

FACULTY ORIENTATION & POLICY HANDBOOK Education Studies University of California, San Diego

UNIVERSITY POLICY AND PROCEDURE: The information in this handbook is a summation of departmental and university policy and procedure. For complete information, please refer to the appropriate resource:

Departmental Website

<http://eds.ucsd.edu/>

UCSD Website

<http://www.ucsd.edu>

University Faculty Handbook

<http://www.ucop.edu/acadadv/acadpers/handbook/welcome.htm>

University Academic Personnel Manuals

UC-wide <http://www.ucop.edu/acadadv/acadpers/apm/>

UCSD <http://academicaffairs.ucsd.edu/offices/apo/PPM.htm>

Academic Affairs Website

<http://academicaffairs.ucsd.edu/>

Integrity of Scholarship

<http://www-senate.ucsd.edu/AcademicIntegrity/AcademicIntegrity.htm>

Instructional Material Services

<http://coursematerials.ucsd.edu/>

Grading Policy / Academic Regulations

<http://www-senate.ucsd.edu/epg.htm>

Office of Contracts and Grants

<http://ocga2.ucsd.edu>

Human Research Protection Program (formerly Human Subjects Program)

<http://irb.ucsd.edu/>

UCSD Technology Transfer and Intellectual Property Services office

<http://invent.ucsd.edu/>

Center for Teaching Development

<http://ogs-ctd.ucsd.edu/index.php>

Benefits

<http://atyourservice.ucop.edu>

Academic Review Process

<http://academicaffairs.ucsd.edu/offices/APO>

Leaves of Absence

<http://adminrecords.ucsd.edu/PPM/docs/230-10.html>

UCSD Directory

<http://blink.ucsd.edu/>

UCSD Principles of Community

<http://www.ucsd.edu/principles/>

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Education Studies Address/Hours

University of California, San Diego, Education Studies, 9500 Gilman Drive, La Jolla, CA
92093-0070, (858) 534-1680, fax: (858) 534-2462
Administrative Offices – Pepper Canyon Hall Room 300 - Monday-Friday 8:00 - 4:30

COURSE PROCEDURES

*** Preliminary Items Requiring Action

The following tasks must be completed upon acceptance of your teaching assignment:

- 1) Arrange the days/time/enrollment limit with Melissa Wolf (mawolf@ucsd.edu). She will contact you when this information is needed.
- 2) If your course has never been taught in Education Studies at UCSD, please furnish Melissa Wolf with a detailed course description (40 words maximum appropriate for catalog copy). This must be submitted as soon as possible as it needs approval from the Committee on Educational Policy (CEP).
- 3) Textbooks/desk copies/library reserves: In order to have the textbooks ordered, placed on library reserve and have desk copies ordered for your course, submit your detailed information to Melissa Wolf at mawolf@ucsd.edu. She will need the course number, text title, author, edition, and, if available, the ISBN number.
- 4) During quarters you teach, you must hold office hours (2 hours per week). You will be contacted for this information.
- 5) Prepare a detailed syllabus including your office hours, phone number, room number, and e-mail address. Allow your TAs ample time to duplicate your syllabus before your class begins. We encourage you to put this and other course information on your web page.
- 6) For information on confidentiality (e.g., parents of students may not obtain any information concerning the student), *grading of course work* (e.g., *there is no D+ or D-*), incomplete work, academic dishonesty, your mandatory attendance at final examinations, etc., see Grading Policy section below or visit the website:
<http://senate.ucsd.edu/manual/Regulations/PartI/500.htm#500h>
- 7) Should you wish to hold review sessions for your students before examinations, provide Melissa with the dates and times at least two weeks in advance. She will arrange for a classroom on-site or with the registrar for the review session to be held accordingly.

Office Hours

Faculty should establish office hours by the end of the first week of classes, and should notify Melissa of the times scheduled. A minimum of two hours/week is required. Faculty relieved of teaching duties in a given quarter are still required to hold office hours by appointment. Faculty on sabbatical leave (except sabbatical in residence) or on leave of absence need not schedule regular office hours.

Visiting Lecturers

Visiting Lecturers should contact the department MSO to determine where they will be housed. Denver Washington, our Business Manager will provide you with a key.

Room Availability & Reservations

Education Studies has eight seminar/conference rooms: Pepper Canyon Hall 302, 304, 340, 361, 348, 350, 440 and 448. These rooms may be scheduled for EDS graduate classes, undergraduate classes, or other EDS related meetings. All rooms must be reserved in advance. Please check with the front desk staff or Lea Marzo prior to using any space even if it appears to be free.

