

Welcome to SSU !!

As a new temporary faculty member, there are a few things you will need to do to get started. The information below will help you through the process. Current faculty will find this document a quick and useful guide to many resources. Follow the links below for details.

~ Essentials for Temporary Faculty ~

Employee Paperwork	Parking	Absence from Work	Payroll and Benefits
Faculty Center	Additional Employment	Evaluations	Calendars
Disability Resources	Resources for Students	Policies and Procedures	Unemployment Insurance
Understanding Your Contract	Understanding Faculty Payroll	Collective Bargaining Agreement	

~ Completing Employee Paperwork ~

- Return your signed acceptance of the appointment offer to the Office of Academic Programs and Faculty Affairs, Stevenson 1041. For your convenience, a self-addressed return envelope was enclosed with your appointment letter.
- **Your pay cannot be processed, and you cannot sign up for benefits if you are eligible, until you have completed necessary paperwork.**

New Employee Paperwork Sign-up

An in-person sign-up at [Human Resources](#) is required no later than your first day of work. Please call (707) 664-3100 or [email](#) Human Resources to schedule an appointment.

Please visit the [Human Resources](#) website for additional information including employment forms, information on orientation, and the required identification needed to complete your sign-up.

Employee ID Card

ID cards are issued in the [Seawolf Service Center](#) on the first floor of Salazar Hall. The photo ID card includes your employee ID number, which is the only number you use on campus for ID purposes. This photo ID will serve as your one-card to purchase a parking decal, sign up for e-mail and other computer access, receive library privileges, purchase [WolfBucks](#) as well as special staff and faculty admission for certain events. The initial ID is free.

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~ Parking ~

After you sign up as an employee and receive your ID card, you may purchase a parking decal. For information on parking services, including parking permit sales, citation payments, and citation appeals, please refer to the [Parking Services'](#) website. Phone calls for parking matters can be directed to x44321 (707-664-4321). Here is a [campus map](#).

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~ Payroll and Benefits ~

New Employee Benefit Orientation

If you are eligible for benefits, you will receive an email from Payroll and Benefits with instructions to review an online training titled "Sonoma State University Policies and Programs Orientation." It provides an overview of the campus history, important policies and information regarding benefit programs available to you.

Part-time lecturers in an academic year (AY) classification, appointed for and maintaining at least **six (6)** weighted teaching units (WTU's) for a minimum of one semester are eligible for benefits. ***Appointments reduced to less than six (6) WTU's will have benefits canceled.***

Coaches and other part-time 12-month faculty, appointed for half time (50%) or greater for a duration of more than six months plus one day are eligible for benefits. ***Appointments reduced to less than half time will have benefits canceled.***

- Eligible part-time lecturers and coaches must enroll within the first 60 days of their initial appointment for health and dental coverage. **Employees that enroll after 60 days are subject to a 90-day waiting period, a qualifying mid-year event, and/or a future Open Enrollment period before they may enroll in benefits.**
- Lecturers and coaches eligible to enroll in medical benefits (subject to the same terms noted above) will also be enrolled automatically in vision, employer-paid life insurance (\$50,000), and long-term disability insurance plans.

Choosing your health plan is an important decision. To assist you with this process, each health plan available through the California Public Employees' Retirement System has produced a [Summary of Benefits and Coverage \(SBC\)](#). In addition, the federal government has compiled a glossary of common health insurance terms. Together, these documents provide important information to help you better understand your health benefit coverage and more easily compare health plan options.

To view the SBCs and glossary online, visit www.calpers.ca.gov* under the Plans and Rates section (subsection Health Plans), or visit any of the health plan websites indicated. To request a free paper copy of the SBC and glossary, please contact each health plan directly.

The [Payroll and Benefits website](#) has a wealth of information and resources to help you understand available plan options and the rules, guidelines, and deadlines governing the CSU Benefits Program. Please contact the [Payroll and Benefits](#) Office with questions regarding eligibility and enrollment.

CSU Optional Benefits Programs

The California State University (CSU) offers several Voluntary Benefits Programs which include: Accidental Death and Dismemberment (AD&D) and Voluntary Long Term Disability (LTD) offered by The Standard, Auto and Home Insurance offered by California Casualty, Group Critical Illness offered by Aflac (underwritten by Continental American Life Insurance Company), and MetLaw® Legal Plan offered by Hyatt Legal Plans, Inc. (a MetLife® company). Additional programs and details are available here - [Optional Programs](#).

Retirement Plans

State employees must be enrolled in a retirement plan. If your appointment does not qualify for CalPERS membership, you will be automatically enrolled in the Part-time, Seasonal, and Temporary Employees Retirement (PST) plan managed by SavingsPlus. You will be informed which retirement plan you are qualified for when completing the new employee sign-up. Information regarding PST and the required contributions can be found here - [PST Fact Sheet](#).

