

FACULTY HANDBOOK

2017



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Section I: Introduction

A. Letter from University President

Welcome! A very warm welcome to Pacific States University! Since 1928 more than 12,000 international graduates have proudly earned their degrees here. You are an important member of a team effort to provide innovative and excellent educational opportunities. We hope that you will find your position with the University rewarding, motivating, and productive.

Pacific States University is a unique place with a history of working with a diverse student body. Our students and faculty come from all over the world and, yet, our campus remains small, and our staff is devoted to the well-being of each individual. Because our success depends on the dedication of our employees, we are highly selective in choosing new members of our team. We expect our faculty to be guardians of this institution's core values, and to responsibly administer and govern the programs to assure success---success of the students, the reputation of the institution, and ultimately success of the professions we represent.

All of us in the University community are eager to know you personally and help you contribute to the growth and development of the University. I hope you are proud to be part of an institution dedicated to professionalism, collaboration, and excellence.

A handwritten signature in black ink, appearing to read 'A. Ahn', with a long horizontal line extending to the right.

Hee Young Ahn, M.S.

President of Pacific States University

B. About this Handbook

This handbook is a combination of employment policies that define expectations, rights, and responsibilities of core and contributing faculty. This document is written under the laws of the State of California and the regulations of the Pacific States University Board of Trustees which has authority for all policies which govern the University. Paying attention to these practices will assist you in achieving success in your role. We are happy that you have joined a group of dedicated professionals who are inspired to make a difference and who produce quality in all that we touch. I hope you are proud to part of an institution dedicated to professionalism, collaboration, and excellence.

Any policy, statement, or procedure contained in this *Faculty Handbook* which is in conflict with any policy of the PSU Board of Trustees, The California Bureau of Post-Secondary Education, the federal government, or relevant decisions of state or federal courts is declared null and void.

C. Vision, Mission, Goals, and Institutional Learning Outcomes

Vision

PSU's vision is to produce graduates who are adaptable, innovative, and entrepreneurial in their personal life as well as a member of their respective society. They will be creative, compassionate, life-long learners who are interested in the welfare of their community and overall quality of life. We produce adept graduates who have the talent, cultural understanding, and organizational skills to emerge as successful leaders in the future wave of industry.

Mission

PSU's mission is to be an integrated professional institution of higher learning that provides:

- 1) Knowledge and skill acquisition;
- 2) Effective application; and
- 3) Values and behaviors that are essential to function in the ever-changing global environment.

Graduates will be prepared to contribute effectively and ethically as leaders in the contemporary dynamic business world.

GOALS

We will accomplish our mission by reaching the following goals:

Higher Order Thinking and Critical Analysis: Students will develop the ability to think critically, analytically, and creatively. They will acquire this ability by collecting, analyzing, and evaluating data. By so doing, they will have gained the necessary communication skills to apply and contribute to the practical world of business and global affairs.

Professional Knowledge and Skills Application: Students will be taught the application of the knowledge and skills of their chosen occupational and professional fields. These practical skills and ability will have trained them to be strategic thinkers and leaders.

Professional Values and Attitudes: Students will develop a global understanding, multicultural perspective, and ethical standards that are necessary for leaders to succeed in the dynamic business world. They will gain an appreciation of the diverse values, ethical challenges, and commonalities of varying business cultures.

University Learning Outcomes

Each of the University's goals is activated through these Learning outcomes.

Subject Competency: Students will become conversant with course content material and hone their research and investigative skills through appropriate learning activities. In this intellectual growth process students learn to value life-long learning as essential to their own personal growth and develop a philosophy of life that helps nurture the entrepreneurial spirit and concern for the community and environment.

Skills Mastery: Students learn the requisite professional and communication skills for careers in business and the world of technology. Computer literacy is essential in this process to access professional literature through on-line services and to gain familiarity with key references in selected fields of study. Especially for international students, PSU's objective is to have them learn to communicate effectively in English and to be sensitive to American values.

Global Understanding: Students, in all courses of study, master the strategic concepts and develop the requisite attitudes and skills to function within the diverse cultural, religious, and social parameters of the world's "Global Village."

Section II Administration/Organization

A. University Administration Introduction

Like most Universities, there is an academic side of the institution, and also an operational side that handles the business of the institution. This operational side is called, University Administration. The University Administration supports the educational mission of the University through many departments. These departments are divided into two areas: 1) Educational Support Units and 2) Administration Support Units. Examples of Educational Support Units consist of Admissions, Registrar, Financial Aid, etc. Their function may be operational in nature, but because they directly serve the students and faculty, these departments are considered to be educational support. Examples of Administration Support Units include Executive, Regulatory, and Compliance, Finance, etc. These departments are in charge of providing the facilities, financial support, and strategic planning leadership across the institution. AS a faculty member, you may have an opportunity to work with one or more of these departments.

B. Board of Trustees

The Board of Trustees, the governing board of the University, has responsibility for approving policy and for advising and overseeing administration of the University with respect to maintaining the quality, integrity, and financial sustainability of the institution, and for ensuring that the institution's mission is being achieved. The governing board oversight of the University involves five areas:

1. Decisions about related to sustaining and enhancing the educational mission and academic infrastructure of the institution, and ensuring effective student learning and student success;
2. Protecting the interests of the students and employees;
3. Being compliant with and accountable to all applicable laws of government regulations and accreditation standards;
4. Responsible to and involved in the strategic planning for the institution;
5. Evaluating the University's leadership performance.

