College of Extended Learning

Faculty Information and Guidelines

Academic Year 2017-18
**Mission and Scope:** This SF State CEL Faculty Guide is intended to serve as a general reference tool for faculty and is not the sole source of official College or University policies and procedures and will be updated periodically.

For additional resources, please reference the SF State Faculty Manual at [http://facaffairs.sfsu.edu/sites/default/files/FacManual-F2016.pdf](http://facaffairs.sfsu.edu/sites/default/files/FacManual-F2016.pdf), the Faculty Affairs and Academic Senate web pages, other resources on the SFSU website, or ask your program director for assistance.
Introduction

Welcome to the College of Extended Learning at SF State

Dear Colleagues:

Welcome to the College of Extended Learning!

Your commitment to teaching is what sets the College of Extended Learning (CEL) apart. Our students consistently report that their classroom experience combined with the skills they acquire are what bring them back and encourage them to refer their colleagues and friends to us.

CEL provides access to higher education resources to students where they live and work. By providing uniquely targeted, high-level courses, you help our clients learn how to advance their ideas on the job, on behalf of themselves and others, and for causes they care about.

CEL staff are here to support you. This guide provides you with information about CEL’s processes and procedures. If you do not find answers here, please do not hesitate to contact any of us with questions or ideas for improving our service delivery.

Thank you for everything you do to ensure student success.

Guido Krickx, Ph.D.
Dean
CEL Mission

The College of Extended Learning (CEL) meets the educational needs of individuals and organizations, both locally and globally, by extending the resources of SF State. Extended Learning students are working professionals who may or may not have an undergraduate degree, international students, and those wanting to take a program that is not offered as a degree. The College offers academic units, continuing education units, online classes, non-credit courses, certificate and executive programs.

Extended Learning draws upon a combination of campus faculty and subject-matter experts to teach our students. Because we can offer programs to meet the demands of the marketplace, we have the capacity to create and deliver opportunities for learning that are high quality, reasonably priced, and accessible to a broad segment of the larger community. Revenue from our college funds many special projects and programs in other colleges that would otherwise not be possible.

SF State Mission

San Francisco State University is a major public urban university, situated in one of the world's great cities. From the heart of a diverse community, SF State honors roots, stimulates intellectual and personal development, promotes equity, and inspires the courage to lead, create, and innovate.

Building on a century-long history of commitment to quality teaching and broad access to undergraduate and graduate education, the University offers comprehensive, rigorous, and integrated academic programs that require students to engage in open-minded inquiry and reflection. SF State encourages its students, faculty, and staff to engage fully with the community and develop and share knowledge.

Inspired by the diversity of our community that includes many first-generation college students, and the courage of an academic community that strives to break down traditional boundaries, SF State equips its students to meet the challenges of the 21st century. With the unwavering commitment to social justice that is central to the work of the university, SF State prepares its students to become productive, ethical, active citizens with a global perspective.

To learn more, visit: off.sfsu.edu/makehappen

SF State Strategic Plan

To learn more, visit: http://planning.sfsu.edu/
Downtown Campus
The College is located in the heart of downtown San Francisco at 835 Market Street, 6th Floor, in the Westfield Centre, near the Powell Street BART and Muni Stations. The main enrollment number is 415-405-7700.

6th Floor Downtown Campus Map

Downtown Campus Virtual Tour
http://www.youvisit.com/tour/sfsu/88825

Emergency and Evacuation Procedures at the Downtown Campus
In an emergency, call 9-1-1.

For other security concerns, please contact Downtown Campus Security Officers:
Djajadi Pamudji (415) 314-7005
Miguel Fuentes Reyes (415) 314-7005
or the Westfield Security Dispatch office at (415) 495-7125.
Downtown Campus Emergency Contact Sheet (PDF)
Evacuation Procedures / Exits:

In the event of a fire alarm or other emergency, you and your students need to evacuate immediately down one of four clearly marked emergency exit stairwells to the street and then move away from the building. Do not use the elevators. Please locate and become familiar with the emergency exits so that you are prepared in the event of an emergency.

In the event of an active shooter emergency:

- If you can leave the area safely, do so quickly
- Call 9-1-1.

If you cannot leave the area:

- Close and lock the door
- Move furniture to barricade the door if possible
- Turn off the lights. Block any windows that provide a view of the room to the outside
- Stay away from the windows and doors if at all possible
- Seek protective cover of some kind under or behind furniture
- Take a moment to switch all cell phones to vibrate so they don’t alert anyone to your presence
- Do NOT answer the door under any circumstances
- Do NOT leave the room until directed to do so by emergency personnel
- Work to remain calm and develop a plan to escape should it become necessary
- If police enter the room, follow their instructions

Evacuation procedures Holloway campus:

http://www.sfsu.edu/~upd/emergency/
http://www.sfsu.edu/~upd/emergency/index2.html

- CEL Office of the Dean: http://www.cel.sfsu.edu/dean/
- CEL Staff: http://www.cel.sfsu.edu/contact/staff.cfm
- CEL Faculty: http://www.cel.sfsu.edu/courses/faculty.cfm
Hiring Process

Faculty Appointment Process Summarized

Once faculty interview with CEL Program staff or are referred by Holloway Campus departments, a program representative from CEL will submit the Faculty Information Form to the CEL Human Resources (HR) Coordinator to confirm the hiring appointment. CEL HR will contact the faculty member and meet with them to complete the appointment process.

All new hires or faculty returning after 12 months are required by the SF State Human Resource Employment Office to complete a background check. The CEL HR Coordinator will submit the request for a background check and faculty will receive the instructions for completing the background check process. Appointments will be conditional based on a successful background check.

Appointment Letter

An Appointment Letter is a temporary appointment contract for CEL faculty that expires at the end of the semester stated on the letter. The letter includes course/term information, maximum salary, time period and contact information. Faculty should receive an Appointment Letter approximately two weeks prior to the semester start date. Appointment letters must be signed and returned before an instructor can begin teaching.

For regular University courses with academic units, faculty are appointed by the College of Extended Learning (CEL), on the recommendation of the appropriate department and college, rather than by the Faculty Affairs Office. For continuing education courses (CEU’s or noncredit), the recommendation for appointment is made by the CEL Program Director.