In the event you become PERS eligible, information is available at the [CalPERS website](#).

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Academic year faculty are scheduled to work during the designated academic workdays as outlined in the [University Academic Calendar](#).

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~ Absence From Work ~

Attendance Reporting

Time off work must be taken in accordance with the CBA. To record your absences, please work with your department to complete the [Absence and Additional Time Worked Report](#). The signed form is due in the Payroll and Benefits Office on the last day of the pay period in which the absence occurred. For additional information, please contact the Payroll and Benefits Office at (707) 664-2793.

Parameters regarding leaves are outlined in [Articles 22, 23 and 24 of the CBA](#).

Additional resources are available on the [Faculty Affairs Website](#).

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~ Understanding Faculty Payroll ~

Faculty working a full academic year are paid in 12 installments. Each semester is divided into six payments as follows. If your appointment, in relation to benefit eligibility*, remains constant between the fall and spring semester, your payroll and related benefits will continue without disruption. Changes in your appointment from one semester to the next may impact your payroll and related benefits.

Pay dates are typically the last day of the designated Payroll Period month. A [Payroll Calendar](#) is available on the [Payroll & Benefits](#) website.

Payroll Period	Representing Semester/Payment
September	Fall 1 of 6
October	Fall 2 of 6
November	Fall 3 of 6
December	Fall 4 of 6
January	Fall 5 of 6
February	Spring 1 of 6
March	Spring 2 of 6
April	Spring 3 of 6
May	Spring 4 of 6
June	Spring 5 of 6
July	Spring 6 of 6
August	Fall 6 of 6

If you work only one semester OR your appointment changes between the Fall and Spring semester, this may impact your payroll and benefits. It is important that if you have questions relating to your payroll or benefits, you should contact the Payroll and Benefits Office in a timely manner (707)-664-2793.

Variations That May Affect Payroll

This is not an all-inclusive listing, it is important that if you have questions relating to your benefits and payroll you contact the Payroll and Benefits Office.

- *If you are appointed one or both semesters but are not on benefits:* the University may pay the final checks as a settlement check issued at or soon after the end of your appointment.
- *If you are appointed with an effective date after the beginning of the semester or otherwise do not work the full semester at the time base at which you were originally appointed:* your pay will be adjusted (reduced or increased) appropriately.
- *If your Spring appointment is at a different time base than your Fall appointment, and you are enrolled in benefits:* your August pay warrant will differ from those immediately preceding it, since this payment is based on your time base in the Fall semester.

The actual date benefits terminate may differ based on the length of the appointment. COBRA notifications will be sent to affected individuals notifying them of the date of benefit termination. COBRA provides individuals an opportunity to continue coverage. Questions should be directed to the Payroll & Benefits Office at (707) 664-2793.

**Benefit eligibility is based upon a minimum of .4 FTE per semester*

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~ Understanding Your Contract ~

Your assignment and duration of employment was included on the reverse of the appointment letter you have received. The following is an example of how to understand your contract.

Semester Appointment

Example: Lecturer teaching 8 units in Semester Appointment

Appt Level:	lecturer	Range	4	Contract Type:	Semester
Appt. Start Date:	January 17, 2019	Appt. End Date:	May 23, 2019	Contract End Date:	
Unit:	4.00000	Fraction	4/15	Entitlement	
Monthly Salary:	\$1,574.400	Base Pay:	\$5,904.000	Term Salary:	\$9,446.400

Key:

- ❶ Monthly Salary = unit fraction of Base Pay [$\$4821 \times 8/15 (.533333) = \$2,571.20$]
- ❷ Base Pay = Full Time Equivalent of 15 units
- ❸ Term Salary = Monthly Salary x 6 pay periods in Semester Appointment

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~ Faculty Center ~

The Faculty Center supports faculty in their professional development as teachers, scholars of education, and innovators in practice. The Center promotes an inclusive campus-wide community and a culture committed to excellence in teaching and learning.

We provide personalized consultations and targeted workshops to train faculty in how to best use technology to improve teaching. Topics include: instructional design, supporting diverse learners, classroom management, assessments, lecture video capture, and alternative pedagogical approaches, such as flipped classroom design and online/blended instruction.

Faculty are welcome to meet with colleagues in our open space or use computers in the lab. For questions about reserving a space for faculty meetings and functions please contact the front desk at faculty.center@sonoma.edu.

For the latest information pertaining to the transition to Canvas at Sonoma State, including workshops, FAQs, and timelines, please visit our [Canvas support website](#).