President

The President is the Chief Executive Officer of the University and is appointed by and reports to the Board of Trustees governing board for Pacific States University. The President is responsible to the Board for overall administration of the University within the policies and guidelines of the Board and may serve as an officer of the Board.

The President will be responsible for leading the institution's faculty, staff, and students in accomplishing the institutional mission. The President shall be responsible for an have the authority to direct all activities and functions of the University in conformity with board policies, Federal and State regulations, and for maintaining productive relationships with all segments of education, the legislature, and other State agencies.

C. Academic Leadership

The University's academic programs and campus administration are led by the Chief Academic Officer (CAO). The CAO is responsible for:

- Oversight of curriculum and academic policies (development and improvement) throughout the University;
- Supporting the Deans in the management of current and new programs;
- Building institutional relationships with external bodies and professional organizations;
- Supporting teaching effectiveness and student success with the focus on continuous quality improvement in academics.

In addition, the CAO:

- ☐ Serves as the accreditation liaison, and
- ☐ Works closely with Student Administration Leadership (Admissions, Registrar, Financial Aid, and Library services).

The next level of academic leadership are the Deans, which have specific areas of responsibility to oversee departments that provide educational services as well as support educational effectiveness and institutional research. The Deans are responsible to lead the strategy, vision, organization, processes, and infrastructure to achieve efficient workflow, budget targets, appropriate staffing levels, and effective services to the University, faculty, and students. Each Dean develops and implements the University's strategic and quality improvement plan within their division.

The third level of academic leadership are the department Chairs. Because there are several programs under each department the Chairs coordinate the activities of the Business and Computer Science programs.

Section III: Rights and Responsibilities

A. Equal Employment Opportunity

PSU is an equal opportunity employer; therefore, faculty is selected in an open process according to how well personnel qualifications match with those advertised in the job description. The supervisor of the position handles the initial interviews and involves other members of the organization as appropriate. The Vice President and President participate in the interviews with the finalists. University policy prohibits unlawful discrimination based on race, color, national origin, physical or mental disability, medical condition, marital status, age, sex, religion, veteran status, or any other characteristic protected by federal, state, or local ordinance or regulation. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

The University is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in University operations and prohibits unlawful discrimination by any employee of the University.

If a faculty member believes he/she has been subjected to any form of unlawful discrimination, he/she should submit a written complaint to their Department Chair or a Human Resources representative. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. A faculty member in need of assistance with his/her complaint, or would prefer to make a complaint in person, should contact a Human Resources representative. The University will immediately undertake an objective investigation and attempt to resolve the situation.

If the University determines that a policy violation has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any further violation. The University will not retaliate against an employee for filing a complaint and will not knowingly permit retaliation.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the University will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

B. Academic Freedom

Per BOT Policy #802, Pacific States University adheres strictly to a policy of complete academic freedom. Instructors at PSU are encouraged to present a variety of perspectives upon their subjects. Students at PSU are encouraged to think and to question, to challenge and to respond. Facts and truth are the primary concern. Faculty and students at PSU are free to examine all pertinent data, to question all ideas as presented, and to be guided by evidence.

However, there are some limits to academic freedom and carries with it a measure of responsibility. Faculty may not subject students to personal views and opinions concerning matters not related to the course of instruction itself. It is necessary that faculty conduct themselves accordingly with due respect to the welfare of this University and the professions we represent.

If a faculty member perceives an infringement on his/her academic freedom, the individual should follow the complaint policy and refer the issue to the appropriate Department Chair, Supervisor, and/or Dean. If the issue is not resolved in a satisfactory manner, the individual may submit a written grievance to the Dean, where the issue will be handled according to established timelines and processes.

C. Diversity

Diversity at the University is defined in three (3) ways:

1. Representation of the student, faculty, and staff across campus
2. Allowing for diverse thought, leadership styles, and work environments
3. Encouraging diverse ways to teach, promote student cultural awareness, and scholarly pursuits.

Representation of the student, faculty, and staff across campus

The University aims to support diversity by recruiting and retaining students and employees at all levels by:

- ☐ Recognizing that continued success in meeting the needs of our students requires the full and active participation of talented and committed employees who represent a variety of religions, disabilities, ages, ethnicities, races, sexual orientations, and genders. Diversity of employees also includes personal and work history, education, functional ability, personality, lifestyle, socio-economic status, and geographic origin, longevity with the organization, degree program matriculation, and level of employment within the organization.
- ☐ Supporting admission to students regardless of gender, race, ethnic origin, age, disability, or sexual orientation.
- ☐ Offering student educational support to all students.

Allowing for diverse thought, leadership styles, and work environments

The University believes that diversity encompasses the way we work the work environment, and respect for people and ideas. It also encompasses varying management styles and ways of thinking, leadership abilities, skill levels, experiences, viewpoints, expression of thoughts and differing ways of delivering services, provided there is consistency in the values that we share. By fostering an atmosphere of acceptance and support, we value and appreciate the strengths afforded by the differences, styles, ideas, and organizational contributions of each person. For it is through diversity, that our institutional core values and mission can best be met.

