College of Extended Learning
Faculty Information and Guidelines
Introduction

Welcome to the College of Extended Learning at SF State:
We Make Better Jobs Happen

Dear Colleagues:

Welcome to the College of Extended Learning (CEL).
You are the reason our students thrive. Your commitment to teaching is what sets 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’s roots are Bay Area strengths: technology, human growth and potential, business, and social justice. Our classes and certificate programs continue these traditions, helping students from diverse fields and backgrounds augment their skills. By crafting uniquely targeted, high-level courses, we help our clients learn how to advance their ideas on the job, on behalf of others, for themselves, and for causes they care about. CEL’s administrators, program directors, and program coordinators are here to support you in your role as educator and mentor. This guide is intended to answer many of the questions you may have about CEL’s processes and procedures. And we encourage you to stay in touch with your program director and coordinators throughout your time with us.

Thank you for everything you do to ensure student success.

Dr. Guido Krickx, Ph.D.
Dean
**CEL Mission and Overview**

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 degree-seeking SF State students, working professionals, students who have completed their formal education, students wanting to take a program that is not offered as a degree (such as our internationally recognized Multimedia Studies Program), and the general public. The College offers academic units, continuing education units, online classes, and non-credit courses.

Extended Learning draws upon a combination of campus faculty and expert practitioners from the community. 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. Funded by course fees that generate revenues to cover administrative expenses rather than funded by California State University general funds; excess revenue is returned to SF State. Currently CEL returns over 7 million dollars to the University.

**SF State Mission**

From the heart of a diverse community, San Francisco State University honors roots, stimulates intellectual and personal development, promotes equity, and inspires the courage to lead, create, and innovate.

SF State is a major public urban university, situated in one of the world's great cities. 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: [http://www.sfsu.edu/~puboff/mission.html](http://www.sfsu.edu/~puboff/mission.html)

**SF State Strategic Plan**

To learn more, visit: [http://planning.sfsu.edu/](http://planning.sfsu.edu/)
Hiring Process

Faculty Hiring and Appointment Process

1. Once faculty interview with CEL staff (or are referred by Holloway Campus department to teach)
   - All new instructors are required to comply with the CSU, State and Federal hiring requirements before starting work. Federal law and CSU policies require that faculty Employment Eligibility
   - Verification forms (INS Form I-9) be completed no later than the first effective day of the appointment.
   - Please be advised that CSU/University policy prohibits any faculty from teaching a class without completion of the faculty hiring forms, background check, and faculty appointment letter.
   - CEL faculty appointments are based on completion of faculty hiring forms; therefore, a faculty must fill out and submit all the hiring forms 3 to 4 weeks before the course start date.
   - Faculty are required to complete the faculty hiring process, which consists of submitting faculty hiring paperwork and verifying the I-9 Form:
     - if faculty is new to CSU SF/CEL, or
     - if previous employment at this campus ended more than 18 months ago.
   - All the faculty hiring forms must be originals submitted in person or by mail. Scanned, e-mailed or faxed hiring forms are not acceptable, including those for distance faculty.
   - CEL Human Resources Department will schedule a Skype meeting with distance faculty for I-9 identification purposes and to sign the I-9 form and the Employment Information Form.
   - CEL Human Resources Department will inform the faculty and the program director if the forms are incomplete or if signatures are missing.

2. In conjunction with their hiring contact, new faculty must complete and submit the following forms
   - CEL Faculty Information Form
   - Application for Temporary Faculty Employment
   - Employee Information Form
   - Employment Eligibility Verification –I-9 Form
   - Employee Action Request Form (EAR - STD 686)
   - Social Security Form SSA -1945
   - Request for Nondisclosure of Employee Home address
   - CalPERS Member Reciprocal Self-Certification Form
   - SFSU Affordable Care Act (ACA) Notification Checklist
   - California Child Abuse and Neglect Reporting Act (CANRA)
   - Direct Deposit Enrollment Authorization

Required CEL Faculty Hiring Forms for returning faculty/current SFSU employee or faculty:
   - Application for Subsequent Temporary Faculty Appointment
   - Social Security Form SSA -1945
   - CalPERS Member Reciprocal Self-Certification Form
   - SFSU Affordable Care Act (ACA) Notification Checklist
   - California Child Abuse and Neglect Reporting Act (CANRA)
   - The Faculty may fill out the Employee Action Request Form (EAR - STD 686) and the Direct Deposit Enrollment Authorization if faculty information was changed within the last 18 months
3. Program assigned authorized representative/recruiter reviews the returned documents and completes the required sections and submits all documents including the CEL Faculty Information Form to the Human Resources (HR) Coordinator.

