

# FACULTY HANDBOOK

## CHAPTER I

### GENERAL INFORMATION

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#### THE CALIFORNIA STATE UNIVERSITY SYSTEM

Public higher education in California is organized and governed in three segments: the University of California, [The California State University](#) (CSU), and the California Community Colleges. Each is governed by a Board of Regents or Trustees or Governors. Each community college has a local district Board of Trustees. The [California Postsecondary Education Commission](#), without governing powers, is advisory to the Governor and the Legislature and the segments of higher education on matters relating to higher education.

The CSU is administered under state law and policies established by the Trustees of the CSU, the Executive Orders and directives of the Chancellor and, in some cases, may observe policies and directives of other relevant state agencies, in particular, the [Department of Finance and the Department of Education](#).

The legal basis for the CSU system is found in the [California Education Code](#), in Title V of the California Code of Regulations, and in sections of other California codes.

The [Humboldt State University \(HSU\) Catalog](#) contains a list of the 23 campuses of the CSU, including their addresses, the names of their presidents, and a statement furnished by the [Office of the Chancellor](#) describing the system.

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#### TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

The Trustees of The California State University ([CSU](#)) consist of 25 Trustees (24 voting, one non-voting). Five Trustees are ex officio members: the Governor, Lieutenant Governor, Speaker of the Assembly, State Superintendent of Public Instruction, and the Chancellor. The CSU Statewide Alumni Council appoints an Alumni Trustee. The Governor appoints a Faculty Trustee from nominees proposed by the Statewide University Senate. The Alumni and Faculty Trustees serve for two years. The Governor appoints two Student Trustees from nominees proposed by the California State Student Association. These Student Trustees serve staggered two-year terms. One Student Trustee has full voting powers; the second, non-voting Student Trustee succeeds to the voting position upon the expiration of the term of the first. The sixteen remaining Trustees are appointed by the Governor, confirmed by the State Senate, and serve for eight years. Trustees remain on the Board until a replacement is named or 60 days after their term expires.

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#### ACCREDITATION

HSU is accredited by the [Western Association of Schools and Colleges](#) as a five-year institution of higher learning. The University [catalog](#) contains a statement regarding the University's accreditations.

The University subscribes to the *Recommended Standards for Institutions of Higher Education* in the [American Association of University Professors](#) (AAUP) statement, "The Role of the Faculty in the Accrediting of Colleges and Universities" (see [Appendix A](#)).

**103****COLLECTIVE BARGAINING**

The [CSU](#), in compliance with the California Higher Education Employment Relations Act ([HEERA](#)) of 1979, has entered into collective bargaining agreements with employee organizations exclusively representing employees covered by the Act. The document that sets forth contractual agreements reached on matters within the scope of representation is the Collective Bargaining Agreement (hereinafter referred to as the [CBA](#)). The CBA is the controlling document for the CSU and the employees in the various units on items covered.

**104****UNIVERSITY GOVERNANCE**

Most of the policies and procedures for the day-to-day administration of the University are determined locally. All appointments, tenure, promotions, leaves of absence, assignments, and travel schedules are decided locally in accord with the CBA and system and campus policies.

**105****COLLEGE OF THE REDWOODS**

The University maintains a close relationship with the community college serving the local region, the [College of the Redwoods](#), located some 16 miles south of Arcata. Joint meetings of the administrations of the two institutions are held regularly and close liaison is maintained between many subject departments of the University and the College of the Redwoods.

**106****PURPOSES AND OBJECTIVES**

The California Code of Regulations, Title V, states:

*40050. Functions. The primary function of The California State University is the provision of instruction for undergraduate students and graduate students through the master's degree, in the liberal arts and sciences, in applied fields and in the professions, including the teaching profession. Presently established two-year programs shall be authorized only when mutually agreed upon by the Board of Trustees of The California State University and the Board of Governors of the California Community Colleges. The doctoral degree may be awarded jointly with the University of California, or jointly with a private institution of higher education accredited by the Western Association of Schools and Colleges, provided that in the latter case, the doctoral program is approved by the California Postsecondary Education Commission. Faculty research is authorized to the extent that it is consistent with the primary function of The California State University and the facilities provided for that function.*

A statement of the mission and goals of HSU has been prepared by the comprehensive Academic Master Plan Committee. (See Executive Memorandum P-91-10)

**107****CSU STATEMENT ON COLLEGIALITY**

To set the standard for the proper relationship among the various constituencies of the CSU, the Board of Trustees adopted the following statement October 14, 1985, after wide consultation with the University Senate, university presidents, the California State Student Association, and Chancellor's staff.