Encouraging diverse ways to teach, promote student cultural awareness, and scholarly pursuits.

The University supports faculty who offer diverse expertise and approaches to client management and teaching that allows graduates to work in diverse situations. Efforts are made to support cultural competence throughout the curricula and meet expected student learning outcomes in this area.

Diversity is inclusion. It stresses equal opportunity, recognizes and respects the multitude of differences that employees and students bring to our workplace and classrooms, and acknowledges the changing “face” of the community we serve. The

affirmation of diversity and full cooperation by all Managers, Supervisors, Employees, and Students is expected.

D. Definition of Faculty and Faculty Responsibilities

Terms and Conditions of Full-Time Faculty Employment

1. Full-time faculty will teach no more than four (4) undergraduate courses per quarter or three (3) graduate courses per quarter.
2. Full-time faculty shall be compensated on a quarterly salary schedule with an additional stipend for holders of a doctorate.
3. Full-time faculty will receive compensation twice a month based on a pro rata formula.
4. Full-time faculty will be employed for 12 weeks of each quarter except for school authorized holidays. Each faculty member will teach either three (3) or four (4) courses of four (4) hours per course per week with a scheduled twenty-minute break for each course meeting during the eleven weeks of the quarter.
5. Full-time faculty will have an administrative/counseling/student advisement assignment during one week of the two-week intercession between quarters which is part of the 12 weeks' compensation.
6. The first or second week of the intercession will be used as unpaid faculty vacation for an annual total of four (4) weeks unpaid vacation. Faculty may arrange to accumulate weeks in coordination with the Associate Dean.
7. Full-time faculty have an obligation to maintain set and posted office hours on campus, six hours/week, for the purpose of student counseling, preparing for classes, meeting committee responsibilities, and occasional other administrative assignments.
8. Full-time faculty should be present and take an active role in the annual commencement exercises which are held traditionally on the last Saturday of the Spring Quarter.

Terms and Conditions of Part-time Faculty Employment

1. Part-time faculty will teach one or more courses.
2. Part-time faculty shall be compensated for undergraduate and graduate courses on a differential quarterly salary schedule.
3. Part-time faculty will receive compensation at the completion of the quarter when all teaching responsibilities have been completed, including grades turned in by the Friday of the twelfth week of that quarter.
4. Part-time faculty will teach each course for four (4) hours per week with a scheduled twenty-minute break for each course during the eleven weeks of the quarter except for school authorized holidays.
5. Part-time faculty do not have an obligation to maintain set office hours but should be available for student counseling as appropriate.
6. Part-time faculty who teach during the Spring quarter should be present for the annual commencement exercises which are held traditionally on the last Saturday of the Spring Quarter.

7. Part-time faculty may have classes canceled if the required minimum number of students have not registered. Administration determines the minimum requirement of students each quarter because several variables apply.

E. Faculty Evaluation

All full-time and regular part-time faculty receive an annual evaluation based upon mutually set goals and objectives. Individual performances may be reviewed more frequently than once per year. The Associate Dean or Department chair reviews the overall results with individual faculty as part of the faculty evaluations. Separate results are placed in faculty personnel files. If scores indicate that a number of students have serious reservations about an individual faculty member, the Associate Dean addresses this problem. Instructors who are encountering serious problems are counseled. Continued low ranking may lead to non-renewal of teaching assignments. Faculty are given an opportunity to review their appraisals with their supervisors or other members of administration.

F. Faculty Rights and Responsibilities

A faculty member has the right and responsibility to contribute to the continuance and improvement of educational quality within the University by participating in activities such as shared governance, curriculum committees, task forces, committees for the selection of new full-time faculty and in committees recommending academic progression, student appeals, and professional misconduct. Faculty members:

1. Should contribute to the planning, development, and evaluation of courses and academic programs within the University.
2. Should in all cases, show respect for his or her colleagues. Such display of respect is particularly important whenever colleagues disagree.
3. Are responsible for informing the supervising Department Chair and/or designee when they will be away from teaching responsibilities or campus time during academic term.

Faculty Teaching Responsibilities

1. To submit a course syllabus and class outline (a) to students at the first class meeting and (b) to the department Chair and/or Associate Dean prior to the beginning of each term.
2. To keep appointed class schedules and hours. In case of sickness or personal emergency, to arrange for an approved substitute and/or reschedule the class. Arranging substitutes and rescheduling must have the approval of the Department Chair and/or Associate Dean.
3. To submit roll sheets, grades, and Supplemental Term Report (STR) to the Registrar within the required time frame.
4. To order appropriate class texts in a timely fashion.
5. To conduct a classroom which promotes learning and fosters high academic achievement; avoids unproductive discussions and activities; and fosters a professional atmosphere such as starting and ending on time and treating all students fairly and firmly.
6. To treat students with respect and demand the same from them.
7. To actively involve all students in class activities.
8. To support and maintain the educational standards, policies, procedures, and reputation of the University.
9. To avoid using class as a forum for airing personal or professional grievances.

Faculty Senate

The quality and dedication of the PSU faculty are central to PSU's effectiveness as an institution of higher learning. The University's academic programs are staffed by outstanding academic and practicing professionals who are responsive to the spirit and demands of the time. The faculty and administration take pride in exercising leadership to make learning, teaching, and research a meaningful and exciting intellectual experience for the students.