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~ Policies and Procedures ~

- Your department chair, program director, or department/unit manager is a valuable resource for orienting you to the University's practices; if you've taught or worked here before, the chair can also be valuable when you encounter an issue with which you haven't dealt before. Academic department Administrative Coordinators are also a means of information on campus procedures and forms. We recommend that you speak with your department chair concerning your department's expectations for [instructional faculty office hours and availability](#), and other responsibilities of temporary faculty outside of classroom hours.
- **Responsibility to Report:** As a faculty member, you have the responsibility and are required to report any incident that may constitute unlawful discrimination, sexual harassment or sexual assault. You cannot keep any information of this nature confidential if it relates to a member of our campus community.

You must report any information of this nature immediately to either Carrie Ann Colton, Director, Labor and Employee Relations, (664-4470); or Dr. Deborah A. Roberts, Associate Vice President for Faculty Affairs, (664-3236). This is done in order to provide a consistent, compassionate campus-wide mechanism for victim assistance. You should not take any action on your own based on the information you receive. You cannot refuse to provide the information related to non-discrimination/sexual harassment/sexual assault if you are asked about it. If there is a concern for the individual's safety, you should immediately report it to our campus police.

- **Sonoma State Travel Policies and Information:** Faculty traveling on official Sonoma State University business are required to adhere to and familiarize themselves with the CSU Travel Policies and Procedures prior to undertaking travel on University business.

[SSU Seawolf Services Travel Policies and Information](#)
[Travel FAQ and References](#)

This policy applies only to University Travel personal travel is not applicable.

- There is a wealth of (additional) information on the [Faculty Affairs](#) website.
- Faculty at the University are responsible for, and supported by, the [University Policies](#) covering many aspects of the University's activities.

General conditions applicable to temporary faculty

Your appointment is temporary and does not lead to tenure. It automatically expires at the conclusion of the semester or period indicated on your appointment form and does not establish any further appointment rights.

Lecturers are responsible for teaching duties, which include holding scheduled office hours as prescribed by [Article 20 of the Collective Bargaining Agreement](#) and outlined in the [Instructional Faculty Office Hours and Availability Policy](#); and on occasion for other assignments. Faculty in other assignments should consult with their dean or department director concerning the nature of their assignments. In addition, you are responsible for the professional activities assumed by temporary faculty members. You will note that the dates of your appointment may differ from the Academic Calendar for preparatory and conclusive activities.

Conditions Applicable To Part-Time Faculty:

Your employment each semester is contingent upon both available funding and our meeting expectations for our enrollment. A determination of adequate enrollment will be made between registration and the third class meeting. Should enrollments in the University, the Department or the course(s) assigned to you not meet our expectations, you will be notified in accordance with the provisions of [Article 12.5 of the Collective Bargaining Agreement](#). If it becomes necessary to cancel your class(es) because of low enrollment, you will be paid on a pro-rata basis for those class sessions taught before the cancellation of your appointment.

Teaching Supervision Courses:

If your assignment includes the supervision of students in student teaching, practicum, or similar assignments, you are appointed to part of a unit. If you have any questions regarding these units, please contact your department chair. Should the number of students supervised change during the semester, the number of units in this appointment will also change, and your salary will increase or decrease accordingly.

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~ Additional Employment ~

Temporary Faculty may be appointed to additional employment outside of the teaching assignment and the other responsibilities of that position.

The total additional employment of a faculty unit employee shall not exceed a total of twenty-five percent (25%) above full-time as outlined in [Article 36 of the Collective Bargaining Agreement](#).

Additional Days Allowed to Work		
While Teaching	Days Allowed Per Month UP TO 125% (18.75 WTU's)	WTU's Allowed Per Month UP TO 125% (18.75 WTU's)
15 Units	5 Days per Month	3.75
14 Units	6 Days per Month	4.75
13 Units	8 Days per Month	5.75
12 Units	9 Days per Month	6.75
11 Units	11 Days per Month	7.75
10 Units	12 Days per Month	8.75
9 Units	14 Days per Month	9.75
8 Units	15 Days per Month	10.75
7 Units	17 Days per Month	11.75
6 Units	18 Days per Month	12.75
5 Units	20 Days per Month	13.75
4 Units	21 Days per Month	14.75
3 Units	23 Days per Month	15.75
2 Units	24 Days per Month	16.75
1 Unit	26 Days per Month	17.75

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Periodic Evaluation of Temporary Faculty**

The [University Policy on Evaluation of Temporary Faculty](#) and [Article 15.23 of the Collective Bargaining Agreement](#) covers temporary lecturers; while the [Periodic Evaluation of Athletic Coaching Faculty Policy](#) covers the temporary coaching faculty. These policies and provisions in the CBA cover campus-wide criteria for evaluation and the procedures. There is valuable information regarding the evaluation process and Temporary Faculty are encouraged to review this thoroughly.

