



SAN DIEGO STATE  
UNIVERSITY

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Dear Faculty Colleagues:

Welcome to the 2020-2021 academic year. With this letter, I am providing basic and updated information relevant to your work at SDSU—especially as we begin this Fall semester in the context of COVID-19 and on the [SDSU Flex](#) model of instruction.

For general campus information on COVID-19, consult the [SDSU Reopulation Guide](#). For academic policy and process questions, please watch [this video](#) and consult the [Academic Operations Guide](#) developed by the Provost's Office and ratified by the Academic Deans Council. If these sources do not answer your question, you may wish to contact your chair / director.

## RESOURCES FOR FACULTY ADVANCEMENT

General information for faculty can be found at the [Faculty Advancement website](#) and in the [Faculty Handbook](#). The handbook and this letter serve as an official notification of essential policies and resources.

**Center for Teaching and Learning Online Orientation:** [The Center for Teaching and Learning](#) supports temporary, tenure-track, and tenured faculty. For fall 2020, join the [CTL Canvas Faculty "Homerom"](#) to access resources and problem-solve with colleagues. CTL will also be hosting Zoom "Coffee Hours" this fall every Monday 3:15 – 4:15 p.m. via Zoom to support faculty as we meet the challenges of this semester. For more information, contact [ctl@sdsu.edu](mailto:ctl@sdsu.edu).

**National Center for Faculty Diversity and Development:** SDSU is an institutional member of the National Center for Faculty Diversity and Development, which provides resources to support faculty productivity and success that center around the experience of diverse faculty and have been found helpful by faculty across disciplines and perspectives. SDSU graduate students, temporary, probationary and tenured faculty may access these resources. Visit the [Faculty Diversity site](#) to activate your membership

**University Grants Program:** The University Grants Program (UGP) supports scholarly research; assists faculty to meet qualifications for retention, tenure, and promotion; permits faculty to bring advanced projects to conclusion; and facilitates the development of a research program that may be competitive for extramural funding. Applications are due in early October. For more information, visit the [Division of Research Affairs](#) website.

**Assigned Time for Exceptional Service awards:** SDSU provides assigned time awards to faculty who are engaging in Service to the university or community that *exceptionally exceeds the normal expectations of all faculty*. Application forms can be found [here](#) and are to be submitted by October 2, 2020.

**Instructional Technology Services** supports faculty in learning and implementing technology for teaching, including Canvas and Blackboard learning management systems, Smart classroom consoles, Learning Glass, on-line course development, equipment for checkout, and other tech teaching tools. For more information, visit the [ITS](#) website.

**Upcoming Reappointment, Tenure, and Promotion workshops:** Faculty Advancement will convene the following workshops for *candidates only* to provide support and guidance in the development of candidate statements on the new PDS format:

- 8/25: Candidate Statement Workshop, 11am – 12pm via [Zoom](#)
- 8/26: Candidate Statement Workshop, 9am – 10am via [Zoom](#)
- 8/27: Candidate Statement Workshop, 9am – 10am via [Zoom](#)

\*A video will be posted on our website for those who cannot attend the above workshop(s).

Training for RTP committee members and other evaluators (including guidance for navigating the new PDS format) will be provided via this web-based [RTP video](#). College and department RTP committee members are also encouraged to undergo implicit bias training provided by the Center for Inclusive Excellence; sign-up via the form [here](#).

**Service Learning:** The Service Learning and Community Engagement Program (SLCEP) provides leadership for advancing SDSU's community engagement and scholarly agenda for San Diego County, Imperial County, Baja California and beyond. SLCEP focuses on maintaining and expanding the quality of and opportunities/models for service learning and civic engagement to maximize the likelihood that SDSU students will engage in transformational service learning experiences that help them become compassionate leaders, ethical innovators, and global citizens. SLCEP supports faculty and community partners who develop engaging service-learning experiences that not only bring academic concepts to life for our students, but also inspires innovation and guides civic action. For more information, visit the [Service Learning website](#).

## WORKING WITH STUDENTS

**WebPortal:** [WebPortal](#) provides faculty access to course rosters, grade sheets, and waitlists. More information and help is available through the [Office of the Registrar](#).