Maximum Room Capacity

302- 24 with 5 extra chairs. Room includes Smart Board, Data Projector and TV cart with vcr
304-35 plus 5 extra chairs. Room includes Smart Board, Data Projector and TV cart with dvd/vcr
340(Teaching Lab)- 65. Room includes Two Smart Boards, Data Projector, Overhead Projector, Document Camera and extra chairs
361- 14 with 6 extra chairs. Room includes Smart Board, Data Projector, Overhead Projector and two additional tables.
348- 14 plus 10 extra chairs. Room includes Data Projector and TV with built in dvd/vcr
350- 8 with 3 extra chairs. Room includes Data Projector
440 (Keck Lab)- 45 computers and chairs. Room includes Data Projector
448- 12 plus 7 extra chairs. Room includes Data Projector and TV cart with built in dvd/vcr

Audio Visual Services and Equipment

Audio/Visual equipment for instructional use can be ordered by Lea Marzo. After determining your audiovisual needs for a given quarter and course, an AV equipment request should be sent via email to Lea. Prior to the start of the quarter, Lea will send a reminder to all faculty to place AV orders in time for the start of classes. Advanced notice is required on all orders, changes, additions, or cancellations to maximize our technology resources.

Department AV Resources

There are three portable data projectors available for checkout from the department. We also have approximately 23 digital video cameras for students/faculty checkout. There is one stand-alone dvd player in addition to the dvd/vcr televisions located in several of the classrooms. There are two television carts, which are located in room 448, 302 and 304. There are also four laptops available for faculty checkout.

Please check with the front desk staff or technical support office for availability.

Instructional Materials

At <http://iwdc.ucsd.edu> you will find information about establishing websites for your courses.

Course Web Pages

Several options are available for those who wish to publish course materials on the web. Small websites with limited materials can be published on the faculty member's own personal website. However, due to the limitations of departmental computing resources, faculty are encouraged to make use of on-campus web resources designated specifically for instructional purposes. For example:

Electronic course reserves

The UCSD Libraries offers online publishing of text materials at no cost at the library's website. See <http://reserves.ucsd.edu> for more information.

Digital Images & Audio Reserves

The Libraries also offer online sites for display and download of audio and graphics files at their site at no cost. Information is at: <http://libraries.ucsd.edu/services/reserves.html>.

Instructional Materials Services and Plans (IMSP)

This group provides a wide variety of services to faculty and teaching assistants, including some website assistance. For more info: <http://coursematerials.ucsd.edu>

Instructional Web Development Center (IWDC)

This service is run by Academic Computing Services, and offers free and low-cost web training, consultation, assistance, and web-hosting services for UCSD faculty members. See <http://iwdc.ucsd.edu> for more information. IWDC also provides access to WebCT and Blackboard course web site creation tools.

External Resources

If you would rather not go through IWDC, you can go directly to **Blackboard.com** to access their free course web site creation service that enables instructors to add an online component to traditional classes or teach an entire course on the Web. This automated program helps you to quickly create your own course web site that can include fairly complex features such as discussion rooms, bulletin boards, online quizzes, etc. The service is free, with an enhanced service available for a modest per course fee. Set up a course at:
<http://coursesites.blackboard.com>

Copying Policy

All photocopying must be charged to the users' departmental index number. Contact Denver Washington (dWASHINGTON@UCSD.EDU) for your index number.

Copying Resources

Department Copy Machines

Copy machines are located in Pepper Canyon Hall, room 389 (department office supply room), and the lobby area next to the faculty / staff mailboxes area 326.

University Libraries

The University libraries use a separate copy-card system. If you want to request library copy card for you or your TAs, please see Melissa.

Soft Reserves

Soft Reserves, a not-for-profit campus organization, will copy and sell readings, homework solutions, sample exams, or any printed item to students. See Lea for details. Soft Reserves is located next to the Food Co-op in the Student Center.

Imprints

Imprints is your UCSD print resource center. For syllabi, midterms, and/or final exams, Imprints provides cost effective, labor saving copying services; collating, interleaving, stapling, and delivery of work are free. See link for details:

<http://blink.ucsd.edu/sponsor/imprints/index.html>

Faculty Research and Other Material

Use your individual departmental index number for materials for committee work, recommendation letters and other administrative business. Research sponsored by faculty members should be charged to the individual faculty member's grant, only with his/her permission.

Class Rosters

The office of the registrar does not distribute class rosters; however, they are available via [Tritonlink](#). Each faculty member has Single Signon access, which can be used to management course enrollment etc. To access TritonLink,

1. Go to the UCSD main webpage and click on the "Faculty/Staff" button
2. Go to Toolbox area and click on "Instruction Tools"
3. From here you can access Class Lists, Wait lists, etc...

*If you do not have Single Sign On access, please see Denver or Pamela

Students with Disabilities (OSD)

<http://disabilities.ucsd.edu/>

Students with disabilities may request a variety of accommodations that we are required by law to provide. Students should bring you an official form signed by the Office for Students with Disabilities, which describes the accommodation. Please refer students to contact OSD for arrangements.

Concurrent Enrollment

Persons who are not enrolled UCSD students may enroll in regular UCSD courses on a space available basis through "concurrent enrollment." Such persons are commonly known as "extension students" because they pay fees to Extended Studies & Public Service (ESPS) instead of to UCSD. Instructors will receive separate rosters and grade sheets for these students. Names of students enrolled through concurrent enrollment will not appear on the regular class rosters or grade sheets. These sheets are mailed to Lea and will be distributed to you. Please return them to her after processing. Extension students are not allowed to enroll in 199s.

TAs/Tutors/Readers

Courses with sufficient enrollments are given teaching assistance. If you have special TA needs, please speak with Melissa Wolf well before the quarter. Melissa makes the initial TA assignments.