Cumulative Evaluation**

Temporary Faculty eligible for a three-year appointment pursuant to provision 12.12 shall be evaluated in the academic year preceding the issuance of a three-year appointment. This periodic evaluation shall consider the faculty unit employees cumulative work performance during the entire qualifying period for the three-year appointment, in accordance with the provisions of [Article 15.28 of the Collective Bargaining Agreement](#).

Temporary Faculty holding a three-year appointment pursuant to provision 12.13 shall be evaluated in the third year of the appointment. This periodic evaluation shall consider the employee's cumulative work performance during the entire three-year appointment, in accordance with the provisions of [Article 15.29 of the Collective Bargaining Agreement](#).

Student Evaluation of Teaching Effectiveness (SETE)**

In accordance with the provisions of [Article 15.15 of the Collective Bargaining Agreement](#) student evaluations will be conducted in all classes representative of the faculty unit employee's teaching assignment. Copies of electronic SETE's may be requested from the [Office of Reporting and Analytics](#).

**All evaluation documents will be placed in your Personnel Action File (PAF); accessible in the Faculty Affairs Office, Stevenson Hall 1041.

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"You are represented by the California Faculty Association, a union of 28,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join, as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>."

This is the [Collective Bargaining Agreement](#) between the California State University and the California Faculty Association.

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Faculty and Staff with Disabilities

Sonoma State University supports our employees with disabilities through the [Disabled Employee Program](#), which engages in an interactive process to provide reasonable accommodations to qualified disabled employees and applicants. If you are interested in obtaining services or information, please call (707) 664-2664. More information on the program can be found on the [Payroll and Benefits](#) website.

Students with Disabilities

The Disability Services for Students program can provide very helpful information regarding provision of accommodation services for students with disabilities who are taking your classes. **Students must register with the program before they are given accommodations**, so you will want to get the latest information on this process. A statement in your syllabus urging students to see you by the end of the second week of the semester if they think they may require accommodations can be very helpful. You can visit the office in Salazar Hall 1049, call at 664-2677, or refer to the [Disability Services for Students website](#).

Responsibility for Student Disability Issues

Students who are authorized for accommodations will present to their instructors an authorization form, which outlines the appropriate and recommended accommodation for each class. The form comes from the Disability Services for Students (DSS) Office (664-2677). Students who request accommodations from an instructor without an authorization form should be directed to the DSS office for consultation.

Due to the sensitive nature of an individual's disability status, all information disclosed to an instructor by a student with a disability **MUST REMAIN CONFIDENTIAL**. Instructors are asked to discuss issues with a student who has a disability in a discreet manner to avoid inadvertent disclosure to others in the classroom. Faculty must work with any equipment approved by DSS. Any equipment provided by DSS will have DSS stamped on it.

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~ Resources for Students ~

Students may need assistance from various services. The University offers students many resources. See the websites below for details.

- [Advising Center](#)
- [Career Services](#)
- [Counseling and Psychological Services](#)
- [Educational Opportunity Program](#)
- [Tutorial Center](#)
- [Student Health Center](#)
- [Testing Services](#)
- [Writing Center](#)

If you think one of your students would benefit from these services, you may refer the student there; you may also call these services if you would like some assistance with making a successful referral or in working with the student in class.

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~ University Calendars ~

If you are on a semester or academic year appointment, you will note that the dates of your appointment differ from the dates of instruction shown on the [Academic Calendar](#); the semester begins prior to the first day of instruction and ends following the grading period as noted in the academic calendar. These additional days are provided in the schedule for such activities as preparatory meetings with your department chair or colleagues, grading of papers and finals, calculating and submitting semester grades, meeting with students requesting incomplete grades or other exceptions, and other activities; you are therefore expected to remain available for the duration of your appointment. The Academic Calendar lists semester schedules, commencement, holidays, and enrollment deadlines, to help you for planning purposes. Additional calendars are available at [University Calendars](#).

A [Payroll Calendar](#) is available on the [Payroll & Benefits](#) website

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~ Unemployment Insurance ~

Faculty may apply for unemployment insurance upon completion of their appointment. The Employment Development Department or Appeals Board will determine eligibility, based on information provided by both you and the University. The University will oppose any claim for unemployment benefits by a faculty member after the first day of the appointment or before the last day of the appointment, as defined in your offer letter.

Before providing wage information to EDD, please verify with the Payroll and Benefits Office the correct calculation you should use. Gross wages for academic year employees factors in the number of academic workdays per semester, which could vary from year to year.

Note: This summary is subject to change. If the provisions of the Collective Bargaining Agreement (CBA) for the bargaining unit in which the employee is placed differ from those stated or implied above, the provisions of the CBA shall supersede the above.

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