The Faculty Senate at PSU, composed of all current instructors and the University Librarian, is an advisory body to the PSU administration and Board of Trustees. At scheduled meetings, the members propose, discuss, and validate PSU actions that directly concern the academic and scholastic pursuits of students and faculty.

G. Personnel Records

Personnel files are business records and the property of the University. Faculty who wish to inspect their personnel files should request an appointment with a Human Resources representative.

Disclosures of personnel information to outside sources will be limited. However, the University will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

All full-time and part-time faculty are responsible for maintaining up-to-date curriculum vitae with the Associate Dean or his/her designee.

Section IV: Employment

A. Orientation

Orientation for faculty is a multi-step process. A Human Resources representative provides new-hire orientation on the employee's first day. They will review policies and procedures, provide required notices and explain benefits. The Information Technology Department assists with meeting the technology component of the new employee orientation. The Department Chair provides customized departmental orientation and the content of this orientation depends on the individual's job requirements.

B. Faculty Hiring Policy

To meet accreditation standards and to assure qualified faculty for instructional activities in degree programs, the following hiring and retention policy is in effect:

All new faculty need to have an advanced degree from an accredited institution and recognized for their contributions to the programs, expertise, and leadership within the University.

C. Institutional Faculty Workload Statement

- Full-time faculty will teach no more than four (4) undergraduate courses per quarter or three (3) graduate courses per quarter.
- Full-time faculty will have an administrative/counseling/student advisement assignment during one week of the two-week intersession between quarters which is part of the 12 weeks' compensation.
- Part-time faculty will teach one or more courses
- Professional Development Activities are valued and supported to enable faculty to maintain skills and to promote current and evidence-informed teaching.
- Workload expectations are to be clear, reasonable, applied to all faculty members in a fair and consistent manner, and tied to the mission, core values, and goals of the University and program(s). Workload decisions should focus on the time associated with particular work and the importance of balancing program and/or University needs with the range of skills and interests of individual faculty.

D. Outside Employment

Outside employment that constitutes a conflict of interest is prohibited. Faculty members may not receive any income or material gain from individuals outside the University for Materials produced or services rendered while performing their jobs at the University. If the University determines that a faculty member's outside

employment interferes with his/her performance and ability to meet the requirements of the University or the outside work is determined to be direct competition with the University's mission and programs, the faculty member will be asked to terminate or modify the conditions of his/her outside employment. Before signing outside

contracts, or accepting outside employment, faculty are required to gain Department Chair approval to assure that conflict of interest does not occur.

E. Employment Eligibility

The University is committed to employing only individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 Form with the University within the past three years, or if their previous I-9 Form is no longer retained or valid.

The University will re-verify employment eligibility when an employee's employment authorization documentation expires.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the United States Citizenship and Immigration Services (USCIS) toll free at 1-800-375-5283. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

F. Leaving the University

Even though faculty employment with the University is based on a written engagement letter both the faculty and the University have the right to terminate employment at any time based on the "at-will" employment status. Faculty will receive their final pay in accordance with their assignment terms and applicable state laws.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine.

Below are examples of some of the most common circumstances under which employment is terminated:

- **RESIGNATION/RETIREMENT** is a voluntary act initiated by a faculty member to terminate employment with PSU. At least 90 days written notice of resignation is requested from full-time faculty.
- **INVOLUNTARY SEPARATION** is involuntary termination of employment initiated by the University.
- **LAYOFF** is an involuntary employment termination initiated by the University for non-disciplinary reasons.

- LACK OF ASSIGNMENTS is a situation when either the University does not offer, or the faculty member chooses not to accept assignments.

Upon termination of employment, departing employees must:

- Return and not remove any files, records, documents, manuals, lists and other items relating to the University and shall not make or retain any copies;
- Return all University equipment including all keys, credit cards, equipment, laptop computers, etc.

G. Employee Benefits

Information regarding employee benefits can be located in the [PSU Employee Handbook](#).

H. Complaints/Grievances

This policy is intended to provide fair and prompt consideration to all faculty complaints. The University encourages all faculty to use the complaint procedure without fear of prejudice or retaliation and with the assurance that his/her confidences will be respected.

The University expects that faculty will attempt to resolve their conflicts with the other party. Unresolved conflicts may be escalated to their Department Chair. If the dispute concerns the faculty's Department Chair, the faculty member may escalate the complaint to the Associate Dean of Academic Affairs or a Human Resources representative. If resolution cannot be reached at that level in a timely manner, the matter may be brought through a written letter to the President.

Complaints that involve harassment or discrimination of any nature should be brought directly to the attention of Human Resources.

Section IV: Professional Behavior and Expectations

A. Harassment Free Workplace

It is the intent of PSU to provide a collegial working environment for all employees which is free of unlawful harassment. It will not tolerate sexual harassment, which includes harassment based on gender, pregnancy, childbirth, or related medical conditions or based on sexual orientation. Nor will PSU tolerate harassment on the basis of race, color, religion, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition or on any other basis prohibited by law.

PSU expects everyone employed by the University to support this policy and expects that all relationships among individuals at PSU will be professional and free of bias, prejudice, and harassment. This policy applies to all employees and applicants for positions with the University. Harassment of PSU personnel by third parties not employed by PSU is prohibited as is harassment of third parties by PSU personnel.