TAs are required to:

- attend all lectures;
- meet with discussion section(s), if applicable.
- hold two office hours/week. The offices available for this will be Pepper Canyon Hall, Rooms 443 and 444.
- duplicate appropriate course work as needed (see Copying Policies below);
- proctor quizzes, exams, and finals;
- grade as requested, and
- perform any pertinent teaching duties; TAs may give an occasional lecture. Instructor must remain present.

Make contact with your TAs prior to the beginning of the quarter. More specific information on the duties of TAs are listed in the "Graduate Teaching Assistant Handbook." See <http://www-ctd.ucsd.edu/resources/tahandbook.pdf>

TA Training and Supervision

When a TA is assigned to a course, the faculty member in charge of that course is expected to provide TA training and supervision. At the beginning of the quarter, the faculty member should meet with the TA to explain his/her duties and responsibilities. A supplemental form describing the responsibilities of the TA are now required aside the letter of agreement. After the initial meeting, regular weekly meetings with the TA are highly recommended. The professors must now evaluate TAs at the end of each quarter as a stipulation of the recent TA union contract.

Exams

<http://www-senate.ucsd.edu/committees/cep/policychanges/midterm.htm>

Mid-term exams, final exams, or final papers must be given in most undergraduate Education Studies courses; some graduate courses also have final exams. See Melissa if you have questions about the requirements for a particular course. A reminder will be put into teaching faculty mailboxes prior to exam week. Students in your course are required to furnish their own blue books and scantrons.

Midterm

- Instructor must be present.
- A midterm examination, if given, must be scheduled during regular class hours.
- An alternative time is acceptable for examination if there is a valid reason (illness, family emergency, religious holidays, etc.).

Final Examinations

- Are required. Only if approved by CEP, a paper or special project are acceptable.
- Instructor must be present.
- The final exam schedule is printed in the schedule of classes each quarter.
- Must be during examination week (week 11). They may not be administered during week 10.
- Alternative times require written approval from CEP AND a second exam possibility has to be offered at the original scheduled time. To make arrangements for additional final exam times, see Melissa prior to the start of the quarter.
- The instructor may not require a "take-home" final examination to be turned in before the date and hour at which the examination in the course was scheduled by the registrar.
- No student may be excused from the final exam.

Retention of Examinations

Instructors are required to retain examination papers for **at least one full quarter** following the final examination period, unless the papers have been returned to the students. Buckley waivers are available at the front desk. Student work and exams from the prior quarter are located in the two drawer file cabinet behind the faculty couches in area 364. Two quarters after the course ends, the examinations and papers will be disposed of.

Grading Exams

Please refer to the campus booklet titled Grading Information for complete details. In brief, here are your grading options:

A+, A, A- = Excellent

B+, B, B- = Good

C+, C, C- = Fair

D = Poor (There is no D+ or D-)

F = Fail (**undergraduates**)

U = Fail (**graduates**)

S = Pass (C- or better **for graduates**)

P = Pass (C- or better **for undergraduates**)

NP = No Pass (D or below)

I = Incomplete

Particular attention should be paid to awarding Incompletes. An "I" should be awarded only if a student is in good academic standing and has serious problems, health or otherwise, during finals week of the course. Prior to that, a student should withdraw from the course if unable to complete the work.

Incompletes must be made up during the next quarter. This can be a problem if you, as a lecturer, are not on campus then or are not teaching the same course. It is still your responsibility to help the student remove the "I" grade by accepting late work or administering a special final exam during that next quarter.

So be cautious: an Incomplete is not a grade to be used lightly. Please discuss any questions with Melissa before assigning an "I". Retroactive Incompletes must be petitioned to CEP.

General Grading Policy

<http://www-senate.ucsd.edu/manual/Regulations/PartI/500.htm>

Responsibilities of the Instructor:

The instructor in charge of a course is solely responsible for the grades assigned. To avoid misunderstandings, the instructor should set forth his or her grading policy clearly at the beginning of each quarter, as well as the position taken on such requirements as examinations, reports and papers, make-ups, due dates, and which forms of aid and collaboration on assignments are authorized for the course.

Criteria:

- All students must be graded on the same basis
- No extra work possible for salvaging a failing grade
- No extra time beyond final exam
- Incomplete only for health/family/emergencies

Integrity of Scholarship

- Honesty must be upheld on both sides - student and faculty.
- Academic Dishonesty: detailed rules are in the UCSD catalog and Schedule of Classes.
- Instructors must report any and all occurrences of suspected academic dishonesty to the dean of the student's college for guidance. See Melissa for information on how to contact the dean at the college.
- "Faculty Hold" to be put on the grade report's memorandum column and grade should be left blank which will become a "NR"
- A "Clerical Error Form" will correct the "NR" when issue is resolved
 - <http://www-senate.ucsd.edu/manual/appendices/app2.htm#AP14>
- including suggestions for prevention.
 - <http://research.ucsd.edu/ethics/index.html>
- directed primarily at research.

Returning Exams

Returned exams are located in area 364 behind the couches in the two drawer wood cabinet. Your students must waive their privacy rights in order to store the exams in that location. Our Education Studies Buckley Waiver is available at the front desk.