4. Receive your SFSU ID number from your assigned authorized program representative/recruiter

5. Once the faculty hiring package is received and you are appointed in the system, you will receive an appointment letter by e-mail.

6. Appointment letter must be signed and submitted to CEL Faculty Payroll Coordinator before an instructor begins teaching

7. The HR Coordinator will schedule a background check appointment with University Police Department (UPD), if the faculty hire is being hired for the first time at SF State or has not worked at SF State for more than 18 months

If changing address or tax withholdings at any time, please submit an Employee Action Request Form (EAR - STD 686) to your assigned program representative or coordinator.

Faculty Appointment Process Detailed

Appointment
An Appointment Letter is a temporary appointment contract for CEL faculty, which 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 one month prior to the semester start date. Appointment letters must be signed and returned before an instructor can begin working or the payroll check will be released.

For regular University courses (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 (CEUs or noncredit), the recommendation for appointment is made by the CEL Program Director. Once hiring documents are received and processed, faculty will receive a Faculty Appointment Letter, which acts both as the formal teaching contract, and as the guide for payroll preparation.

Appointment Letter
Faculty who have never taught for the main campus and/or CEL, or those who have had 18 months or more lapse in teaching appointments, are required to complete a packet of new hire forms as mandated by the campus HR office. Additionally, they will be required to complete a background check.

After completing the hiring paperwork and verified by the program area, the Appointment Letter will be generated and sent out to the new faculty (by email) before the instructor can begin working or the payroll can be processed. If the forms are not received by the HR Coordinator at the time payroll preparation begins, a reminder is sent to the program area. Once received, new hire paperwork is reviewed for completeness then they are sent to the Faculty Payroll Coordinators to be processed, photocopied for the file and the originals are sent to the campus HR payroll representative.

Salaries and Paychecks

Academic Credit Course Salaries and Paychecks
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 raises in salaries. This schedule shows
salaries by appointment level relative to number of students enrolled, and it sets enrollment minimums for a maximum salary. For more information, see Table below:

![Salaries Table](image)

Faculty who hold a current appointment in the regular 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. Program Directors are responsible for informing the Faculty Payroll Coordinator of their faculty member's appointment level.

**CEU and Noncredit Course Salaries**

CEU/Noncredit faculty are paid based on Class Code 2363, see Table below. Faculty salaries for noncredit and CEU courses are set by the Program Director, reviewed by the CEL CFO, and approved by the Dean. These salaries are generally determined by one of three methods.
1. Hourly (mostly CEU courses part of a Professional Training Series, e.g., Autodesk)
2. Session Rate (used under special circumstances, usually noncredit, e.g., Geographic Information Systems)
3. Daily Rate (used under special circumstances)

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 the program director, reviewed by the CEL 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 raises in salaries. Maximum pay is based on salary base rate times rate per unit times WTUs as described in current Collective Bargaining Agreement.

**Paychecks / Payroll**
Faculty paychecks are issued by the State of California at the request of CEL and are released to instructors by the program staff at the SF State Downtown Campus.

PLEASE NOTE: Appointment Letters must be signed and returned before a payroll check can be issued.

**Payroll Check Distribution**
- Instructors of academic 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. Checks are disbursed within two to three weeks of a course end date.
- Faculty members teaching in the Winter and Summer Terms are paid only once after the completion of the course. Checks are disbursed within two to three weeks of a course end date and after all grades have been submitted.
Designing 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

Building Your Course

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

After receiving your SFSU ID number the new faculty will need to call fivehelp (415-405-4357) to get a reset code from HRMS Services. The password can be set following the path:
• SFSU.edu/reset on that page click option 3 (“I have a reset code”)
• On the next page you login with the SFSU ID number and the reset code.
• After you login, the next page will ask to setup six security questions/answers.
• After clicking SUBMIT button on this page, the next page allows user to create their password.
• With the newly created password you need to navigate to

SFSU Email Address
To set-up your SFSU e-mail address you will need to have an SFSU ID and Password and visit the following link:
https://www.sfsu.edu/online/sfsuemail.htm
Setup SFSU.edu/email
• Login in and you will see an option to create your own email address
• The requirements are posted on the top of the page (more than 8 chars, Capital letter, digit or number, special char)
• If the email is taken on not valid the system will highlighted in red
• Accepted email address will let the user to click submit and refresh the page
• User is not required to provide external email address and may click logout

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:
http://cms.sfsu.edu/csi/content/viewing-class-roster

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

Requesting a Mobile IT Cart or other tech support
The process of requesting a mobile IT cart and other tech support differs among programs and departments. For specific instructions for you, please contact your program staff.