Academic governance is a complex web of decision-making and responsibility that translates academic goals and values into university policy or action. Authority in the modern public university derives from two quite different sources: (a) from the power vested by law and administrative code in governing boards and administrators and, (b) from the knowledge of the subject matter and from the pedagogic expertise of the faculty.

Collegiality consists of a shared decision-making process and a set of values which regard the members of the various university constituencies as essential for the success of the academic enterprise. It incorporates mutual respect for similarities and for differences--in background, expertise, judgments and assigned responsibilities, and involves mutual trust based on experience.

Collegial governance allows the academic community to work together to find the best answers to issues facing the University. Collegial governance assigns primary responsibility to the faculty for the education functions of the institution in accordance with basic policy as determined by the Board of Trustees. This includes admission and degree requirements, the curriculum and methods of teaching, academic and professional standards, and the conduct of creative and scholarly activities. Collegiality rests on a network of interlinked procedures jointly devised, whose aim is to assure the opportunity for timely advice pertinent to decisions about curricular and academic personnel matters.

The governing board, through its administrative officers, makes sure that there is continual consultation with appropriate faculty representatives on these matters. Faculty recommendations are normally accepted, except in rare instances and for compelling reasons. The collegial process also recognizes the value of participation by the faculty in budgetary matters, particularly those directly affecting the areas for which the faculty has primary responsibility.

Central to collegiality and shared decision-making is respect for differing opinions and points of view, which welcomes diversity and actively sponsors its opinions. The collegiums must be the last public bastion of respect for individuals, whether they are members of the faculty, students, staff, alumni, administration, or Board of Trustees.

The Board of Trustees wishes to maintain the statewide University Senate and campus senates/councils separate and apart from collective bargaining. It is the intention of the Board to maintain its efforts to promote collegiality and to support the continuing efforts of the University Senate to preserve collegiality in the [CSU](#).

*NOTE: This statement is intended to apply to campus academic personnel matters in general and not to apply to individual personnel decisions. Specific cases involving appointment, promotion and tenure decisions must be decided on their own merits and are not subject to normative statements such as that contained in paragraph four. The statement should in no way be used in the grievance process as a limitation on the good judgment of a president in any specific case.*

## **108 SUMMER SESSION**

Summer course offerings can be viewed in the Fall Semester [Class Schedule & Registration Guide](#), and are currently coordinated by the [Division of Enrollment Management](#) and Student Affairs.

**109****EXTENSION PROGRAM**

A program of instruction in extension is administered under the supervision of the Director of Extended Education. Courses and other instructional formats may be given in extension with or without credit. Those carrying credit require the approval of the [College of eLearning and Extended Education](#), which consults with the college dean as to instructor and use of facilities and equipment.

Extension instruction must be self-supporting, and planned courses may be canceled because of insufficient enrollment. Remuneration for teaching extension courses is paid on a unit basis, in addition to regular salary, according to salary schedules established by the trustees of the [CSU](#).

**110****REMEDIAL AND SUPPLEMENTARY INSTRUCTION**

"Remedial instruction" is provided to assist entering students whose test scores in Mathematics and English are below the level which has been determined to be necessary for success in college level studies.

"Supplementary instruction" is provided for students who require assistance such as subject-specific tutoring, test-taking strategies, or other guidance in order to overcome barriers to academic success. Normally, remedial instruction and supplementary instruction are preparatory in nature, so the credit a student earns in such courses, while acceptable for purposes such as financial aid eligibility, does not apply toward the minimum credits necessary to earn an undergraduate degree.

An exception to the non-baccalaureate status of remedial courses may be made when the curricular design for the course involves an intensive developmental component that is integrated into a college level course with substantive additional time and effort being required to complete the course. Such a course would be open only to students with entry test scores showing minimal need for remediation. CSU policy requires that students who do not meet the minimum standard for English and Mathematics competence must complete the necessary remedial coursework within one year of entering the university. ([Executive Order 665](#))

**111****ACADEMIC CALENDAR**

The official University [academic calendar](#) is found in the [HSU Catalog](#) and is based on a semester system. It is developed by the administrative staff, submitted by the President to the University Senate for its recommendation and, in final form, is approved by the President and issued as an Administrative Memorandum from the Office of the Provost and Vice President for Academic Affairs.