Prohibited harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance.

Such conduct constitutes harassment whenever: 1) submission to the conduct is either an explicit or implicit term or condition of employment, 2) an employee's reaction to the conduct is used as a basis for employment decisions affecting that employee; or 3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Any student, applicant, faculty member, or other employee of the University who feels that he/she is a victim of sexual assault or harassment by any student, applicant, faculty member, or other PSU employee, visitor, or invitee of the school, in connection with the educational experience and/or work assignment offered by the University, should bring the matter to the immediate attention of his/her supervisor.

A student, applicant, faculty member, or other employee of the University who is uncomfortable for any reason in bringing such a matter to the attention of his/her supervisor, or who is not satisfied after bringing the matter forward, should report the matter to the President of the University. Any questions about this policy or potential sexual assault or harassment should also be brought to the attention of the same persons.

PSU encourages students, applicants, faculty members, or its employees to promptly and accurately report all incidents of harassment occurring at any of the school's facilities to his/her supervisor. The report will be promptly investigated in a confidential manner as deems reasonable and take appropriate

corrective action if warranted.

PSU will inform the complainant of the results of the school's investigation. The University will assist any student with academic difficulties arising as a direct result of harassment on the student by any PSU student, applicant, faculty member, or employee occurring on campus.

Any student, applicant, faculty member, or other employee of the University who are unable to receive a satisfactory resolution of their complaints may contact the Bureau for Private Postsecondary Education (BPPE) the State of California, 2535 Capital Oaks, Suite 400, Sacramento, CA 95798-0818, (916) 431-6959.

B. Faculty and Staff – Student Relations

Faculty and staff must not engage in consensual romantic/sexual relationships with current students and will be subject to disciplinary action if found to be in contravention of this policy.

If a faculty or staff member has a pre-existing consensual romantic/sexual relationship with an individual who becomes an enrolled student, the faculty and staff member must immediately notify their Supervisor and remove him/herself from the academic decisions concerning the student in direct collaboration with their Department Chair or Supervisor.

Faculty and staff must be cognizant that the professional relationship with students extends to off campus interactions including conference or seminar attendance and other social gatherings.

C. Intellectual Property

Any inventions, techniques, materials, processes or ideas in whole or in part conceived or made by a faculty member during or after the term of his/her employment with the University which are made through the use of any of the confidential information or any of the University's equipment, facilities, trade secrets, money or time, or which result from any work performed by the faculty member for the University, shall belong exclusively to the University. All title and interest in and to such inventions and materials belongs to the University, and said materials, ideas, or inventions shall be considered part of the University's confidential information.

Any inventions, techniques, materials, processes, or ideas in whole or in part conceived or made by a faculty member prior to his/her employment with the University shall belong exclusively to the faculty member.

D. Faculty Ethics Statement and Policy

Members of the faculty of Pacific States University agree to uphold and promote high standards of ethical and professional conduct. Faculty agrees to a commitment of beneficence, competent practice, fairness, justice, truth, cultural tolerance, and respect for differing viewpoints. They agree to devote their energies conscientiously to develop their scholarly competence and effectiveness as professors.

Faculty practice intellectual honesty and strive to be objective in their professional judgment. They avoid exploitation, harassment, or discriminatory treatment of students, colleagues, and staff. They acknowledge significant academic and scholarly assistance from students or colleagues. They protect academic freedom and avoid conflict of interest.

Faculty accept their share of faculty responsibilities for the governance of the institution. When they speak as private citizens, they avoid creating the impression that they are representing PSU.

Faculty agrees to maintain confidentiality and avoid actions that could cause harm to colleagues, students, or anyone served by their position at PSU.

Policy for Handling Alleged Violations of the Faculty Ethics Statement

Students, faculty, or staff should report to the respective Department Chair for the faculty member involved in any alleged violations to the Faculty Ethics Statement. Documentation must be provided including the specific allegations and the nature of the evidence supporting the allegation. The Department Chair will appoint an ad hoc committee to hear the case and make recommendations to the Department Chair within 10 business days. Appeals to the Department Chair's decision must be made in writing within 10 business days to the University President.

E. Confidentiality

Faculty members may not disclose confidential information regarding the University's academic programs, products, services, faculty, students, staff, or clients. PSU faculty members who receive inquiries for information from external sources, including the media, should refer these requests to their Supervisor for appropriate administrative action. The Supervisor should contact a member of the Executive committee for further handling of the request.

Confidential information does not include basic information that is generally known, available, and used within the education field and/or is available on the unrestricted portions of the University website.

F. Prohibited Conduct

To ensure orderly operations and provide the best possible work environment, the University expects faculty to follow rules of conduct that will protect the interests and safety of all employees and students at the University.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Falsifying employment records, employment information, or other University records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee; falsifying any time record;
- Theft and deliberate or careless damage or destruction of any University property, or the property of any employee or student; removing or borrowing University property without prior authorization;

- Unauthorized use or misuse of University equipment, time, materials, or facilities;

- Carrying firearms or any other dangerous weapons on University premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Insubordination, including but not limited to failure or refusal to obey the instructions of a Supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Excessive unscheduled absences or tardiness; unreported absence of three consecutive scheduled workdays;
- Failing to observe work schedules;
- Sleeping on the job;
- Excessive personal telephone calls, including cellphone calls during work hours, except in the case of an emergency or extreme circumstances;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Conducting personal business or business for another employer during scheduled work hours or using University equipment or materials;
- Failing to promptly report work-related injury or illness;
- Smoking or use of tobacco products including smokeless tobacco on University premises and;
- The sale, manufacture, delivery, or possession with intent to sell, manufacture, or deliver a controlled substance.