Requesting specialized room set up
The process of requesting a specialized room set-up differs among programs and departments. For specific instructions for you, please contact your program staff.

Closing Out your Course

Grades
At the end of the course, you must submit 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 bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements, which must be satisfied to remove the Incomplete. Only students who have completed 75% of the coursework are eligible. 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. You should also alert your program staff of the “I” grade with the student’s name and important details.

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 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. The way student evaluations are administered differs among programs and departments. Your program staff will inform you before your class begins how they will administer student evaluations.
Migrating Your iLearn Shell
Faculty who wish to reuse their iLearn shell for their course the 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

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. 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

If cheating or plagiarism occurs in an academic course, it is the instructor's responsibility to handle the situation. The grade assigned must be based on the student's academic performance and must not be used as a punitive measure. The University Coordinator for Student Judicial Affairs in the SF STATE Division of Student Affairs will assist the instructor and is responsible for determining whether formal disciplinary action should be taken.

Please inform your Dean or Program Director immediately. Then, partner with staff to report the incident to the Office of Student Conduct (E-mail: conduct@sfsu.edu Phone: (415) 338-2032)

For complete information please visit the following links:
http://conduct.sfsu.edu/
http://conduct.sfsu.edu/plagiarism
http://conduct.sfsu.edu/academic-dishonesty

Add/Pay/Drop/Refund – Students
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, 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 Extended Learning staff. If you are a Holloway Campus faculty
member, please also inform your dean or department chair. Arrangement 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.

**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.

**Attendance, Students**
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.

Instructors must make reasonable accommodation for students to observe religious holidays when such observances require students to be absent from class activities. Please review the section on Religious Holidays.

**Copyright**

**Copyright**
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.

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.

Helpful information can be found at the following websites:
http://facaffairs.sfsu.edu/faculty-manual
http://www.library.sfsu.edu/about/policy/copyrightpolicy.html
http://at.sfsu.edu/node/50992.

Also, the Library has added a Copyright and Fair Use guide on their website:
http://libguides.sfsu.edu/content.php?pid=522086&sid=4295034

**Selling of Course Materials**
Faculty should not sell, 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 activities in an academic building. This policy can be found at (See Page 4):
http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/assets/UED/ued%2089_13.v2_0.pdf
If you have questions, please contact your department chair or college dean.

**Equity**

**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/

**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/

**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

**Religious Holidays**
University policy requires that the faculty make reasonable accommodations for students to observe religious holidays when such observances require students to be absent from class activities. For more information, please visit this link below: http://senate.sfsu.edu/content/policy-observance-religious-holidays.
Evaluations, of Course 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.

FERPA/Student Confidentiality:

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

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 coordinator. You and your program coordinator 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:
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.

Petitions, Student

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

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 view the Universities Students

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

Proposals, New Course or Program:
If you have a new course or program that you feel would enrich the college, please contact program staff for information on how to go about proposing the idea

Resources at the Holloway Campus

Academic Technology
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 new 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/

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/
Disability programs and Resource Center
(See Equity on Page 10)

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. 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, see: http://onecard.sfsu.edu/home

Library
The J. Paul Leonard Library 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

To learn more, see: http://www.library.sfsu.edu/

SFSU Foundation, Inc.
The San Francisco State University Foundation (“SF State Foundation”) is San Francisco State University’s newest auxiliary organization dedicated solely to philanthropy. The SF State Foundation encourages the solicitation and acceptance of private gifts, trusts, and bequests that will help the Foundation in the furtherance of its mission to foster private financial support for SF State. It directly manages the university’s endowment – focusing on determining acceptable risks in the portfolio, maximizing investment returns, minimizing investment expenses, and improving endowment reporting and stewardship.

To learn more, see: http://www.sfsu.edu/~develop/foundationrel.htm

University Communications
The Office of University Communications is responsible for sharing information about SF State with campus and external audiences, toward the goal of building pride and recognition for the University's many strengths and achievements. The department serves as the University's liaison with the news media, and uses publications, Web technologies and paid media to help inform constituents about the campus.

To learn more, see: http://www.sfsu.edu/~puboff/
Emergencies and Evacuation Procedures at the Downtown Campus

Emergencies
For the Downtown Campus Security Officers (6th floor) please call, either,
Djajadi Pamudji (415) 314-7005
Miguel Fuentes Reyes (415) 314-7005

If there is an immediate danger, please call 911.