In addition to establishing instructional terms and examination periods, the calendar specifies periods of other academic workdays, including attendance at functions such as the opening faculty meeting and commencement ceremonies, as well as academic holidays and recesses. Any changes in the academic calendar from the published version require consultation with the [University Senate](#) and approval by the President. In accordance with the provisions of Section 42800 of Title V, California Code of Regulations, certification of academic pay periods and academic workdays, fixed annually for pay plan purposes, is submitted to the [Office of the State Controller](#) and the [Office of the Chancellor](#) by the President.

**112****FACULTY HANDBOOK**

The Faculty Handbook is a digest of information, policies and procedures of use to the members of the faculty as a reference document in combination with the [CBA](#). Policy revisions are stated after approval of the President who ordinarily utilizes the consultative process in determining their applicability. In certain instances, policy statements are included because of Trustee and/or Chancellor's Office requirements or changes to the CBA.

The Faculty Handbook is maintained and issued by the [Office of Academic Affairs](#).

**113****FACULTY AND STAFF DIRECTORY**

A [Faculty and Staff Directory](#) is prepared and maintained by Information Technology Services. The directory includes emergency information, the names, positions, office locations and extensions of university employees.

**114****INSTITUTIONAL MEMBERSHIPS IN ASSOCIATIONS**

The University maintains institutional memberships in various local, state, and national associations. These include memberships related to accreditation, some related to research, and others related to various university responsibilities and functions.

**115****ALUMNI**

HSU has more than 55,000 former students, the majority of whom hold a degree. Alumni reside in every state in the nation and many foreign countries. 84% of HSU alumni reside on the West Coast, 73% are in California, 6% in Oregon, 4% in Washington, and 1% in Alaska. The [Office of University Advancement](#) and the [HSU Alumni Association](#) sponsor activities to promote common interests and engender support among alumni and the University.

**116****ARCHIVES**

The need for systematic preservation and supplementation of records of historical significance has led to the establishment of the Archives as part of the Library. The continual reevaluation of the contents of the many files in the various offices should be accompanied by recognition that appropriate materials should be sent to the Archives when no longer needed as active materials. The advice of the University Archivist in the Library should be sought before destroying materials that might have historical value.

**117****COMPUTING SERVICES**

The computing facilities of the University are usually available to all faculty members on a cost-free basis for any relevant, unsponsored research. This includes supportive research for theses, dissertations, and professional papers. In those situations where a faculty member is working on university-approved, sponsored research, a fee may be charged for processing services.

The University has academic computing support staff assigned to administrative units on campus. For consultative services, faculty should confer with their college Instructional Computing Consultant or Dean.

Current centralized academic equipment includes a group of servers to provide E-Mail, World Wide Web, and academic computing services. Also, thirteen interdisciplinary microcomputer laboratories are available, as well as several college-specific laboratories.

**118****CALIFORNIA COOPERATIVE FISH AND WILDLIFE RESEARCH UNIT**

The [California Cooperative Fish and Wildlife Research Unit](#) located on the HSU campus is affiliated with the College of Natural Resources and Sciences. The Research Unit represents a partnership among the U.S. Geological Survey, Humboldt State University, the California Department of Fish and Wildlife, the Wildlife Management Institute, and the U.S. Fish and Wildlife Service. The Unit is administered by the national U.S. Geological Survey Cooperative Research Units Program; the Unit at HSU is the only one of its kind in California.

Staffed by U.S. Geological Survey scientists, the California Cooperative Research Unit conducts research on renewable natural resource questions; participates in the education of graduate students through mentoring and teaching graduate level courses; and provides technical assistance, training, and consultation on natural resource issues for natural resource professionals.

**119****USDA FOREST SERVICE PACIFIC SOUTHWEST REDWOOD SCIENCES LABORATORY**

This laboratory is part of the USDA Forest Service's network of regional research stations. Scientists and staff at the [Redwood Sciences Laboratory](#) performs watershed, wildlife and fisheries research with a focus on the coastal rainforest region from California to Alaska. Laboratory scientists give guest lectures and provide field trips of their demonstration forest in Caspar Creek.