Here is a sample of an acceptable waiver to be handed out together with exams:

Print your name (last, first):

Student ID#:

Education Studies Course #:

Midterm/Final Exam

Quarter:

WAIVER: By signing your name below, you waive your right to privacy. If you waive your right, your exams will be located in the faculty lounge behind the couches in the file cabinets. If you do not waive your right, they will be available from your instructor or TA (NOTE TO INSTRUCTOR - please make arrangements with the front office if you are unable to retain these examinations)

I AGREE TO WAIVE MY RIGHT TO PRIVACY: _____

Signature / date

Posting Grades

No posting of grades is allowed on the UCSD campus. Students must retrieve their grades only from the Web Reg system on the date published in that quarter's schedule of classes. Grades are not available from the front office prior to that time. For further information please check the [Registrars Office](#).

Grade Sheets

Grade sheets will be placed in your mailbox before finals-week and will need to be returned to Melissa by the date and time indicated on the cover sheet that accompanies the grade sheet. An email will be sent when the grade sheets are available in your mailbox.

Teaching and Course Evaluations

Teaching effectiveness is an important criterion used in hiring / rehiring instructors at all levels. For permanent faculty, teaching effectiveness must also be addressed in each merit review. CAPE (*Course & Professor Evaluation*) is a campus service that surveys undergraduate students at the end of every quarter and publishes a compilation of its findings. CAPE provides instructors with an opportunity to describe the course, goals, intent, etc., for inclusion in their printed book. For sufficiently large education studies undergraduate classes, CAPE staff will contact the instructor to arrange to distribute evaluation forms in the class. While instructors may refuse CAPE coverage, they are strongly encouraged to permit it when requested.

Graduate Course Evaluations: At the end of each quarter, graduate students are given course evaluation forms that are then summarized and kept on file in the department.

Center for Teaching Development

<http://ogs-ctd.ucsd.edu/index.php>

The Center for Teaching Development (CTD) is a central facility devoted to the continued improvement of teaching and learning. The Center offers the following resources to the faculty: (1) the services of consultants who offer a third-party perspective on student-teacher interaction; (2) a comprehensive approach to teaching assessment and improvement including student questionnaires and videotape feedback; (3) seminars and workshops on teaching methods and the latest instructional technology; (4) assistance in effective public speaking; and (5) a clearinghouse for cross-disciplinary information about research and innovation in higher education.

Summer Session

Summer Session teaching opportunities are available. Those interested should contact Summer Session. Please consult Pamela Fruge on the salary for teaching in the summer.

RESOURCES

Faculty Orientation Program

<http://academicaffairs.ucsd.edu/faculty/programs/default.htm>

Each year the SVCAA conducts a program for new faculty to acclimate them to UCSD. In addition, additional sessions are held for junior members of the faculty to help them adjust to academic life.

Campus Tours for new faculty/staff/visitors

Tours are available for individuals from University Communications for new faculty / staff / visiting scholars. Contact Corlyn Vance, x44414.

ID Card

You must have a University Triton photo ID to use in the libraries, to use the card-operated copy machines, to cash checks, to get a recreation gym card, to buy discount concert and theatre tickets, and for all other University services and activities. They can also function as debit cards at the campus food service operations. Photographs are taken in the Student Services Building. As hours may vary, call 44322 for hours of operation.

Keys

Keys are the property of the University and must be returned upon departure. Persons needing temporary access to a particular room should see the Front Desk.

Security

The Education Studies Program, 3rd floor is open to the public from 8:00 a.m. until 4:30 p.m. Monday-Friday. Thefts (wallets, computer equipment, etc.) can occur in as little as 17 seconds. We therefore strongly recommend that you lock your office door every time you leave your office, even if you only intend to be away for a few minutes. In addition, **never prop open a door when the building is closed.**

Mailboxes

Your mailbox is next to room 326. Mail is delivered and picked up once a day (weekends and university holidays excepted), in the morning around 10 a.m. You should, however, check your mailbox frequently as students, faculty, and staff often will leave messages there.

Bulletin Boards

Departmental bulletin boards are located in the hallways near the mailboxes, as well as the Graduate Student Lounges in room 380 and 374. These boards are reserved for academic and departmental information, including job announcements, colloquium schedule, calls for papers, conference schedules, and research grant opportunities. If you wish to post something or get a copy of something that has been posted, please ask at the front desk. Please do not remove items from the bulletin boards.

Telephone

Telephone equipment (university-owned), tolls and voicemail and other services are charged to your departmental support index.

Long Distance Calls

Please see Denver to obtain a long-distance authorization code to charge your long distance to your department index or extramural fund.

Fax Machine

Room 389 has a fax machine that you are welcome to use to send and receive faxes. The number is (858) 534-2462.

Parking

Faculty members are entitled to an "A" parking permit. You can arrange for a monthly payroll deduction at the Parking office, or pay by check or cash. A temporary "A" permit is also available. This permit is also available at the Parking office, for one to three month periods. You will need a letter from the department with your job title and job code in order to get this temporary permit.