For the Westfield Security Dispatch please dial: (415) 495-7125.

Downtown Campus Emergency Contact Sheet (PDF)

Complete policies and procedures on emergency preparedness are under revision. Please read the summary below:

Evacuation Procedures / Exits:
In the event there is an emergency, all exits are clearly marked; however, please comply with any direction given by our campus security or Westfield security officers. The only stairwells are Fire Exit Stairwells; Four Total, located in the North East/NorthWest and South East/South West corners of each floor. It is suggestible that you become familiar in locating these exits prior to the need to evacuate or in case of an emergency. The alarms may sound and until it is determined the nature of the alarm, it could be a false alarm. Technically, there is no "false alarm." Something must always set the alarm to go off.

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

Evacuate:
Sounder, strobe, verbal announcement through PA
If any One of the above (lights, horns, public address announcement of any kind) is triggered, then evacuation is not an option and everyone must follow the lead of our emergency team and make their way to Jessie East, or west, but prefer East Jessie Street.

No Evacuation:
If there are no lights (strobos), PA, horns, or even a verbal announcement, you do not need to evacuate. If only the EM doors close you do not need to evacuate. (This happens as a precaution in the event that the alarm intensifies.)
Downtown Campus Location
835 Market Street, 6th Floor
San Francisco, CA 94103

6th Floor Downtown Campus Map

Downtown Campus Virtual Tour
http://www.youvisit.com/tour/sfsu/88825
CEL and SF State Campus Directory

CEL – Leadership, Faculty and Program Staff Contact Information:
- CEL Office of the Interim 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
- CEL Administrative Calendar/Deadlines: https://cel.sfsu.edu/register/calendar

<table>
<thead>
<tr>
<th>Web Resources</th>
<th>Link/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homepage for the College of Extended Learning</td>
<td>cel.sfsu.edu</td>
</tr>
<tr>
<td>Login for accessing your faculty center</td>
<td>gateway.sfsu.edu</td>
</tr>
<tr>
<td>To look up your SF State ID</td>
<td>sfsu.edu/online/idlookup.htm</td>
</tr>
<tr>
<td>Password issues (look at bottom of screen)</td>
<td>sfsu.edu/online/faclogin.htm</td>
</tr>
<tr>
<td>Login for iLearn page (your course online host)</td>
<td>ilearn.sfsu.edu</td>
</tr>
<tr>
<td>iLearn resources/tutorials</td>
<td>at.sfsu.edu/onlinequickstart</td>
</tr>
<tr>
<td>Tutorials on using Campus Solutions (rosters, grading, etc.)</td>
<td><a href="http://cms.sfsu.edu/faculty-staff-training">http://cms.sfsu.edu/faculty-staff-training</a></td>
</tr>
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<table>
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<tr>
<th>Physical Resources</th>
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<tr>
<td>Downtown Campus info (parking, discounts, etc.)</td>
<td>cel.sfsu.edu/downtowncampus</td>
</tr>
<tr>
<td>Faculty Room</td>
<td>room 614 (call program staff for key code)</td>
</tr>
<tr>
<td>Downtown Campus law library</td>
<td>contact Paralegal Staff</td>
</tr>
<tr>
<td>Holloway Campus parking</td>
<td><a href="http://parking.sfsu.edu/">http://parking.sfsu.edu/</a></td>
</tr>
<tr>
<td>Romberg Tiburon Campus</td>
<td><a href="http://rtc.sfsu.edu">http://rtc.sfsu.edu</a></td>
</tr>
<tr>
<td>Sierra Nevada Field Campus</td>
<td>cel.sfsu.edu/sierra</td>
</tr>
</tbody>
</table>

CEL Faculty Payroll Contact

Ei Than, Lead Faculty Payroll Coordinator, eethan@sfsu.edu
Sugeetha Chelliah, Faculty Payroll Coordinator, sugeetha@sfsu.edu

SF State Faculty Benefit & Retirement Services Contact

For Faculty Benefit & Retirement Services please contact San Francisco State Human Resources Benefit Office.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Crociani</td>
<td>Benefits Analyst</td>
<td><a href="mailto:carolcro@sfsu.edu">carolcro@sfsu.edu</a></td>
<td>415.338.2679</td>
</tr>
<tr>
<td>Morenike (Nikki) Onipede</td>
<td>Benefits Manager</td>
<td><a href="mailto:nonipede@sfsu.edu">nonipede@sfsu.edu</a></td>
<td>415.338.7152</td>
</tr>
<tr>
<td>Dao VanQuate</td>
<td>Leave Programs</td>
<td><a href="mailto:daovan@sfsu.edu">daovan@sfsu.edu</a></td>
<td>415.405.3661</td>
</tr>
<tr>
<td>Carol Crociani</td>
<td>Fee Waiver Program</td>
<td><a href="mailto:carolcro@sfsu.edu">carolcro@sfsu.edu</a></td>
<td>415.338.2679</td>
</tr>
<tr>
<td>Mary Saw</td>
<td>Retirement Specialist (Available: Tue. and Wed.)</td>
<td><a href="mailto:msaw@sfsu.edu">msaw@sfsu.edu</a></td>
<td>415.405.0572</td>
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## CEL Directory

