](https://csumb.edu/sdr/) - SDR promotes empowerment, wellness and full integration of students with disabilities into campus life and the campus community by providing academic and personal support services to students with disabilities.

**Tutoring Center/**[**Cooperative Learning Center**](https://csumb.edu/clc/)**:** The CLC provides interdisciplinary tutoring and academic support.

[**Communication Across the Disciplines**](https://csumb.edu/cad/) - This office serves as a resource for faculty and students who are engaged in writing and oral communication across the curriculum.

[**TRIO Student Support Services**](https://csumb.edu/trio/) contributes to the success of first generation, low-income students, and individuals with disabilities by supporting and empowering program participants in their academic, personal, and professional growth.

[**The CARE Team**](https://csumb.edu/studentlife/care-team/)identifies students who may be experiencing distress or dealing with concerns that could affect their well-being, consulting as a team to generate awareness and plan collaborative responses.

### Appendices

* Employee Relations Bulletin Boards are located in the UP lobby in Tide Hall
* The California Faculty Association has info [online](https://csumb.edu/up/employee-relations/) and an office in Oaks Hall room 107 on campus
* General Information about the [CSU System](https://www.calstate.edu/)
* [History](https://csumb.edu/about/history/) of this campus
* [CSUMB Traditions](https://csumb.edu/traditions/)
* [Mission and Strategic plan](https://csumb.edu/about/mission-strategic-plan/#sts=Vision)
* [Campus Governance](https://csumb.edu/foundation/governance/)
* [Division of Academic Affairs Organizational Chart](https://drive.google.com/file/d/1IrzCISLidb9Sz5RfOtNlu02TTd2kIjk0/view)

**Contents:**

**Part One:**[**Welcome**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-one)

**Part Two:**[**Introduction**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-two)

**Part Three:**[**Getting Started in the Classroom**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-three)

**Part Four:**[**Department-level orientation checklist**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-four)

**Part Five:**[**Getting Started as an Employee**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-five)

**Part Six:**[**Training and Professional Development**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-six)

**Part Seven:**[**Pay and Benefits**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-seven)

**Part Eight:**[**Employment Policies/Processes**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-eight)

**Part Nine:**[**Emergency Information**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-nine)

**Part Ten:**[**Student-facing Services:**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-ten)

[**Appendices**](https://mail.google.com/mail/u/0/#m_-5535781162733447864_m_-5739287402576445735_m_-7826529118735578239_part-eleven)