Except in metered spaces, parking on campus is by permit only. A variety of permits are available, including daily, monthly, and annual permits. Employees with certain types of long-term appointments may purchase an annual permit and pay for it in monthly installments through payroll deduction. For additional information on parking, visit: <http://parking.ucsd.edu> or call x40277.

Supplies

See Lea or other front desk staff to order office or other supplies. If you take the last one of anything, please notify Lea or the front desk so that they may reorder.

Purchasing

For assistance on the various UCSD purchasing procedures and policies, contact Denver Washington.

Faculty Research Grant Opportunities and Proposal Assistance

To ensure that your proposal is submitted on time in accordance to UCSD and Agency policies and procedures, please meet with Denver as soon as possible. OCGA's website: <http://ocga2.ucsd.edu>, provides an extensive list of links to research funding opportunities from both federal and non-federal sources including the National Institutes of Health, the National Science Foundation, and others.

UC Research Grants and Fellowships

These opportunities are typically awarded through a yearly competitive review process.

Academic Senate Committee on Research

<http://www-senate.ucsd.edu/cor.htm>

Offers grants, particularly to newer faculty, for travel to scholarly meetings and for research support.

Faculty Career Development Program

<http://academicaffairs.ucsd.edu/offices/adeo/fcdp/>

FCDP is intended to provide release time for junior faculty primarily for one quarter in order to concentrate efforts on research or other creative activity. The program may also provide support for summer research, supplies/equipment, and salary for an assistant, and travel expenses related to a project.

Hellman Faculty Fellowships

<http://academicaffairs.ucsd.edu/faculty/awards/hellman/default.htm> Funds awarded are primarily intended to enhance the individual's progress toward tenure.

Normally reserved for faculty who have served at least two years as an assistant professor, but not yet have been recommended for tenure.

Instructional Improvement Request

<http://academicaffairs.ucsd.edu/offices/planning/ongoing/iip/>

These funds are awarded to projects that improve undergraduate instruction, whether this is improvement to existing instructional programs, courses, curricula, and processes; development of new courses and programs; or faculty experiments with new technologies and approaches, and can include personnel costs.

Financial Maintenance

Financial reporting is done on a monthly basis. Updates can be requested at any time, directly from Denver or Pamela. Please consult with either of them if you have any questions regarding any state or federal award policies.

*You may access your accounts online 24/7 with your Single Signon

1. <http://www.ucsd.edu/>

2. From here click on the Faculty/Staff button in the top bar

3. Go to the Tool/box and click on "My Funds"

4. Your fund accounts will be loaded for you to review

Hiring Undergraduate Assistants

To post job openings for undergraduate assistants, contact Erica Keller. Also contact her if you already have a student you would like to hire. You cannot employ or pay students until the hiring process has been completed.

Human Research Protection Program (formerly Human Subjects Program) and Human Subject Pool

The Human Research Protection Program is run out of the School of Medicine, and located at: La Jolla Village Professional Center, Suite 2145, 8950 Via La Jolla, La Jolla, 92037 FAX: 858-455 9540 Their website: <http://irb.ucsd.edu/> contains additional contact information, fact sheets, applications and other resources.

All experiments involving human subjects must be approved by *the University's Committee on Activities/Investigations Involving Human Subjects* before research begins. Forms are available at the Human Research Protection Program's website.

Computer and Network Services

All of your network, systems, and computer-related questions and concerns should be directed to our student technology support team. You can reach them by phone at (858) 534-6726 or email at edstechs@gmail.com. You may check your email anywhere online at <http://acs.ucsd.edu>.

You may also have your @ucsd.edu email address re-directed to another email account. Visit: <http://www-no.ucsd.edu/mail/mboxchange.html> for more information.

Phone/Email Directory

Office contact information for all departmental members can be found on the departmental website: <http://eds.ucsd.edu/> under the Faculty and Staff headings.

A searchable campuswide email/phone directory is available at: <http://blink.ucsd.edu/>

Email Lists

To simplify sending email to logical groups of people within the department, Melissa Wolf maintains a number of departmental list-serves. Listservs are created annually and maintained regularly or when a need arises:

Edsfaculty@weber.ucsd.edu includes all permanent faculty members in the department;
Edsstaff@weber.ucsd.edu includes all departmental staff members;

All EDS Ed.D. & MA students

eds-ma-edd-students-L@ucsd.edu (includes all ASL students, all EL students and all TL students, but not M.Ed. students)

EDS Teaching and Learning Listservs

eds-tl-cohort8-L@ucsd.edu

eds-tl-cohort7-L@ucsd.edu

eds-tl-cohort6-L@ucsd.edu

eds-tl-cohort5-L@ucsd.edu

eds-tl-cohort4-L@ucsd.edu

eds-tl-cohort3-L@ucsd.edu

eds-tl-cohort2-L@ucsd.edu

eds-tl-cohort1-L@ucsd.edu

eds-tl-students-L@ucsd.edu (covers everyone in cohorts 1 through 7)

EDS Education Leadership Listservs

eds-el-cohort7-L@ucsd.edu

eds-el-cohort6-L@ucsd.edu

eds-el-cohort5-L@ucsd.edu

eds-el-cohort4-L@ucsd.edu

eds-el-cohort3-L@ucsd.edu

eds-el-cohort2-L@ucsd.edu

eds-el-cohort1-L@ucsd.edu

eds-el-students-L@ucsd.edu (covers everyone in cohorts 1 through 4)