Below are the forms that you may need to fill out based on your status:

New faculty or faculty hired after more than 18 months of inactivity:

- Application for Temporary Faculty Employment (PDF)
- Employee Information Form (PDF)
- Employment Eligibility Verification – I-9 Form (PDF)
  
  You may also visit the USCIS I-9 page for the most current form

- Employee Action Request Form (EAR - STD 686) (PDF)
- Social Security Form SSA-1945 (PDF)
- CalPERS Member Reciprocal Self-Certification Form (PDF)
- SF State Affordable Care Act (ACA) Notification Checklist (PDF)
- California Child Abuse and Neglect Reporting Act (CANRA) (PDF)
- Request for Nondisclosure of Employee Home Address (PDF) Optional
Concurrent Faculty

Form for faculty teaching concurrently with another college/program and who have an active employment status with the SF State HR system:

- Application for Subsequent Temporary Faculty Appointment (PDF)

Currently Active Faculty/Staff

Form for faculty with an active employment status with the SF State HR system:

- Application for Temporary Faculty Appointment (PDF)

Graduate Assistants and Graduate Teaching Assistants

Graduate Assistants and Graduate Teaching Assistants (GA/GTAs) are required to fill out the following eligibility form along with the forms listed above based on their status:

- GA/GTA Current Eligibility Form (PDF)
- GA/GTA Current Eligibility Form (Word)

Volunteer Faculty

Faculty, staff and student volunteers (except CSL Students) are appointed by use of the Volunteer Acknowledgement Form, which is to be completed and returned to the Human Resources Department, on the Holloway campus (ADM 252) for processing.

- Request to Appoint a Volunteer (PDF)
Change of Personal Information

Address, Legal Name, or Tax Withholding

- It is the individual’s (payee’s) responsibility to inform the SF State HR office on the Holloway campus if his/her personal information has changed and needs to be updated, such as name, home address or e-mail. Faculty and staff may complete an Employee Action Request form and submit it to the SF State Human Resources Office, 1600 Holloway Ave, Administration Building, Room ADM 252, San Francisco CA 94132.

  - Employee Action Request (PDF)

Electronic Address change reporting through SF State Gateway

- Visit http://gateway.sfsu.edu
- Enter your SF State ID and password
- Choose the "Employee Services tab"
- Click "Launch CS & HR Self Services"
- Then click "My Personal Information"
- Update your information, click "Save" and then log out.

SF State Faculty ID Card

Generate SFSU ID and Request CS Access

- Faculty Payroll Coordinator generates new faculty’s SFSU ID number after the new faculty hiring paperwork is reviewed and completed by CEL HR coordinator.
- Faculty payroll coordinators request CS access to Academic Resources after SFSU ID is generated and new hire E-trac is created.
- Faculty Payroll Coordinators informs the Program Representative the new faculty’s SFSU ID and CS access when the new faculty has been added to CS Instructor Advisor Table.

CEL Faculty: Faculty should obtain a Faculty Identification Card (valid for a semester) from their program coordinator or department. Campus Faculty: Faculty should obtain a temporary card (valid for 30 days from date of issue?) from their department or college office. Faculty should present the temporary card at the photo-ID counter in Enrollment Services to have a photograph taken for the permanent Card. To learn more, please visit SF State One Card at http://onecard.sfsu.edu/home.
SF State Faculty E-mail Account Setup Process

All SF State employees are required to have an SF State e-mail account to receive official University communication. Official University communications, such as your appointment letter, will only be sent to the employee’s primary SF State e-mail account. Once you setup your SF State email account then you do have the option to forward it to your preferred email.

To set-up a new SF State e-mail account you will need to use your SFSU ID number that you received from the college and visit the following link: https://www.sfsu.edu/online/sfsuemail.htm

For faculty who chose to communicate via their personal or preferred email address please follow the following instructions to forward messages from the SFSU email account:

- All SFSU communications will come through your SFSU.edu account, including all iLearn communications with students.
- If you wish to have your @sfsu.edu email forwarded to another email address, go to SFSU Account Services at this link: https://sfsu.edu/email
- Log in using your SFSU ID and password.
- Here you will see your @sfsu.edu email address. To the right of your mail.sfsu.edu address you will see a little gear labeled "Details"
- Click on the gear, and you will see an option to "Add forwarding" -- choose that option and add the email to which you want your SFSU email delivered. You may have an "External email address" listed below your mail.sfsu.edu address, but this does not mean your email is forwarding, or that this is a "preferred email."
- If, instead, you wish to check your SFSU email account, please go to:
  - https://email.sfsu.edu
  - Log in using your SFSU ID and password. (Once you "forward" to your preferred email address, this will not be necessary.)

For troubleshooting your password, go to: https://sfsu.edu/password, or contact SF State ITS Service Desk at 415- 338-1420 and speak with an IT specialist.

Faculty Salary Schedules

Academic Credit Course Salaries

The faculty salaries for academic courses are set by the CSU Chancellor's Office through the Salary Schedule (Class Code 2322), which is revised and sent to CEL when there are changes in salaries. The following schedule shows salaries by appointment level relative to the number of students enrolled, and it sets enrollment minimums for a maximum salary. Faculty who hold a current appointment in the University are appointed at the same level in CEL. For example, an Assistant Professor teaching for a campus department is appointed at the same level in CEL.
Non-University faculty are generally appointed at the Instructor level. Any non-university faculty being assigned to a higher level must have the approval of the CEL Dean. Program Directors are responsible for informing the Faculty Payroll Coordinator of their faculty member's appointment level.

Class Code 2322  
Effective July 1, 2017  
Semester Unit Rate

<table>
<thead>
<tr>
<th>Students Enrolled</th>
<th>Instructor</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>131</td>
<td>131</td>
<td>131</td>
<td>131</td>
</tr>
<tr>
<td>2</td>
<td>263</td>
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<td>3</td>
<td>394</td>
<td>394</td>
<td>394</td>
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<td>4</td>
<td>525</td>
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<td>5</td>
<td>657</td>
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<td>6</td>
<td>788</td>
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<tr>
<td>7</td>
<td>919</td>
<td>919</td>
<td>919</td>
<td>919</td>
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<tr>
<td>8</td>
<td>1051</td>
<td>1051</td>
<td>1051</td>
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<tr>
<td>9</td>
<td>1182</td>
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<td>1576</td>
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<td>1755</td>
<td>1839</td>
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<td>3021</td>
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<tr>
<td>24</td>
<td></td>
<td></td>
<td>3062</td>
<td>3062</td>
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<tr>
<td>25 or more</td>
<td></td>
<td></td>
<td></td>
<td>3062</td>
</tr>
</tbody>
</table>
CEU and Non-Credit Course Salaries

CEU/Noncredit faculty are paid based on Class Code 2363, see Table below. Faculty salaries for noncredit and CEU courses are recommended by the Program Director, reviewed by the Senior Director of Programs and CEL CFO, and approved by the Dean. These salaries are generally determined by one of three methods.