**Textbook Orders, Affordability, and Accessibility:** Ordering course materials early allows Aztec Shops and Instructional Technology Services to locate the most affordable and disability-accessible materials for SDSU students. Select accessible materials (including captioned videos) for course assignments whenever possible. Order online through the [SDSU Bookstore](#).

**Student Ability Success Center:** The SDSU syllabus template provides model language for affirming your intent to provide accommodations for students varying abilities. To learn more, visit the [Student Ability Success Center](#) website.

**Academic Dishonesty:** The SDSU syllabus template provides model language for affirming the importance of academic honesty. An instructor may apply grade reductions for academic dishonesty. Additionally, CSU Executive Order 1098 *requires that instructors report academic dishonesty to the* [Center for Student Rights and Responsibilities](#) (CSRR). Please use the [report form](#). For more information, visit the [Academic Dishonesty Page](#) on the CSRR website.

**Student Medical Accommodations and Absence Excuses:** [Student Health Services](#) (SHS) does not provide medical excuses for short-term absences due to illness or injury. When a medical-related absence persists beyond five days— for example, in case of a COVID diagnosis--SHS will work with students to provide appropriate documentation. When a student is hospitalized or has a serious, ongoing illness or injury, SHS will, at the student's request and with the student's consent, communicate with the student's instructors via the Vice President for Student Affairs and may communicate with the student's Assistant Dean and/or the [Student Ability Success Center](#). Students are instructed to contact their professor/instructor/coach in the event that they need to miss class, etc. due to an illness, injury or an emergency. All decisions about the impact of an absence, as well as any arrangements for making up work, rest with the instructors. Assistant Deans may provide assistance to students or faculty members who have concerns about attendance issues.

**SDSU Economic Crisis Team:** Please consider including a statement on your syllabus regarding the SDSU Economic Crisis Team (ECRT). Sample language is on the SDSU syllabus template.

## ESSENTIAL POLICIES AND PROTECTIONS

**Student Privacy:** The [Family Educational Rights and Privacy Act](#) (FERPA) mandates the protection of student information. Do not post grades, leave graded assignments in public places (such as hallways), reveal grade information to third parties (including parents) or send group emails to students which reveal student email addresses. Use Canvas or Blackboard for student group communication.

**Faculty Relationships:** The SDSU University Senate Policy file states that faculty should “avoid academic supervisory, teaching, or evaluative relationships with students, staff, or other faculty that pose significant conflicts of interest from the standpoint of personal or professional connections. . . [including] affectional liaisons” and not “engage in sexual relationships with students currently enrolled in their courses or under their supervision.” **Faculty members are responsible for fostering learning environments free from sexual harassment or discrimination and conducive to student success, and for holding their colleagues accountable to this standard.** Please contact your Dean, school director, or department chair if you have any questions.

**From the [Academic Senate Policy File](#):** “San Diego State University is a community diverse in race, ethnicity, language, culture, social class, national origin, religious and political belief, age, ability, gender, gender identity, and expression, and sexual orientation. As a university committed to learning in all its forms, San Diego State University recognizes the need to attract and retain a critical mass of diverse persons who will advance its goals and ideals. This fundamental commitment to diversity 1) enriches the institution and provides an atmosphere in which all human potential is valued, 2) promotes learning through interactions among people of different backgrounds and many perspectives, and 3) better enables the university to prepare all members of its community to promote social responsibility, equity, freedom, and productive citizenship in a global society” (60). To request information about implicit bias and inclusive pedagogy trainings offered by Campus Diversity, sign-up via the form [here](#).

**Discrimination, Harassment and Retaliation:** California State University system [Executive Orders 1096](#) and [1097](#) prohibit discrimination, harassment, and retaliation against students, faculty, or staff. Faculty members who believe they have experienced or witnessed discrimination, harassment, or retaliation should contact the [Office of Employee Relations and Compliance](#). All contact is confidential.

**Title IX:** [Title IX](#) of the Education Amendments of 1972 requires the University to protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment, sexual violence, and domestic or dating violence. **Faculty are mandated reporters of sexual violence.** If a student reports sexual violence, please contact [Campus Police](#) or Dr. Lee Mintz, Director, [Center for Student Rights and Responsibilities](#).