EDS ASL Master Degree Students

aslgrad2012-L@ucsd.edu (includes 2011-2012 ASL students)

aslgrad2011-L@ucsd.edu (includes 2010-2011 ASL students)

eds-asl-students-L@ucsd.edu

EDS Credential and M.Ed. Students

mcredential2011-L@ucsd.edu (includes multiple subjects professional students graduating in 2011 and ASL students graduating in '12)

mcredential2010-L@ucsd.edu (includes multiple subjects professional students graduating in 2010 and ASL students graduating in '11)

mcredential2009-L@ucsd.edu (includes multiple subjects professional students and ASL students graduating in '09)

mcredential2008-L@ucsd.edu (includes multiple subjects professional students and ASL students graduating in '08)

med2011-L@ucsd.edu (includes secondary interns and multiple subject professional students graduating in '11, but excludes ASL group)

med2010-L@ucsd.edu (includes secondary interns and multiple subject professional students graduating in '10, but excludes ASL group)

med2009-L@ucsd.edu (includes secondary interns and multiple subject professional students graduating in '09, but excludes ASL group)

med2008-L@ucsd.edu (includes secondary interns and multiple subject professional students graduating in '08, but excludes ASL group)

edssinglesubject10-L@ucsd.edu (includes Single Subject students in second year of program, who started in Summer '09 and will finish Summer 2010)

edsinterns0809-L@ucsd.edu (includes secondary interns graduating in '09)

edsinterns0708-L@ucsd.edu (includes secondary interns graduating in '08)

These lists are intended for departmental use only and should not be shared outside the department. If a group/person outside of the department wishes to send a group email using one of these lists, they should be referred to a staff member, who will then send the message for them.

Library Services

The first time you visit one of the university libraries, stop by the circulation desk and ask about the Library Express service. This service allows you to research from your computer, then request materials be pulled from the stacks to be delivered to the front desk of any library branch for you to pick up there. The Department's collection of dissertations is kept in 374 and 385.

Campus Escort Service

The campus police sponsor an on-campus escort program. If you would like an escort to your car, or from one on-campus location to another, call x49255 (4WALK). A Community Service Officer or police officer will be dispatched to escort you.

Sexual Harassment

Sexual harassment is prohibited by University policy and by law. Information about sexual harassment is available from the Office of Sexual Harassment Prevention and Policy. On the subject of consensual relations, UCSD's Policy on Sexual harassment states that, "there is an inherent conflict of interest for an individual to exercise direct instructional, and/or advising responsibilities for someone with whom there exists a romantic or sexual relationship" and requires effective measures to ensure unbiased evaluation. For more information, please visit the website: <http://oshpp.ucsd.edu/>

Article 32, Sexual Harassment:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

Smoking Policy

Campus policy prohibits smoking in all UCSD buildings, including private offices, classrooms, restrooms, stairwells, and cafeterias.

Custodial Services / Trash Pickup

Trashcans are emptied several times per week. To avoid attracting ants and other pests, please do not discard food items in your office unless you know the trash will be emptied that evening. If you have problems with custodial service or any aspect of building maintenance in your office, please contact Pamela.

Faculty Club

Membership is open to faculty, staff, graduate students and members of the community who support UCSD.

To become a member, visit the front desk weekdays between 8 a.m. and 4 p.m. to complete a Membership Application or download the form and bring it to the Faculty Club. Membership dues appear and more information can be found at <http://facclub.ucsd.edu/default.aspx>

EMPLOYMENT

Benefits, Academic Review, Sabbatical and Other Leaves, Related Policies

The University of California Faculty Handbook

<http://www.ucop.edu/acadadv/acadpers/handbook/welcome.htm>

This handbook contains summary information as well as a guide to where official policies and more detailed information can be found.

The Faculty Code of Conduct and Responsibilities

<http://www.ucop.edu/acadadv/acadpers/handbook/griev.htm>

Benefits & Retirement

General employee benefits (health insurance, disability insurance, retirement plan, 403b, etc.) information is available online at <http://atyourservice.ucop.edu/>. Most retirement and benefits actions are completed online. For example, this online portal allows you to enroll in benefits, change your benefits during annual open enrollment, begin/change your 403b contributions, transfer your fund balances, update your address, change your tax withholdings, and review your current benefits selections and retirement fund balances. This resource gives you up to date information and allows you to manage your benefits and retirement funds with minimal paperwork. If you have any questions regarding benefits, contact Sarah Moulton or Ana Lu in the department or Linda Jacobson, the campus benefits coordinator for all academic employees, in the central Benefits Office (lmjacobson@ucsd.edu, 534 - 9686).