**CSU Salary Schedule**

**Instructional Faculty, Extensions Noncredit**

**Class Code 2363**

**Effective July 1, 2017**

**Per Hour Rate & Per Session Rate**

<table>
<thead>
<tr>
<th>Type</th>
<th>Minimum Rate Amount</th>
<th>Maximum Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Hour Rate</td>
<td>$10.50</td>
<td>$240</td>
</tr>
<tr>
<td>Per Session Rate (Flat Rate/Daily Rate)</td>
<td>$100</td>
<td>$14,406</td>
</tr>
</tbody>
</table>

1. Per Hour Rate (mostly CEU courses that are part of a professional training series, e.g., Autodesk)
2. Per Session Rate or daily rate (used under special circumstances, usually noncredit, e.g., Geographic Information Systems)
3. Some programs have salaries that are exceptions to the above and will have their own pay scale based on enrollment or some other criteria. The exceptions are determined by a CEL program director, reviewed by the CFO, and approved by the Dean. Please contact your program director with questions.

**Early Start Program**

The faculty salaries for academic courses are set by the CSU Chancellor's Office through the Salary Schedule (Class Code 2357), which is revised and sent to CEL when there are changes in salaries. Maximum pay is based on the salary base rate times the rate per unit times the WTU’s, as described in the current Collective Bargaining Agreement.
Teaching Associate, Extended Ed for Credit, Classification Code: (Class Code 2309)

Teaching Associates in for-credit Extended Education appointments that begin on or after June 1, 2014 should be appointed in the new Teaching Associate, Extended Education – For Credit classification code (2309).

Classification and qualification standards can be viewed and printed at Human Resources Classification Standards Web site: https://www.calstate.edu/HRAdm/Classification/index.shtml

Teaching Associate, Extended Ed for Credit, Classification Code: (Class Code 2324)

Teaching Associates appointed in summer sessions operated through Extended Education will continue to be appointed in the Teaching Associate, Summer Term classification code (2324).

- Regular Academic Year Full Time Annual Salary (base salary as of the semester)/30

Teaching Associate Classification Code and Pay Ranges: Summer Term (class code 2324)

<table>
<thead>
<tr>
<th>Class</th>
<th>Range</th>
<th>Effective Date</th>
<th>Class Title</th>
<th>Min Salary</th>
<th>Max Salary</th>
<th>CBID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2324</td>
<td>1</td>
<td>2017-07-01</td>
<td>TEACHING ASSOCIATE - SUMMER TERM</td>
<td>$2,278.00</td>
<td>$9,286.00</td>
<td>R11</td>
<td>Active</td>
</tr>
<tr>
<td>2324</td>
<td>2</td>
<td>2017-07-01</td>
<td>TEACHING ASSOCIATE - SUMMER TERM</td>
<td>$2,697.00</td>
<td>$11,709.00</td>
<td>R11</td>
<td>Active</td>
</tr>
</tbody>
</table>

Full time Faculty Unit – Additional Employment Classification Code: (class code 2304)

The Collective Bargaining Agreement is the primary source for information limiting Additional Employment. CBA Article 36.5 http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article36.pdf reads:
A faculty unit employee shall be limited in CSU employment to the equivalent of one (1) full-time position in his/her primary or normal employment. An “overage” of up to twenty-five percent (25%) of a full-time position shall be allowed if the overage employment: 1. consists of employment of a substantially different nature from his/her primary or normal employment; 2. is funded from non-general fund sources; 3. is the result of the accrual of part-time employment on more than one (1) campus; or 4. is necessary to meet a temporary faculty employee’s entitlement to full-time work, or to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a)(8) or (b)(9). However, in no case shall a faculty unit employee’s entitlement to a subsequent employment at a campus exceed full-time in any academic term.

**Faculty Pay Checks, payroll deadlines and checks distribution**

Faculty paychecks are issued by the State of California at the request of CEL.

PLEASE NOTE: Appointment Letters must be signed and returned before the class start date or a payroll check cannot be issued.

**Pay Schedules**

- Academic Instructors unit courses lasting the full length of the term are paid in two equal installments - the first at the midpoint of the term; the second after the end of the term.
- Instructors teaching shorter courses and/or noncredit or CEU courses are paid the full amount in one payment at the end of the course.
- Faculty members teaching in the Winter and Summer terms are paid only once after the completion of the course.
- The faculty salaries for academic courses are set by the CSU Chancellor's Office through the Salary Schedule (Class Code 2357), which is revised and sent to CEL when there are changes in salaries. Maximum pay is based on salary base rate times the rate per unit times the WTU’s as described in current Collective Bargaining Agreement.
- The salary rate per WTU for teaching associates employed during the summer term in Classification Code 2324 is determined as follows:
  1) The Unit 11 collective bargaining agreement ([http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/Article-21.pdf](http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/Article-21.pdf)).
  2) Article 21.2.d states that Payments for summer term employment shall be made monthly until the conclusion of the summer session in which the work occurred.

**Payroll Deadlines**

- Pay dates – varies due to the start and end date of the courses.
- The check issue date will be 10 business days after the end of the course.
Faculty Payroll Checks Distribution

1) Human Resources notifies the Faculty Payroll Coordinator or the HR Coordinator by e-mail that checks are ready to be picked up.

2) Checks will be picked up and delivered to the College on the Holloway Campus or the CEL Downtown Campus every Tuesday and Thursday.

3) The Faculty Payroll Coordinator verifies that all checks that were requested have been accounted for. Checks will be mailed to the home address listed in the HR system.

4) It is the individual’s (payee’s) responsibility to inform SF State HR on the Holloway campus if his/her personal information has changed and needs to be updated, such as name, home address or e-mail.

5) Individuals (payees) may arrange to pick up their checks at the CEL Enrollment Services front desk by contacting the Faculty Payroll Office.

Please see below for the CEL Enrollment Services front desk operating hours. As a security precaution, staff will need to see a picture ID before they release the check to you.

- Monday – Thursday, 9 am – 7 pm
- Friday, 9 am – 5 pm

If you prefer to have us mail your check to you:

1. Verify the address on file with the University Human Resources department at 415.338.1872 or by going online through the SF State Gateway to HR Self Service and My Personal Information.
2. Update your address if needed either by submitting an Employee Action Request form or by going online to find out more information on how to do it yourself through the SF State Gateway.
3. Please e-mail your request to both faculty payroll coordinators (see contact information below) so that they can ensure you receive your check by mail.