**Accommodations for Faculty with Children:** SDSU provides paid parental leave for eligible faculty members. For more information, visit the [Faculty Advancement website](#). SDSU provides lactation facilities on campus in the Conrad Prebys Aztec Student Union, Women’s Resource Center, and in Love Library. To gain access, visit the [Women’s Resource Center](#) website. State law also requires the university to provide space close to an employee’s work area where she can express milk in private. This can include private offices or lockable meeting spaces. Restrooms are not considered appropriate spaces.

**Accommodations for Faculty with Disabilities:** Please advise your department chair of any needs for accommodation. Assistive devices are available to faculty through the [Office of Employee Relations and Compliance](#).

**Gender Neutral Restrooms:** Gender neutral restrooms are available on each floor of the [Conrad Prebys Aztec Student Union](#) and in several [other locations around](#) campus.

**Religious Observance Accommodations:** SDSU affirms its commitment to accommodating students, faculty, and staff in their observance of religious holidays. The following calendar notes religious holidays associated with significant work restrictions.

Date	Holiday	Religion
<b>2020</b>		
Thursday, July 30 – Friday, July 31	Eid al-Adha	Islam
Friday, September 18 – Sunday, September 20	Rosh Hashanah	Judaism
Sunday, September 27 – Monday, September 28	Yom Kippur	Judaism
Friday, October 2 – Friday, October 9	Sukkot	Judaism
Friday, October 9 – Sunday, October 11	Shemini Atzeret	Judaism
Saturday, October 10 – Sunday, October 11	Simchat Torah	Judaism
Sunday, October 18 – Monday, October 19	Birth of Baha'u'llah	Bahá'í
Saturday, November 14	Diwali	Hindu, Jainism, Sikh
Thursday, December 24 – Friday, December 25	Christmas Eve & Christmas	Christianity
<b>2021</b>		
Thursday, January 7	Christmas	Eastern Orthodox Christian
Friday, February 12	Chinese New Year	Confucianism, Daoism, Buddhism
Saturday, March 27 – Saturday, April 3	Passover	Judaism
Sunday, April 4	Easter	Christianity
Wednesday, May 12 – Thursday, May 13	Eid al-Fitr	Islam
Sunday, May 16 – Tuesday, May 18	Shavuot	Judaism

Instructors shall reasonably accommodate students who notify them by the end of the second week of classes of planned absences for religious observances, including Saturday meetings or examinations. Faculty members may, with the approval of their department chair, arrange to exchange teaching duties to accommodate religious holiday observances. Prayer spaces are available in the Library and Aztec Student Union; [contact the Center for Intercultural Relations](#).

### REQUIRED FACULTY REPORTING

**Outside Employment:** All full-time faculty members with outside employment amounting to more than 160 hours per semester (or, for 12-month appointment faculty, more than 120 hours per three month period) are obliged to report their employment to their Dean's Office within 30 days of the beginning of the semester (or, for 12-month appointment faculty, by October 1, January 1, April 1, and July 1). Please use [this form](#), also available at the Faculty Advancement website.

### REQUIRED ONLINE TRAININGS VIA [CSU LEARN](#)

Course Name	Who is required to take this course?	Frequency
Data Security and FERPA	All Employees with access to protected data and information assets	At start and before accessing student records, with updates TBD by campus.
CSU: Injury and Illness Prevention Program	All Employees	At start
CSU's Sexual Misconduct Prevention Program	All Employees	At start, then annually.
Avoiding Conflicts of Interest (COI)	COI-designated positions and Principal Investigators	Within six months of start, then every two years.

Understanding the Clery Act (CSU)	Campus Security Authority (CSA)-identified employees, as notified by email	Annually
Defensive Driving Certification	Employees driving on state business	Every four years

**USEFUL WEB RESOURCES**

[Office of Faculty Advancement](#)

[Center for Human Resources](#)

[University Policy File](#)

[Collective Bargaining Agreement](#)

The Office of Faculty Advancement and Student Success supports temporary, probationary, and tenured faculty throughout their careers. If we can assist you, please contact our office via email at [facultyadvancement@sdsu.edu](mailto:facultyadvancement@sdsu.edu).

Sincerely,



Joanna Brooks, Ph.D.

Associate Vice President for Faculty Advancement and Student Success