Academic Review Process

University policy requires that each faculty member's performance in the areas of research, teaching, and service be reviewed regularly. The normal review periods range from two to four years, based on rank and step. These reviews may result in advancement through a *merit* (advancement within rank to a higher step) or a *promotion* (advancement to a higher rank), which typically corresponds to an increase in salary. Final decisions concerning advancement are made after the faculty member's performance, as documented in an academic review file, is evaluated by numerous faculty groups and administrators (the department, provosts, deans, the Committee on Academic Personnel, and the Senior Vice - Chancellor). The Department will make every effort to inform you of your rights and responsibilities related to the review process, but you are strongly encouraged to familiarize yourself with the University policy on academic advancement: <http://academicaffairs.ucsd.edu/offices/apo/> - *Overview of departmental and campus procedures and policies* <http://adminrecords.ucsd.edu/Index.html> *Official campus academic advancement policy*

If you have questions about the academic review process, or would like to know when you are scheduled to be reviewed, please contact Sarah Moulton or Anna Lu.

Sabbatical and Other Leaves of Absence

Faculty on academic - year appointments are expected to be in residence from the beginning of the Fall Term through the end of the Spring Term. Absences* of any length during this period must be pre-approved by the Chair. Leaves of more than 14 calendar days also require approval from the Dean and, possibly, the Senior Vice - Chancellor. Requests for leave must be submitted in writing to the Chair's Office as far in advance as possible. Obtaining pre - approval for all leaves is important for three key reasons: 1) it allows the Chair and departmental staff to effectively deal with the administrative issues surrounding faculty absences; 2) it is required by university policy; and, 3) university insurance will only cover employees on leave if their absence has been pre - approved.

*The only exception allows that faculty may be absent during the periods between quarters without requesting approval of official leave, unless they are traveling on official University business, in which case pre - approval is always required.

Sabbatical Leave

Sabbatical leave is a privilege accorded to qualified faculty to enable them to engage in intensive programs of research and/or study to become more effective teachers and scholars and to enhance their service to the University. A regular sabbatical leave allows the individual to devote his/her full - time to research and/or study. The individual is excused from all other teaching and University service obligations. Sabbatical *in residence* requires the individual, in addition to a program of research and/or study at one of the University campuses, to teach one class at the University which meets regularly at least three hours each week during the sabbatical period, or to perform an equivalent amount of instructional service in a another format.

Academic - year faculty accrue 1 sabbatical credit for each quarter in residence, for a maximum of 3 per academic year. Faculty are allowed to accrue a maximum of 30 total sabbatical credits; credits accrued beyond this maximum will be forfeited. Credits do not accrue during quarters on leave without pay, sabbatical leave, or while on researcher status. 9 credits equal one - quarter of sabbatical leave at 100% salary, 6 credits equal one - quarter of sabbatical in residence at 100% salary. Contact Sarah Moulton or Ana Lu for confirmation of your sabbatical credit balance. For more detailed information regarding the use of credits and the procedures for requesting sabbatical leave, review the information at: <http://adminrecords.ucsd.edu/ppm/docs/230-10.HTML#E>

Other Leaves With Pay

Leaves with pay for 10 service days or less may be granted to academic appointees for good cause. Examples of "good cause" include professional meetings, lectures, special research projects, etc. However, longer leaves are subject to the regulations of the Extended Leave Policy which dictate that leaves of more than 10 service days will require the forfeiture of sabbatical credits or must be without pay. Questions about this policy and its implications should be directed to Sarah or Ana. Faculty may also request time on "Researcher status," which is defined as leave from professorial duties to conduct research at UCSD while receiving salary from extramural sources. In this case, the faculty member is not technically on leave from UCSD, but rather is transferred to a Researcher title and excused from other professorial obligations. If a faculty member is interested in pursuing this option, the department fiscal coordinator (Carole Ring) and Collette must be consulted before the grant application(s) is submitted to ensure that all relevant issues are appropriately addressed.

Leaves Without Pay

Leaves without pay for up to one year in length may be granted to academic appointees for good cause. Leaves without pay will not be granted to faculty who have accepted permanent appointments outside UCSD, but will be considered, with justification, for faculty who accept visiting or temporary appointments outside UCSD. Faculty who are approved to take leave without pay should discuss benefits implications with Collette or the UCSD Benefits Office. During the period without salary, the faculty member may be required to pay full premiums to maintain benefits during the leave, though leaves without pay for medical or care - giving reasons may be eligible for benefits provided by the Family and Medical Leave Act.

Maternity and Childcare Leave

Various leave options with and without pay are available to faculty members for childbearing and/or infant care responsibilities, including Childbearing Leave, Parental Leave, Active - Service Modified Duties, etc. Assistant Professors also have the option of extending to their eight - year tenure clock on the basis of these childcare responsibilities. If you are expecting a child, you should discuss your options with Sarah or Ana.

Faculty are also allowed leave for other non - professional obligations, such as military service, jury duty, etc. The Chair should be informed of all such leaves as far in advance as possible.

Other Policy Resources

<http://adminrecords.ucsd.edu/PPM/docs/230-10.html>- *Campus policies and regulations for all leave*

Faculty Mentoring Program

A senior faculty mentor will be assigned to each new junior faculty member joining the department. This mentoring program was designed to help new faculty members adjust to their new environment. Whether it is academe itself that is new, or simply the UCSD campus, assistance from a well - respected mentor can be an invaluable supplement to the guidance and assistance that a Department Chair provides during the early years at a new university. The program's success will depend on the new faculty members, their mentors and their department chairs all taking an active role in the acclimation process. An outline of the responsibilities of each is outlined below.