- Ei E Than eethan@sfsu.edu, 415.817.4295
- Sugeetha Chelliah sugeetha@sfsu.edu, 415.817.4297

Request for Replacement Check if Lost, Stolen or Missing

- Faculty should report lost or stolen checks immediately to the CEL faculty payroll coordinators.
- CEL faculty payroll coordinators will contact SF State Human Resources to initiate a Stop Payment Notice with the State Controller Office (SCO).
After the stop payment has been submitted to the State Controller’s Office (SCO) from HR, SCO will verify that the check has not been cashed. The process will take 4 to 6 weeks to reissue the replacement check.

**Faculty Payroll Office Contacts**

Elaine Feng, Director of Fiscal Services, [efeng@sfsu.edu](mailto:efeng@sfsu.edu), 415. 817.4292

Ei E Than, Lead Faculty Payroll Coordinator, [eethan@sfsu.edu](mailto:eethan@sfsu.edu), 415.817.4295

Sugeetha Chelliah, Faculty Payroll Coordinator, [sugeetha@sfsu.edu](mailto:sugeetha@sfsu.edu), 415.817.429

**Faculty Benefits**

Please contact SF State Human Resources Benefit Help line at 415-405-4004, or [benefits@sfsu.edu](mailto:benefits@sfsu.edu).
Administering Your Course

Statement

Please partner with your program director to confirm course description, objectives, and any parameters around lesson and assignment design.

Teaching Tips

To learn more about the helpful teaching practices, review the link below. The Teaching Tips handout provides suggestions on building classroom community, pushing advanced students, curriculum development, syllabus tips, as well as a social justice review. You will also find web resources for iLearn, SFSU’s learning management system.

http://www.cel.sfsu.edu/faculty/docs/teaching-tips.pdf

CEL Administrative Calendar/Deadlines:

• http://www.cel.sfsu.edu/register/calendar.cfm

SFSU ID and Password

Once you have submitted your hiring paperwork to program staff, you will be notified and assigned an SFSU ID number by your program staff. You can then set-up your password using the following link:

https://webapps.sfsu.edu/auth/passwordreset

Faculty Center

DEFINE FACULTY CENTER. In your Faculty Center you will be able to access class rosters, view your teaching schedule, and submit grades. To access your Faculty Center, login to SF State Gateway with SFSU ID and Password. You can access your Faculty Center by logging into SF State Gateway using the main SFSU login page:

http://www.sfsu.edu/login.htm

For more guidance, please see the following link:

http://cms.sfsu.edu/csi/content/logging-your-faculty-center

Class Roster

You can view and print your Class Roster in your Faculty Center. In your Class Roster you can also view e-mail addresses of the students enrolled in your course. For your first and second class meetings, print out the Class Roster to verify if any students have added/dropped the course. For more guidance, please see the following link:
iLearn (Online Learning Management System)

iLearn is an alternative Learning Management System (LMS) that many SFSU instructors have adopted to enhance online student learning and collaboration. Whether an instructor uses iLearn to merely supplement a course or teach an entire class, online- instructors may customize their use of iLearn features by mixing and matching technology that best fits the course objectives and student needs. Instructors may use iLearn to enhance teaching and learning in the following ways:

- Providing online resources
- Facilitating student interactivity and collaboration
- Assessing student performance and gathering student feedback.

Course shells are set up for every course at SF State Extended Learning each semester. If you are the faculty on record, you have access to use your course shell by going to https://ilearn.sfsu.edu and log in using your SF State ID and Password.

Tech and Room Requests

Please contact information technology with any questions you may have about computers, projectors and software: Arne Nordh, 415-817-4250, nordh@sfsu.edu.

Room Set-Up Options:
Closing Out Your Course

Grades

At the end of the course, you must submit ADD TIMELINE the grades of your students in the Grade Roster in your Faculty Center. Please note that the Grade Roster might not be available until near the end of any given term, because the grade roster is a fixed roster and does not change once it is generated. Staff will often send a reminder e-mail out alerting you once the Grade Roster is available for submissions. For additional guidance, please see the following link PDF link: Faculty Entering Student Grades (printable PDF)

Assigning Grades

Academic Credit Courses

Both letter grades with plusses and minuses and Credit/No Credit are used at SF State for academic courses. Please familiarize yourself with the definitions of grades for academic credit and CEU-based courses at the link below:
http://www.sfsu.edu/~bulletin/current/grading.htm

Students who wish to be graded on a Credit/No Credit basis must notify the instructor in writing by the end of the sixth week of instruction or select the CR/NC option on the SF State Web site under my SFSU for semester-length courses. For shorter courses, students must notify the instructor at the first class meeting. CEU courses use Credit/ No Credit (CR/NC); no letter grades are assigned.

Continuing Education Unit (CEU) Courses

CEU courses use Credit/ No Credit (CR/NC): letter grades are not assigned.

Incompletes

(Incomplete Authorized) Indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit.

It is the responsibility of the student to complete the Petition for Incomplete, attaching appropriate documentation, and submit it to the instructor. In rare cases, the instructor can initiate the form if the student is unable to submit the form. After the faculty has reviewed the form and approved or denied, the form and its accompanying documentation, the Senior Director of Programs, Donn Callaway, for his review.

If the incomplete petition is approved by the Senior Director of Programs, you will received a copy of the petition, the student will also receive a copy, and a copy will be kept in the Dean’s Office.
When you are assigning the “I” in your grade roster, please note that the student will receive an e-mail contract to confirm the “I” grade.

A final grade is assigned when the work agreed upon has been completed and evaluated. An ‘I’ must be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an “I” being converted to an IC (Incomplete) symbol, unless the faculty member assigns a specific letter grade at the time the Incomplete Authorized is assigned, which would replace the “I” in the student's record at the end of the calendar year deadline.

For more guidance on how submit a grade of Incomplete in the Grade Roster, please see the following link PDF link: Assigning Incomplete Grades (printable PDF)

Withdrawals, Drops and Refunds

Students may withdraw from courses after the drop deadline and receive a grade of "W" by securing the approval signature of the instructor and the department chair and/or college dean on a withdrawal petition. (Note: failure to attend does not cause students to be dropped from a course.)

For full information on drops and refunds, please visit: https://cel.sfsu.edu/register/drops-refunds

Student Evaluations

Student evaluations are an important requirement of SF State Extended Learning. Your program director will outline how to administer student satisfaction surveys, which are distributed toward the end of the class.