G. Professional Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image PSU presents to visitors and others.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Employees should consult their supervisors if they have questions as to what constitutes appropriate attire.

H. Substance Abuse

PSU strongly supports the goals of "Drug-Free Schools and Campuses" and a "Drug-Free Workplace." It is PSU's policy that no person shall manufacture, distribute, possess, or use illegal drugs, a controlled substance, on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The President has designated the University Dean to act in all matters pertaining to the enforcement of this policy with regard to students and faculty and the Executive Vice President to act in all matters pertaining to this policy in regard to staff. When ever possible or reasonable University personnel will counsel offenders and

make available sources of rehabilitative services. At the discretion of the administration, the University may impose the following sanctions:

A warning to the student, staff member, or faculty member. Administrative suspension of the student or suspension of employment of the staff or faculty member. Administrative dismissal of the student or termination of employment of the staff or faculty member.

University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. Gatherings on University premises or as part of University activities, at which alcoholic beverages are to be served, must receive prior approval from the Executive Vice President.

It is the policy of PSU that smoking is prohibited in all University facilities at the discretion of the administration, outside areas may be set aside within the University facilities to accommodate students, staff members, and faculty who smoke. Violations of the smoking policy may result in suspension or termination of academic status or employment.

I. Conflict of Interest

Faculty have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the University wishes business interests or commitments to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Dean of Academic Affairs for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the administration. Business dealings with outside firms should not result in unusual gains. Unusual gains refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific administrative approval.

J. The Family Education Rights and Privacy Act of 1974

Unless otherwise required by law, it is the practice of the Registrar's office that no information is given out to any non-University employee or student. Personally identifiable information and education records of any kind may not be released to anyone but the student and only then with the proper identification if the student is 18 years of age or older. Parents and spouses must present the student's written consent and the student must personally give the University written consent before the University will release personally identifiable information or educational records.

K. Internet Acceptable Use

All users of the Internet at PSU are expected to use this resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations, and procedures established for its use. The University provides users with access to the Internet.

The Internet offers access to many valuable local, national, and international sources of information. However, not all sources provide accurate, complete, or current information.

The University makes no warranty, expressed or implied, for the timeliness, accuracy, or usefulness for a particular purpose of information accessed via the Internet. The University cannot regulate the nature or content of the information accessed nor the availability of any given Internet site. The University network/services may only be used for lawful purposes. Transmission, distribution, or storage of any information, data, or material in violation of United States or state regulation or law, or by the common law, is prohibited. This includes, but not limited to, material protected by copyright, trademark, trade secret, or other intellectual property rights.

Storage of personal items (items that are not work-related) such as music, videos, pictures, emails, and documents on the University server or individual computers is not acceptable use of University resources.

L. Copyright and Fair Use

The purpose of this policy is to assist faculty who are teaching or developing curriculum to abide by copyright law as it applies to the University and not to infringe on others' copyright privileges.

Definitions:

1. Copyright-Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) and other countries to the authors of creative works. This protection is available to both published and unpublished works, and is immediately granted upon creation of the work, whether or not the author files for a formal copyright registration.
2. Intellectual property-rights in intangible property or creations of the mind including, but not limited to: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. Examples include patents, trademarks, copyrights, trade secrets, and moral rights.
3. Public Domain-These works are excluded from copyright protection and include works of the federal government, judicial opinions, copyright expiration (70 years after the death of author) or in cases in which copyright has been abandoned by the owner.

Fair Use Law-The Copyright Act contains a fair use exception of the use of copyright-protected materials under certain conditions as described below:

You are Favoring Fair Use if:	You are opposing Fair Use if:
-You are teaching	-Performing a commercial activity

-you are performing research	-Profiting from its use
-you are performing scholarship	-providing entertainment
-using for criticism	-bad faith behavior
-using for comment	-denying credit to original author
-news reporting	-unpublished work
-Transforming	Large portion of work used
-restricted access	-Portion is used as central to work
-Published work	-Could replace sale of published work

PACIFIC STATES UNIVERSITY FACULTY HANDBOOK

-Important to favored educational purposes	-Made publicly available via internet
-User owns	-Repeated or long-term use
-One or few copies made	-
-No significant effect on the market	-

Section IX: Safety and Security

A. Campus Security

At PSU, we strive to provide a safe learning environment for all students, faculty, and staff. Everyone plays an integral role in helping maintain a safety to four campus at all times.

University issued identification badges are required to be visible at all times. If a faculty member misplaces or loses their identification badge, they must notify the Department Chair of a Human Resources representative immediately.

B. Security Inspections

The University wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms or other prohibited weapons, explosives or other improper materials. To that end, the University prohibits the possession, transfer, sale, or use of such materials on its premise. Desks and other storage facilities may be provided for employees' convenience, but remain the sole property of the University. Accordingly, these items, as well as any articles found within them, are subject to inspection by senior leadership (or designee) at any time, either with or without prior notice.

