Surviving and Thriving:
Arts and Sciences’ Lecturers’ Handbook

Academic Year 2020-2021
Welcome

Welcome to the College 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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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 College 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 and Objectives for the Arts & Sciences Collective Vision during the 2019-20 academic year. Your continued AY20-21 engagement will be needed to develop the initiatives needed to reach the objectives, as well as identify responsible parties and metrics to assess progress.
2. Getting Set Up

There’s a lot to do 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, codes, 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, an 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.
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 College 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.

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 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 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) provides a good overview of entitlements.
Range Elevations
The CBA outlines eligibility for lecturers to apply for a Range Elevation via this MOU. 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 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. (Contact information)

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.

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 releases. 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, go-pro cameras, and lots of 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. You can submit at any time, but they also send an annual reminder prior to the Celebration of Scholarly and Creative Activities hosted by the library in the spring.
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) offers students one-to-one consultations, both in-person and online, that encourage students to think critically about their writing at any stage of the process. The WMC supports faculty in several ways:

- offering workshops for students, e.g., on peer review, plagiarism, citation, and literature review,
- providing custom workshops and individual/group consultations on oral, visual, multimedia communication topics -- everything from technical presentations to business pitches to research poster sessions,
- providing trained consultants who can visit your classroom to provide feedback on and videotape student oral presentations,
- working with you to design curriculum involving writing and oral communication that will improve student learning experiences and outcomes, and
- assisting you with your own academic writing and presentations.

Learning Resource Center
The Learning Resource Center (LRC) offers walk-in/drop-in one-on-one and small group peer tutoring, both in-person and online. Subjects tutored include mathematics, psychology, sociology, business, finance, accounting, economics, nursing, biology, chemistry, physics, computer science, and statistics. The LRC Peer Tutors receive regular training in learning pedagogy, tutoring strategies and practices, and content knowledge. Rather than simply provide answers to specific questions, LRC Peer Tutors work to foster understanding of the fundamental concepts in order to build comprehension and promote learning. LRC Peer Tutors work with students to develop independent learning skills, healthy academic habits, and effective study strategies. Other resources include group study spaces with tutors nearby to support when needed, and academic supplies such as laptops, textbooks, scientific calculators, and whiteboard markers/erasers available for student check-out.

The LRC supports faculty by providing an exam proctoring service. Faculty may request a proctored exam appointment for a student through their website. Proctoring appointments are available Monday through Friday, from 8am to 9:45am. The LRC invites faculty members to hold weekly office hours in the LRC in one of their enclosed study rooms.

Tutor availability for the various subjects tutored, as well as more information about the LRC, is found on their website or by calling 805-437-3596.
STEM Center

The STEM Center offers walk-in/drop-in one-on-one and small group peer tutoring, both in person and online, to CSUCI students enrolled in STEM courses (Science, Technology, Engineering, and Mathematics courses). Tutoring is available for mathematics, biology, chemistry, physics, computer science, and environmental science and resource management. STEM Center Peer Tutors receive regular training in learning pedagogy, tutoring strategies and practices, and content knowledge. They work to foster understanding of the fundamental concepts in order to build comprehension and promote learning; they also work with students to develop independent learning skills, healthy academic habits, and effective study strategies. The STEM Center makes academic supplies available for student check-out, including laptops, textbooks, anatomical models, microscopes, tissue slides, scientific calculators, and whiteboard markers/erasers. Computers in the STEM Center have the software used in STEM classes, as requested by STEM faculty.

The STEM Center runs the Peer-Led Team Learning (PLTL) program, which supports historically challenging STEM courses by attaching a Peer Leader to a course section and offering weekly two-hour, peer facilitated group study sessions to all students enrolled in that course. PLTL Peer Leaders attend all class meetings, hold weekly office hours, and design collaborative learning activities for each weekly workshop that aim to improve student learning, develop self-sufficiency, and build effective study skills. PLTL Workshops are typically offered for the following gateway STEM courses: BIOL 203, CHEM 105, CHEM 121, CHEM 122, CHEM 311, CHEM 314, COMP 105, COMP 150, COMP 151, COMP 162, COMP 232, MATH 105, MATH 150, MATH 151, MATH 230, PHYS 100, PHYS 101, PHYS 200 and PHYS 201.

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 encompass 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.

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.

“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 specify that five Lecturer Representatives will be elected annually to serve as voting Senators. Lecturer faculty are also eligible to 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 timeline for the evaluation process 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 as 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 Shalaine Nolan in Faculty Affairs.

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. 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 Assessment, Response and Evaluation (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 demonstrating behaviors disruptive to the classroom or office environment, contact:
   - Dean of Students Office: at 805-437-8512 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 http://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 this link to their rights and responsibilities: https://policy.csuci.edu/statements/eo-1095-attach-c-csuci-rights-and-options.pdf 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 805-437-3344—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: https://www.csuci.edu/campuslife/care/resources.htm

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: http://www.csuci.edu/basicneeds/
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. For more information: http://www.csuci.edu/dass/

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.
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://ciapps4.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
Appendix C: Template for Dean’s Level Evaluation of Lecturers

Dean’s Level Evaluation of Lecturers

Name of Lecturer:

Semester(s)/ Year of Review:

I. Teaching Effectiveness: (Check one)
   __ Satisfactory __ Satisfactory, with reservations __ Unsatisfactory

II. This evaluation is based on the following sources of information:
   □ Student Evaluations
   □ Peer Observations
   □ Lecturer’s Portfolio
   □ Annual Summary of Achievements
   □ Other (please specify)

General Comments:

____________________________________________________________________________

__________________________  __________

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