Migrating Your iLearn Shell

Faculty who wish to reuse their iLearn shell for their course in an upcoming semester should follow the instructions here:

http://at.sfsu.edu/support/how-backup-course-content
http://at.sfsu.edu/support/how-import-course-data
http://at.sfsu.edu/support/how-restore-course-content
Selected Policies, Procedures, and Resources

Below is information about additional CEL and SF State policies and resources that may be helpful to you. If you have questions that are not answered here, please speak with your program director or visit the SF State website: www.sfsu.edu.

Resources on the Holloway Campus

Academic Technology (AT)

Academic Technology supports and advances effective learning, teaching, scholarship, and community service with technology. Academic Technology actively collaborates to provide universally accessible solutions; researches, implements, and evaluates innovations and best practices; develops expertise and competencies through training, consultations, and professional development; and designs, equips, maintains, and supports virtual and physical learning environments.

AT partners with faculty to develop curriculum in instructional modes that use technology, thereby helping ensure universally accessible, flexible and meaningful learning experiences for SF State’s students and faculty. Faculty development activities include AT’s summer and winter institutes, modularized face-to-face and online workshops, a faculty multimedia drop-in lab, an expanding collection of online tutorials, resources and video training clips, and individual, department, and college-level consultations on instructional strategies in support of effective course and program delivery modes and assessment.

To learn more, see: http://at.sfsu.edu/

Library

You have borrowing privileges at the J. Paul Leonard Library on the SF State Holloway Campus. The web site provides links to the library’s online catalog, numerous online databases and full-text documents, information about research advice and instruction, information competence and the basic information competence requirement for students, other libraries and searching tools, and a wide variety of library services.

Faculty borrowing privileges and regulations can be found here: http://www.library.sfsu.edu/services/borrowing/faculty-borrowing.html
Center for Teaching and Faculty Development

The Center for Teaching and Faculty Development (CTFD) promotes and supports teaching excellence by responding to the needs of the San Francisco State faculty as they meet the demands of teaching, conducting research, and working in and for an urban community defined, in great part, by its diversity. Through workshops, consultations, seminars, discussion groups, and one-on-one support, CTFD provides intensive support for teaching and learning at SF State.

To learn more, see: http://ctfd.sfsu.edu/

Identification Cards

Faculty identification cards are required to check books and other materials out of the library and the Audio Visual Center, to use the gym facilities, and to verify university affiliation for security purposes.

Academic Integrity (Plagiarism)

Each faculty member who requires outside written work as part of course requirements should carefully define the meaning of plagiarism and outline the proper methods for using outside sources. Students should be cautioned about the consequences should plagiarism be discovered.

Plagiarism defined:

Plagiarism is generally defined as "present[ing] the ideas or words of another as one's own.” (Merriam-Webster Dictionary, 378) While people often focus on unattributed direct quotation of material, plagiarism also includes making minor changes in wording or sentence structure that repeats essentially the same concept as the original statement. Words, charts, drawings, computer programs or any other creative work can be plagiarized. Undisputed common knowledge can be cited without attribution.

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary.

Examples of plagiarism include, but are not limited to the following: the submission of a work, either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit.
The following is sample wording you can include in your syllabus:

**Academic Honesty**
The value of education is based upon the reputation of the university. Tolerating academic misconduct ultimately harms that reputation. The academic Standards for Student Conduct require that students who witness academic dishonesty notify their instructor, program director, or the Dean. Disciplinary sanctions can be imposed for "encouraging, permitting, or assisting another to do any act that could subject him or her to discipline" [adapted from Title 5, Article 2, Section 41301 (b) (20)]. Please see full details at: [http://conduct.sfsu.edu/standards](http://conduct.sfsu.edu/standards).

If cheating or plagiarism occurs in a course, it is the instructor's responsibility to contact the University Coordinator for Student Judicial Affairs in the SF State Division of Student Affairs and Enrollment Management. They will assist the instructor in determining whether formal disciplinary action should be taken. Please inform your Dean or the Senior Director of Programs immediately and then partner with us to report the incident to the Office of Student Conduct (Email: conduct@sfsu.edu Phone: (415) 338-2032).

For complete information please visit the following links:

- [http://conduct.sfsu.edu/](http://conduct.sfsu.edu/)
- [http://conduct.sfsu.edu/plagiarism](http://conduct.sfsu.edu/plagiarism)
- [http://conduct.sfsu.edu/academic-dishonesty](http://conduct.sfsu.edu/academic-dishonesty)

**Copyright**

Faculty should not be selling, nor should they allow students or outside vendors to sell, any course materials or course readers in their classes. The University Policy on the “Use of Buildings and Grounds” prohibits commercial transactions in an academic building. This policy can be found at (See Page 4):


Course materials, whether made available electronically or in course readers, should not violate federal copyright law. While this is an area of continued discussion and interest to faculty members, the underlying principles of "fair use" and copyright infringement must still be observed. Helpful information can be found at the following websites: Faculty Affairs: [http://facaffairs.sfsu.edu/sites/default/files/FacManual-F2016.pdf](http://facaffairs.sfsu.edu/sites/default/files/FacManual-F2016.pdf) in the Faculty Manual page 44. The Library has added a Copyright and Fair Use guide at [http://library.sfsu.edu/j-paul-leonard-library-copyright-policy](http://library.sfsu.edu/j-paul-leonard-library-copyright-policy) and [http://libguides.sfsu.edu/content.php?pid=522086&sid=4295034](http://libguides.sfsu.edu/content.php?pid=522086&sid=4295034).

Copies of portions of articles can be made for classroom use without obtaining copyright permission only if they are spontaneous, brief, and contain notice of copyright.

Faculty who have course materials reproduced are responsible for ensuring that proper copyright permissions have been obtained. The SF State Bookstore will automatically obtain the necessary copyright permissions for materials included in course readers sold through them. The Library’s electronic reserve service advises faculty to ensure that materials put on electronic reserve fall within fair use guidelines.
**Equity**

All course syllabi must contain the following two sections on disability access and student disclosures of sexual violence.

**Disability access**

Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the Student Services Building and can be reached by telephone (voice/TTY (415) 338-2472) or by email (dprc@sfsu.edu).

**Student disclosures of sexual violence**

SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the Dean of Students.