C. Workplace Violence

The University has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

If a faculty member feels threatened, or observes someone being threatened the incident should be reported to the Department Chair or to a Human Resources representative without fear of retaliation.

D. Visitor Security

- All visitors must enter the building through the front reception area, sign in at the front desk and obtain a visitor's badge. The visitor's badge is to be clearly displayed at all times.
- To ensure the safety and security of employees and the facilities at the University, only authorized visitors are allowed in the workplace.
- Faculty should meet their guests at the reception area and are responsible for their conduct and safety while on University premises.

E. Prohibited Weapons Policy

PSU desires to maintain a safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons. The possession, transfer, sale, or use of weapons, dangerous instruments, or paraphernalia associated with a weapon is prohibited on University premises. This restriction is in effect at all times while conducting University business. This policy applies to all students, faculty, and staff of the University and violation may result in discipline up to and including termination of employment or expulsion.

F. Tobacco Free Campus

In keeping with the University's intent to provide a safe and healthful work environment, all grounds are tobacco-free, including e-cigarettes, vape devices, and smokeless tobacco products. This policy applies equally to all faculty, staff, customers, students, and visitors.

G. Personal Property

Faculty are not permitted to bring personal property into the University for business use, unless approved by the campus Human Resources representative. This includes personal computers, external hard-drives, furniture, refrigerators, microwaves, or any other personal item, other than those considered decorative such as plants, lamps, and pictures.

H. Title IX and Sexual Misconduct Grievance Reporting Policy and Procedures

The procedure for the resolution of student academic complaints is a three-step process. The University anticipates that most disputes either will be resolved through step #1, informal discussions or step #2, the intervention of an ombudsman. Only a few cases should require step #3, the judgment of an informal hearing panel.

First, a student who feels that the faculty, staff, administration, or other students have treated him unfairly is advised to seek informal counsel with the offending party or the Associate Dean in the interest of a speedy resolution of the problem.

Second, if this step does not lead to satisfaction of the student, he/she should petition for a grievance review, a formal procedure at the University. The petitioner should write a letter to the Associate Dean requesting the assignment of an ombudsman. The letter must outline the specifics of the complaint, all pertinent information, and steps taken to remedy the situation through the informal process.

The Associate Dean will act promptly in assigning an ombudsman and informing the Vice President of the grievance. The Associate Dean will outline some possible steps to the ombudsman in solving the problem. These may include interviewing the grievant, contacting the offending party, and/or convening all parties to the grievance. The ombudsman will notify in writing the Associate Dean of the outcome of the intervention with recommendations. These will be sent to the Vice President who will confer with the Associate Dean to guarantee that the cause of the grievance is removed.

Third, if the grievant is unable to receive a satisfactory resolution of the complaint he/she should notify in writing the Vice President who will convene an impartial hearing panel for a judgment. For further redress the student may contact the Bureau for Private Postsecondary Education (BPPE) the State of California, 2535 Capital Oaks, Suite 400, Sacramento, CA 95798- 0818, (916) 431-6959..

Section V: Faculty Development

A. Faculty Development

The University recognizes that the skills and knowledge of its faculty are critical to the success of the organization. The institution works to improve and sustain the educational efforts of the faculty as a direct way to impact on student learning success. Faculty development also plays an important role in planning for the future by developing faculty for new roles within the institution, such as leadership positions and new program development that advances the strategic and improvement plans of the institution. The University-wide faculty development plan outlines the mission, expected outcomes, opportunities, and assessment measures used to support the enhancement of the academic role faculty play at the University. The plan provides a framework for helping faculty achieve excellence as teachers and scholars, in accord with their self-reflection of individual needs, the annual evaluation with their Department Chair, and the goals of the program and institution.

The University-wide faculty development plan consists of several parts:

- Implementation of a development plan for each faculty member created and then revised annually in concert with the faculty member's Department Chair.
- The Academic Administration team who support the faculty in meeting their teaching development needs
- Mentoring opportunities
- Peer Review opportunities

1. Development Plan

The faculty development process begins with the development of an individual development plan, established in concert with the Department Chair. The process occurs when a faculty member is first hired and then annually reviewed during the performance evaluation process each year. The establishment of the faculty development plan should be considered in three (3) phases: 1) self-assessment, 2) assessment of personal job interaction and development, and 3) implementation/re-evaluation phase.

2. The Role of the Academic Administration Team

The Academic Administration team supports faculty in developing and sustaining a culture that facilitates continual improvement of student learning, instructional effectiveness, and continual improvement of student learning.

Goals

- Provide guidance, tools, and resources to enhance instructional effectiveness and continual improvement of student learning.
- Facilitate a community of educators whose focus is on excellence in teaching and learning through innovative practice and scholarly discourse.
- Guide development of expertise in teaching.
- Offer opportunities for faculty professional development in evidence-informed teaching.
- Support development that positively impacts student learning outcomes.
- Collaborate with University departments to strengthen a student-first, professional, and team culture focused on student success.
- Foster interdisciplinary dialog within and among faculty and campus partners about effective teaching and learning.
- Build mentoring networks for support of faculty growth and scholarship.
- Encourage faculty's intellectual development in support of sound research that advances knowledge.
- Provide support to the Department chairs in their efforts to promote institutional and programmatic quality improvements, leadership development, leadership development, and strategic growth initiatives.