<http://academicaffairs.ucsd.edu/faculty/programs/fmp/default.htm>

Department and University Service

Faculty Meetings

Faculty are required to attend all Departmental Faculty Meetings. These occur on the first or second Tuesday of each month throughout the academic year (October - June) at 11:00 a.m. in Pepper Canyon Hall, 304. Dates, time and locations are subject to change.

University's Administrative Holidays

New Year's Day

Martin Luther King Jr. Day, observed on the third Monday in January

President's Day, observed on the third Monday in February

Cesar Chavez Day, observed on the Last Friday in March

Memorial Day, observed on the Last Monday in May

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday after Thanksgiving Day

Christmas Day

December 31 (or announced equivalent)

APPENDIX I

Department Staff Directory

Administrative Staff

ED ASHTON, Credential Analyst and Undergraduate Coordinator
534-7297, erashton@ucsd.edu

1. M.Ed./Credential Program: Advising, Math Subject Matter Waivers, Graduation/Reception
2. Field Placement Coordination for 129 series and Management of District Contacts
3. Credential Processing for outgoing students, Subject Matter Authorizations, Title II Reporting
4. Liaison with California Commission on Teaching Credentialing
5. EDS Program Completion Certificates
6. Payments & Evaluations for Cooperating Teachers
7. EDS Catalogue Copy, backup for Publications Coordinator
8. Admissions Coordinator for MS-1-Sum Program

ERICA COUSINS, Personnel Coordinator
EDS Business Office, 534-1630, ekeller@ucsd.edu

1. Payroll & Personnel Services: Faculty, Staff, and Student
2. UC Benefits Representative
3. Department Buyer
4. Travel / Mileage
5. General Reimbursement

PAMELA FRUGÉ, Management Services Officer
534-4875, pfruge@ucsd.edu

1. Program Administration
2. Personnel & Supervision
3. Budget & Financial Oversight
4. Recruitment: Staff & Faculty
5. Community Relations, Relations w/ Area Schools, Campus Community
6. Safety Coordinator
7. Facilities Management

SHEILA KEEGAN, Assistant Project Coordinator
822-5670, skeegan@ucsd.edu

1. Gates Project Coordination
2. Project Budget & Expenses
3. Administrative Support
4. Event Planning
5. IRB

ANNA LU, Academic Personnel/Director Asst.
534-6557, atlu@ucsd.edu

1. Assistant to the Director
2. Academic Personnel
3. Faculty Recruitment
4. Event Planning/Coordination

LEA MARZO, Student Affairs Assistant
534-8834, [lmarzo@ucsd.edu](mailto:lmарzo@ucsd.edu)

1. General Program Advising (answers all general inquiries regarding the M.Ed./Credential program)
2. Primary Front Desk Support, backup for Student Enrollment Concerns and Registration
3. Admissions Coordinator for the SS-1, SS-2 and MS-2 programs
4. Advisor for EDS Minors (undergraduate students): Petitions, Approvals, Special Study Classes.
5. SMI Program Administration
6. NOYCE Advisor and Coordinator
7. External Outreach and Recruitment, Information Sessions
8. Publications Coordination
9. Course/Room Scheduling, Syllabi, Textbooks, Audio-Visual, Parking and other Administrative Requests

SARAH MOULTON, Academic Personnel/Assistant to the Director
822-3539, smoulton@ucsd.edu

1. Assistant to the Director
2. Academic Personnel
3. Faculty Recruitment

GISELLE VAN LUIT, Credential Analyst and Graduate Coordinator
534-2958, gvanluit@ucsd.edu

1. M.Ed./Credential, and MA-ASL Program Advising, Graduate Student Procedures: LOA, Withdrawals, Deferrals, and Conferrals of Degree
2. Credential Processing for Certificate of Clearance
3. Internship Credentials
4. Liaison with California Commission on Teacher Credentialing
5. Admissions Coordinator for M.Ed./Credential, and MA-ASL programs
6. Plan and Conduct Orientations, Student Worker Supervisor
7. M.Ed./Credential and MA-ASL Student Handbooks
8. Bilingual Authorization Programs
9. EMEC Program and APLE Coordinator
10. Coordination of EDS Outreach and Recruitment Plan

DENVER WASHINGTON, Financial Manager
EDS Business Office, 534-1288, dWASHINGTON@ucsd.edu

1. Accounting
2. Expense Projections
3. Inventory
4. Security and Key Control
5. Contracts and Grants
6. Facilities – Key/ room access

MELISSA WOLF, Graduate Coordinator
822-2177, mawolf@ucsd.edu

1. MA-TL, Ed.D, and JDP Program Advising: Recruitment, Admissions Coordinator, Graduate Student Procedures: Orientations, LOA, Withdrawals, Deferrals and Conferrals of Degree.
2. TA Graduate Coordinator
3. Graduate Student Support Coordinator (Block Grant)
4. Financial Aid liaison, Stipend Payments
5. P@L Coordination
6. Grades and Maintenance of Course Approvals
7. Student Enrollment Concerns and Registration
8. Interpreter Coordination