To disclose any such violence confidentially, contact: either The SAFE Place (415) 338-2208; [http://www.sfsu.edu/~safe_plc/](http://www.sfsu.edu/~safe_plc/) or Counseling and Psychological Services Center (415) 338-2208; [http://psyservs.sfsu.edu/](http://psyservs.sfsu.edu/)

For more information on your rights and available resources: [http://titleix.sfsu.edu](http://titleix.sfsu.edu)

**Disability Programs and Resource Center**

The DPRC collaborates with SF State's diverse community to ensure that all aspects of campus life -- learning, working and living -- are universally accessible. The DPRC provides the University with resources, education and direct services in order that people with disabilities may have a greater opportunity to achieve social justice and equity. For more information, please visit the DPRC Web site at: [http://www.sfsu.edu/~dprc/](http://www.sfsu.edu/~dprc/)

**Harassment**

San Francisco State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

For more information on SF State’s harassment policies, please see the link below: [http://titleix.sfsu.edu/](http://titleix.sfsu.edu/)
Non-Discrimination

The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act and the regulations adopted thereunder. No person shall, on the grounds of race, color, national origin, sexual orientation, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, including harassment, under any program of The California State University. Under Title VI, San Francisco State University is obligated to investigate all discrimination complaints, including harassment in an unbiased, thorough manner.

For more information on SF State’s non-discrimination policies, please see the link below: http://hr.sfsu.edu/content/race-color-national-origin-sexual-orientation-or-disability

Faculty Specific Information

Attendance - Faculty

Faculty are expected to meet classes at the scheduled hours and places. Any anticipated absence or change must be reported to the appropriate SF State College of Extended Learning staff. If you are a Holloway Campus faculty member, please also inform your dean or department chair. Arrangements can then be made for a substitute. In the case of emergency absence, the department or college office should be informed in sufficient time to make appropriate arrangements to cover classes. The usage of a substitute instructor may result in a payroll adjustment for the instructor of record.

Course Cancelation Notification

Program staff will notify students, faculty, fiscal, registration and facilities regarding the cancellation of a course. Reasons for cancellation may vary – low enrollment, impacted courses, etc. – however, final decisions on running courses will be at the discretion of the Senior Director of Programs, Associate Dean and/or Dean.

Instructor absence notification policy Class schedules are finalized 30-60 days in advance of the start of the upcoming semester. If an instructor requires a course to be cancelled and / or rescheduled they must contact the program staff to confirm day, time, and room availability. Instructors should contact program staff 30 days in advance of their absence. In the case of an emergency, please contact program staff immediately so they can contact students and work on a reschedule date.
Class Hour Requirements

Instructors are responsible for assuring that classes meet the required number of hours to earn credit, i.e. 15 contact hours per semester unit or 10 hours per CEU (Continuing Education Units.)

Make-up Classes

If an instructor must miss a class session, s/he must 1) call the staff of the program in advance so that students in the class can be contacted and told of the cancellation and 2) make up the missed class session. Arrangements for make-up classes (in-person or online) must be made with the program staff.

Evaluations of Courses by Students

Student questionnaire evaluations are required for all faculty who teach. All SF State credit bearing courses will be evaluated using the Student Evaluations of Teaching Effectiveness system (SETE), unless a department chair makes an explicit request for a particular course or course series to be exempt from this requirement. Students will be given an electronic questionnaire at the end of the semester. The questionnaire will be anonymously submitted through iLearn.

Programs not using SETE, may have their own online evaluation surveys or they will provide evaluation forms. For the latter, program staff will provide course evaluations on the last class meeting. Faculty members are asked to distribute evaluation forms to students at the end of each course. Please have a student collect and return the completed evaluation forms to the program staff as indicated on the envelope containing the forms.

Field Trips

Off-campus activities can provide an important dimension to a student’s learning experience. These activities should be directly related to the content of the course. Before scheduling an off-site meeting, consult with your program director. Your program director and you must discuss insurance coverage, provisions for emergency health treatment for students, and where you and your students can be reached in case of emergency. In addition, it is important to plan for the unique needs of students with disabilities traveling away from campus. The Student Disability Resource Center can help in planning for the needs of such students. For all classes being held off-site, please have students complete a SF State off-site waiver form at the link below: http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/Release%20of%20Liability.pdf For more information on SFSU’s policies on field trips, see: http://hr.sfsu.edu/hr/content/field-trips

Minimum Enrollment for Courses

Each department has its own policy regarding class cancellations due to a lack of minimum enrollment or other reasons. Please contact program staff for your program’s policies.
Proposals, New Course or Program

If you have a new course or program that you feel would enrich the college, please complete a Preliminary Program \ Course Proposal and talk to a Program Director or the Senior Director of Programs.

FERPA (Family Education Rights Privacy Act) - Student Confidentiality

FERPA at the Department of Education website:

Here is an example where FERPA is relevant: class lists contain student confidential information. Please destroy/shred any lists no longer needed. In addition, to protect student information, please do not:

- Circulate printed class lists with student names or student ID numbers or grades as an attendance roster.
- Leave graded tests in a stack for students to pick up by sorting through the test papers.
- Discuss the progress of any student with their parents, other students or the public without the written consent of the student.
- Provide anyone with the lists of student names or home addresses enrolled in your classes for any commercial purposes.
- Provide anyone with student schedules or assist anyone other than university employees with a specific need of finding a student on campus.

For more information on SF State’s student confidentiality policies, please see the link below:
http://www.sfsu.edu/~admisrec/reg/ferpa.html

Student Specific Information

Petitions

It is the professional responsibility of each faculty member to act in a timely fashion upon a student's petition. Most student petitions can be found online at the College of Extended Learning forms page:

http://www.cel.sfsu.edu/register/forms.cfm

Forms must be signed by the instructor and department chair. Some colleges also require college dean approval. College dean approval is always required if withdrawal is in the last three weeks of the semester (fall outside their deadline). If the petition is a course that is not offered in cooperation with another College, then the CEL Senior Director of Programs is the Department Chair.
While every student will experience some moments of challenge while on the path to obtaining their academic goal, the majority of SF State students will find that they are able to quickly resolve most problems they experience. However, for a proportion of students, the barriers they encounter will require the assistance and/or intervention of a University administrator, faculty or staff member to resolve. For students experiencing difficulties, or who wish to lodge a concern or complaint, they can access:

Concerns and Complaints page:  
http://www.sfsu.edu/~vpsa/complaints/index.html

The exception to this is in the case when allegations of discrimination, harassment and/or retaliation are being made; in these instances, formal complaint procedures immediately come into play. Further information can be found here:  http://www.calstate.edu/eo/EO-1097.html

Add/Pay/Drop/Refund

These policies differ depending upon the division and length of course. Please refer all students with question about these processes to enrollment services at 415.405.7700, option 5. To learn more about where your class fits into these policies, please contact your CEL staff member.