Opportunities the University provides for Faculty Development:

- Monthly faculty development sessions
- Online resources including webinars, educational seminars, etc.
- Discretionary funds to attend seminars or professional conferences

3. Mentoring

For faculty new to the University, there is a mentoring process. Faculty members are teamed with an experienced faculty member who assists the new hire with assimilation into academic life at the University. A list of proposed topics is reviewed and goals set over the first year. The Department chair reviews the process with the new hire and provides oversight to the process. New faculty hires are encouraged to undergo a peer review process in their first year to receive additional feedback on their teaching activities.

4. Peer Review

The peer review process encourages discourse, reflection, and continuous improvement. It is important that all instructors move toward self-improvement through professional development opportunities. Peer review is most often accomplished through course observations.

PSU is committed to excellence in teaching and learning processes and strives to assist all faculty to build upon their strengths and work to enhance areas that may need development. Constructive feedback enhances instructional skills and stands to improve student outcomes. Peer review, especially with course observation, is a type of assessment and a vital component of professional

development.

Procedures:

- Department Chairs will initiate when it is time for new faculty to go through scheduled peer review/course observation.
- All new faculty should be reviewed during their first year at PSU.
- Current faculty may request peer review opportunities at any time; faculty or the Department Chair can initiate the process.
- Opportunities for peer review may also arise from identification of annual faculty goals and/or may be suggested by Department Chair to faculty member.
- All peer reviews should be addressed during performance evaluations, regardless of the nature.

B. Continuing Professional Education and Development

The University understands the importance of continuing education and commitment to lifelong learning. Faculty who are requiring specific content development may be eligible for continuing education, both internally provided education and/or externally provided education and professional certifications.

Section VII: Faculty Participation in the Governance of the University

A. Faculty Governance

Faculty participation in the governance of the academic programs at the University is paramount. While participation is mainly by core faculty, part-time faculty input is welcomed and encouraged. Faculty members within the University have certain roles, responsibilities, and privileges that operate governance systems such as the curriculum review process, the faculty selection and mentoring process, and academic process and appeals.

Section VIII: Faculty Information

A. Cancellation of Classes

Every attempt should be made to adhere to the course schedule as outlined in the syllabus or provided separately to the class. In the unusual circumstances where a faculty member needs to cancel a class he/she should give an explanation to the students and provide options for rescheduling. The class votes on the best option and majority rules.

Other academic policies related to giving examinations, grading, student progression, and appeals is located in the most current version of the PSU General Catalog found on the psuca.edu website.

B. Course Consistency and Flexibility

All of the program and institutional accrediting agencies have approved the University based on notion that the curriculum is consistent. To assure compliance with accreditation standards, the following items must be in all sections/versions of a course:

- Course name, description, and credit hours
- Student Learning Outcomes
- Course Objectives
- Signature readings
- Assessments
- Grading policies
- Lab contact hours
- Formula for determining student workload

Each course has some flexibility that can be further explored. Faculty is given flexibility to allow diverse faculty educational backgrounds, clinical experiences, and teaching strategy preferences.

C. Satisfactory student Progress

According to the U.S. Department of Education, a student achieves minimal participation for a class by committing just one participatory action. Should a student not meet the weekly participation/attendance requirement, the faculty member must provide written notification to the Registrar (email is acceptable). The Registrar will confirm (via email) the non-participation with the student, faculty, Department Chair, and the Director of Financial Aid who will submit the appropriate notification to the regulatory agencies.

D. Faculty Responsibilities

- Regularly contracted full-time and part-time faculty is responsible for maintaining up-to-date curriculum vitae with the Associate Dean of Academic Affairs. Information in the General Catalog, promotions, and other changes are dependent upon the timely reporting of degrees received and professional growth.
- At the conclusion of each quarter every professor prepares a summary of the pertinent activities in each course taught. The summary includes a Supplementary Term Report (STR): (1) course syllabus; (2) copies of midterms, finals, if any, and

evaluation testing devices; (3) samples of student projects; (4) attendance and grade sheets; and (5) written faculty suggestion on course teaching and content development. These are due the Wednesday after the conclusion of the quarter. The analysis of these kinds of data provides a benchmark to measure the knowledge and skills gained by students.

- All regularly contracted full-time faculty have a responsibility to maintain office hours convenient to students for advising and assistance. Each full-time faculty member will post six scheduled office hours per week during the term, preferably on more than one day of the week and in more than one time slot. Faculty should be in their offices during their posted office hours except during registration periods. Part-time faculty should arrange advisement with students before or after class or at some other time mutually advantageous.
- Teaching Responsibilities
 - To submit a course syllabus and class outline a) to students at the first class meeting and b) to the department chair prior to the beginning of each term;
 - To keep appointed class schedules and hours;
 - To submit a Supplementary Term Report (STR);
 - To conduct a classroom that promotes learning and fosters high academic achievement; avoids unproductive discussions and activities; and fosters a professional atmosphere such as starting and ending on time and treating all students fairly and firmly;
 - To treat students with respect and demand the same from them;
 - To actively involve all students in class activities;
 - To support and maintain the educational standards, policies, procedures, and reputation of the University;
 - To avoid using class as a forum for airing personal or professional grievances.