**120****FRESHWATER FOREST**

Freshwater Forest is a 300-acre second-growth redwood forest approximately 15 minutes from the HSU campus. The Department of Forestry and Wildland Resources have had long-term access to this site through the generosity of the [Humboldt Redwood Company](#).

**121****FRED TELONICHER MARINE LABORATORY**

In the coastal town of Trinidad, not far from the main campus, students majoring in [Biological Sciences](#), [Fisheries Biology](#), and [Oceanography](#) take classes, conduct experiments, and pursue advanced research projects at the University's marine laboratory.

The laboratory has a circulating seawater system, lecture rooms and labs for biological oceanography, chemical oceanography, geological oceanography, marine biology, fisheries and facilities for student research. Nearby Trinidad Bay and Trinidad State Beach provide rocky and sandy intertidal and subtidal habitats for further study.

**122****LANPHERE-CHRISTENSEN DUNES**

The Lanphere Dunes is a unit of the Humboldt Bay National Wildlife Refuge Complex located 6 miles west of campus. The dune complex consists of herbaceous and woody swales, coniferous and riparian forest, marshes and mudflats.

**123****NATURAL HISTORY MUSEUM**

A collection of more than 2,000 unique fossil specimens is the centerpiece of the [Natural History Museum](#). The Natural History Museum is located in the Figuerido Building at 1242 G Street in Arcata, California. Changing displays and special events focus on the contemporary natural history of Northern California. The museum is used for instruction and research by HSU faculty and public school teachers. The museum is open Tuesday through Saturday, and charges a nominal admission fee. The museum director reports to the [College of Natural Resources & Sciences](#) Dean.

**124****FICKLE HILL OBSERVATORY**

The University maintains an observatory for astronomical studies, including a new 16-inch telescope and a 12-inch telescope—both GPS-located and computer-controlled—as well as several smaller telescopes. The observatory is at an elevation of 2,050 feet above sea level and approximately eight miles east of HSU.

**125****L.W. SCHATZ DEMONSTRATION TREE FARM**

The L.W. Schatz Demonstration Tree Farm was donated to Humboldt State University and is administered by the Department of Forestry and Wildland Resources. The tree farm serves as a field experiment station, an outdoor classroom for educators, and a demonstration area for forestry extension professionals. Professors, students, private tree farmers and community members interested in specific, timberland-based projects all use the Farm.

**126****THE CLAM BEACH PONDS**

Located seven miles north of HSU, the Clam Beach Ponds consist of several coastal freshwater ponds on the east side of Highway 101. Students and faculty use the ponds for field trips and projects in fisheries, wildlife, and biology.

**127****MAD RIVER SLOUGH AND BULL ISLAND**

Mad River Slough and Bull Island provide 13 acres of habitat - mostly salt marsh and tidal mud flats - for biology and wildlife management study at HSU. The site, an estuary on the north shore of Humboldt Bay, is about three miles west of the Humboldt campus.

**128****ARCATA WASTEWATER TREATMENT FACILITY/ARCATA MARSH AND WILDLIFE SANCTUARY**



The City of Arcata's unique wastewater treatment facility, marsh, and wildlife sanctuary attracts approximately 150,000 visitors per year. Arcata's [wastewater treatment](#) plant is an example of a community's involvement in [environmental politics](#), [innovative uses of land](#), and applications of [appropriate technology](#) in a small urban community. The Arcata Wastewater Treatment Plant combined with the Arcata Marsh and Wildlife Sanctuary has multiple uses, including [wastewater treatment](#), [recreation](#), [wildlife habitat](#), [education](#), and [research](#).

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#### **KHSU 90.5 FM ARCATA**

The University maintains an on-campus studio for [KHSU](#), which is the sole National Public Radio affiliate in Humboldt County. The station fulfills its mission of diverse public radio by offering a wide range of musical, educational and public affairs programming. The general manager of KHSU reports to the Vice President of University Advancement.

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#### **FIRST STREET GALLERY**

The Humboldt State University [First Street Gallery](#) is located on the waterfront in the heart of the historic Old Town District of Eureka, California. The Gallery serves as an exhibition space for art created outside the north coast region, as well as by Humboldt faculty and student artists. Students enrolled in the HSU Museum and Gallery Practices Program learn firsthand how to prepare and curate art exhibits. There is considerable community interest and participation in this HSU sponsored program, reflecting the important role HSU plays in the cultural life of our community.