Attendance

Students are expected to attend classes regularly because classroom work is one of the necessary and important means of learning and of attaining the educational objectives of the institution. Students should not miss classes except for valid reasons, such as illness, accidents, or other extenuating circumstances. When a student is absent from classes, it is his/her responsibility to inform his/her instructors of the reason for the absence and to arrange to make up missed assignments and class work insofar as this is possible.

The instructor may consider regular attendance when assigning grades. In that case, the requirement for regular attendance must be stated in writing as part of the course requirements and distributed to students at the beginning of the semester. Also, it is general practice for CEU courses that students must attend at least 75% of the course and complete all course requirements in order to receive credit; there may be exceptions to this as in the Paralegal Studies Program’s CEU courses.

Attendance - Religious Holidays

The Academic Senate Policy on the Observance of Religious Holidays (S09-212) indicates that, “The faculty of San Francisco State University shall accommodate students wishing to observe religious holidays when such observances require students to be absent from class activities….”

For your convenience, the following is a link to an Interfaith Calendar—which lists “primary sacred times for world religions”:  http://www.interfaithcalendar.org/
Complete details regarding this Policy, including implementation can be found on the Academic Senate Web Page at the following location: [http://senate.sfsu.edu/content/policy-observance-religious-holidays](http://senate.sfsu.edu/content/policy-observance-religious-holidays).

**College of Extended Learning Staff Contacts**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Position Title</th>
<th>Phone</th>
<th>E-mail</th>
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<tbody>
<tr>
<td><strong>Dean's office</strong></td>
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</tr>
<tr>
<td>Krickx</td>
<td>Guido</td>
<td>Dean</td>
<td>415-817-4260</td>
<td><a href="mailto:krickx@sfsu.edu">krickx@sfsu.edu</a></td>
</tr>
<tr>
<td>Lipschuetz</td>
<td>Angela</td>
<td>Associate Dean</td>
<td>415-817-4205</td>
<td><a href="mailto:alipschuetz@sfsu.edu">alipschuetz@sfsu.edu</a></td>
</tr>
<tr>
<td>Briden</td>
<td>Julie</td>
<td>Executive Assistant to the Dean</td>
<td>415-817-4260</td>
<td><a href="mailto:jbriden@sfsu.edu">jbriden@sfsu.edu</a></td>
</tr>
<tr>
<td>Danieli</td>
<td>Graziella</td>
<td>Administrative Associate</td>
<td>415-817-4224</td>
<td><a href="mailto:danieli@sfsu.edu">danieli@sfsu.edu</a></td>
</tr>
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<tr>
<td><strong>Programs</strong></td>
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</tr>
<tr>
<td>Callaway</td>
<td>Donn</td>
<td>Senior Director of Programs</td>
<td>415-817-4488</td>
<td><a href="mailto:donnc@sfsu.edu">donnc@sfsu.edu</a></td>
</tr>
<tr>
<td>Alford</td>
<td>Janet</td>
<td>Program Coordinator</td>
<td>415-817-4264</td>
<td><a href="mailto:jalford@sfsu.edu">jalford@sfsu.edu</a></td>
</tr>
<tr>
<td>Boz</td>
<td>Afitap</td>
<td>Program Coordinator</td>
<td>415-817-4227</td>
<td><a href="mailto:aboz@sfsu.edu">aboz@sfsu.edu</a></td>
</tr>
<tr>
<td>Cerpa</td>
<td>Eduardo</td>
<td>Program Coordinator</td>
<td>415-817-4244</td>
<td><a href="mailto:ecerpa@sfsu.edu">ecerpa@sfsu.edu</a></td>
</tr>
<tr>
<td>Collins</td>
<td>Robert</td>
<td>Program Director</td>
<td>415-817-4230</td>
<td><a href="mailto:rwc@sfsu.edu">rwc@sfsu.edu</a></td>
</tr>
<tr>
<td>Flight</td>
<td>Cathy</td>
<td>Program Director</td>
<td>415-817-4226</td>
<td><a href="mailto:cflight@sfsu.edu">cflight@sfsu.edu</a></td>
</tr>
<tr>
<td>Graff</td>
<td>Jenifer</td>
<td>Program Coordinator</td>
<td>415-817-4253</td>
<td><a href="mailto:jeniferg@sfsu.edu">jeniferg@sfsu.edu</a></td>
</tr>
<tr>
<td>Martin</td>
<td>Robert</td>
<td>Program Coordinator</td>
<td>415-817-4270</td>
<td><a href="mailto:roberm@sfsu.edu">roberm@sfsu.edu</a></td>
</tr>
<tr>
<td>Medina</td>
<td>Pat</td>
<td>Program Director</td>
<td>415-817-4222</td>
<td><a href="mailto:psmedina@sfsu.edu">psmedina@sfsu.edu</a></td>
</tr>
<tr>
<td>O'Donnell</td>
<td>Joy</td>
<td>Program Coordinator</td>
<td>415-817-4229</td>
<td><a href="mailto:joyo@sfsu.edu">joyo@sfsu.edu</a></td>
</tr>
<tr>
<td>Rahman</td>
<td>Baseemah</td>
<td>Program Coordinator</td>
<td>415-817-4223</td>
<td><a href="mailto:brahman@sfsu.edu">brahman@sfsu.edu</a></td>
</tr>
<tr>
<td>Workman</td>
<td>Kim</td>
<td>Program Coordinator</td>
<td>415-817-4247</td>
<td><a href="mailto:kimw@sfsu.edu">kimw@sfsu.edu</a></td>
</tr>
</tbody>
</table>

| **International Language and Customized Programs** | | | | |
| Quinn     | Saroj      | Director of International Language & Professional Programs | 415-817-4325 | sarojquinn@sfsu.edu      |
| Fung      | Diana      | Admissions Coordinator | 415-338-2150 | dfung@sfsu.edu           |
| Gallegos  | Ashly      | Office Coordinator    | 415-338-1396 | ashlyg@sfsu.edu          |
| Izumi     | Fumiko     | Front Desk/Communications Coordinator | 415-405-4089 | fumifumi@sfsu.edu        |
| Liu       | Shanshan   | International Training Associate | 415-817-4228 | ashan@sfsu.edu           |
| Nason     | Jane       | International Student Advisor | 415-405-4152 | jnason@sfsu.edu          |
| Osumi     | Sandra     | International Student Advisor | 415-338-7380 | smosumi@sfsu.edu         |
| Sarosy    | Peg        | Academic Coordinator  | 415-338-7381 | psarosy@sfsu.edu         |
| Sherak    | Katharine  | Director of the American Language Institute | 415-338-7382 | ksherak@sfsu.edu         |
| Zhang     | Xi         | Manager, International Training Programs | 415-817-4324 | xizhang@sfsu.edu         |
### Enrollment and Registration Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Maximov</td>
<td>Director of Enrollment Services</td>
<td>415-817-4272</td>
<td><a href="mailto:amaximov@sfsu.edu">amaximov@sfsu.edu</a></td>
</tr>
<tr>
<td>Balli</td>
<td>Information/Registration Specialist</td>
<td>415-817-4213</td>
<td><a href="mailto:yole@sfsu.edu">yole@sfsu.edu</a></td>
</tr>
<tr>
<td>Howard</td>
<td>Information/Registration Specialist</td>
<td>415-817-4212</td>
<td><a href="mailto:dhoward@sfsu.edu">dhoward@sfsu.edu</a></td>
</tr>
<tr>
<td>Mitchell</td>
<td>Student Systems Consultant</td>
<td>415-817-4214</td>
<td><a href="mailto:lmitchel@sfsu.edu">lmitchel@sfsu.edu</a></td>
</tr>
<tr>
<td>Martin</td>
<td>Admission &amp; Enrollment Management Professional</td>
<td>415-817-4248</td>
<td><a href="mailto:giselm@sfsu.edu">giselm@sfsu.edu</a></td>
</tr>
<tr>
<td>Huynh</td>
<td>Information/Registration Specialist</td>
<td>415-817-4218</td>
<td><a href="mailto:chuynh88@sfsu.edu">chuynh88@sfsu.edu</a></td>
</tr>
<tr>
<td>Stikkers</td>
<td>Business Analyst, Enrollment Services</td>
<td>415-817-4221</td>
<td><a href="mailto:stikkers@sfsu.edu">stikkers@sfsu.edu</a></td>
</tr>
<tr>
<td>Thao</td>
<td>Admission &amp; Enrollment Management Professional</td>
<td>415-338-1190</td>
<td><a href="mailto:cheryle@sfsu.edu">cheryle@sfsu.edu</a></td>
</tr>
</tbody>
</table>

### Fiscal Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billiot</td>
<td>Chief Financial Officer</td>
<td>415-817-4269</td>
<td><a href="mailto:ebilliot@sfsu.edu">ebilliot@sfsu.edu</a></td>
</tr>
<tr>
<td>Hatifi</td>
<td>Human Resources Analyst</td>
<td>415-817-4275</td>
<td><a href="mailto:nortan@sfsu.edu">nortan@sfsu.edu</a></td>
</tr>
<tr>
<td>Feng</td>
<td>Director, Fiscal Services</td>
<td>415-817-4292</td>
<td><a href="mailto:efeng@sfsu.edu">efeng@sfsu.edu</a></td>
</tr>
<tr>
<td>Pugay</td>
<td>Accounts Supervisor</td>
<td>415-817-4296</td>
<td><a href="mailto:hpugay@sfsu.edu">hpugay@sfsu.edu</a></td>
</tr>
<tr>
<td>Thao</td>
<td>Lead Faculty Payroll Coordinator</td>
<td>415-817-4295</td>
<td><a href="mailto:eethan@sfsu.edu">eethan@sfsu.edu</a></td>
</tr>
<tr>
<td>Chelliah</td>
<td>Faculty Payroll Coordinator</td>
<td>415-817-4297</td>
<td><a href="mailto:sugeetha@sfsu.edu">sugeetha@sfsu.edu</a></td>
</tr>
</tbody>
</table>

### Information Technology and Facilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nordh</td>
<td>Director of Information Technology</td>
<td>415-817-4250</td>
<td><a href="mailto:nordh@sfsu.edu">nordh@sfsu.edu</a></td>
</tr>
<tr>
<td>La</td>
<td>Information Technology Specialist</td>
<td>415-817-4402</td>
<td><a href="mailto:phuongl@sfsu.edu">phuongl@sfsu.edu</a></td>
</tr>
<tr>
<td>Mucha</td>
<td>Information Technology Specialist</td>
<td>415-817-4291</td>
<td><a href="mailto:sammy8sk@sfsu.edu">sammy8sk@sfsu.edu</a></td>
</tr>
</tbody>
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### Recruitment and Partner Relations

<table>
<thead>
<tr>
<th>Name</th>
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<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chang</td>
<td>Director of Recruitment and Partner Relations</td>
<td>415-817-4232</td>
<td><a href="mailto:achang@sfsu.edu">achang@sfsu.edu</a></td>
</tr>
<tr>
<td>Bhasin</td>
<td>Marketing Director</td>
<td>415-817-4246</td>
<td><a href="mailto:sbhasin@sfsu.edu">sbhasin@sfsu.edu</a></td>
</tr>
<tr>
<td>Dohnert</td>
<td>Content Writer</td>
<td>415-817-4254</td>
<td><a href="mailto:jdohnert@sfsu.edu">jdohnert@sfsu.edu</a></td>
</tr>
<tr>
<td>Madden</td>
<td>Web Developer</td>
<td>415-817-4241</td>
<td><a href="mailto:marymad@sfsu.edu">marymad@sfsu.edu</a></td>
</tr>
<tr>
<td>Schaffer</td>
<td>Web and Database Developer</td>
<td>415-817-4233</td>
<td><a href="mailto:lrobin@sfsu.edu">lrobin@sfsu.edu</a></td>
</tr>
</tbody>
</table>

### Conference Services and Domestic Customized Training

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<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Propst</td>
<td>Director of Business Development and Corporate Relations</td>
<td>415-817-4249</td>
<td><a href="mailto:spropst@sfsu.edu">spropst@sfsu.edu</a></td>
</tr>
<tr>
<td>Nguyen</td>
<td>Conference Services Manager</td>
<td>415-817-4210</td>
<td><a href="mailto:an@sfsu.edu">an@sfsu.edu</a></td>
</tr>
<tr>
<td>Fields</td>
<td>Instructional Support Assistant</td>
<td>415-817-4403</td>
<td><a href="mailto:cfields@sfsu.edu">cfields@sfsu.edu</a></td>
</tr>
</tbody>
</table>