### EMERGENCY

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Immediate/Urgent</td>
<td>911</td>
</tr>
<tr>
<td>Immediate/Non-urgent</td>
<td>415-314-7005</td>
</tr>
<tr>
<td>Community Services Officers</td>
<td>Miguel Reyes (mornings</td>
</tr>
<tr>
<td>(Security)</td>
<td>to afternoons, Sat.)</td>
</tr>
<tr>
<td></td>
<td>314-7005</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mreyesf@sfsu.edu">mreyesf@sfsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Pamudji (Djajadi</td>
</tr>
<tr>
<td></td>
<td>Pamudji) (evenings)</td>
</tr>
<tr>
<td></td>
<td>314-7005</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pamudji@sfsu.edu">pamudji@sfsu.edu</a></td>
</tr>
<tr>
<td>Facilities, Downtown</td>
<td>Facilities Staff</td>
</tr>
<tr>
<td></td>
<td>415-817-4405</td>
</tr>
<tr>
<td>Technology, Downtown</td>
<td>Technology Staff</td>
</tr>
<tr>
<td></td>
<td>415-817-4401</td>
</tr>
<tr>
<td>Enrollment Services Front</td>
<td></td>
</tr>
<tr>
<td>Desk</td>
<td>415-817-4216</td>
</tr>
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</table>

### LEADERSHIP

<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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</thead>
<tbody>
<tr>
<td>Jones</td>
<td>Angela</td>
<td>Interim Dean</td>
<td>817-4260</td>
<td><a href="mailto:adjones@sfsu.edu">adjones@sfsu.edu</a></td>
</tr>
<tr>
<td>Billiot</td>
<td>Edwin</td>
<td>Director of Business Development and Chief Financial Officer</td>
<td>817-4269</td>
<td><a href="mailto:ebilliot@sfsu.edu">ebilliot@sfsu.edu</a></td>
</tr>
<tr>
<td>Briden</td>
<td>Julie</td>
<td>Executive Assistant to the Dean</td>
<td>817-4260</td>
<td><a href="mailto:jbriden@sfsu.edu">jbriden@sfsu.edu</a></td>
</tr>
<tr>
<td>Propst</td>
<td>Susan</td>
<td>Executive Director of Professional Development and Customized Training</td>
<td>817-4249</td>
<td><a href="mailto:spropst@sfsu.edu">spropst@sfsu.edu</a></td>
</tr>
</tbody>
</table>

### PROGRAMS STAFF

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Position Title</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alford</td>
<td>Janet</td>
<td>Special Sessions Coordinator</td>
<td>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, Media Programs</td>
<td>817-4227</td>
<td><a href="mailto:aboz@sfsu.edu">aboz@sfsu.edu</a></td>
</tr>
<tr>
<td>Brosnan</td>
<td>Andrew</td>
<td>Program Director, Professional Development</td>
<td>817-4325</td>
<td><a href="mailto:abrosnan@sfsu.edu">abrosnan@sfsu.edu</a></td>
</tr>
<tr>
<td>Callaway</td>
<td>Donn</td>
<td>Director of Special Sessions</td>
<td>817-4488</td>
<td><a href="mailto:donncc@sfsu.edu">donncc@sfsu.edu</a></td>
</tr>
<tr>
<td>Cerpa</td>
<td>Eduardo</td>
<td>Program Coordinator, Paralegal</td>
<td>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, Media Programs</td>
<td>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, Professional Development</td>
<td>817-4226</td>
<td><a href="mailto:cflight@sfsu.edu">cflight@sfsu.edu</a></td>
</tr>
<tr>
<td>Graff</td>
<td>Jenifer</td>
<td>Assistant to the Executive Director of Professional Development and Customized Training / Program Coordinator</td>
<td>817-4253</td>
<td><a href="mailto:jeniferg@sfsu.edu">jeniferg@sfsu.edu</a></td>
</tr>
<tr>
<td>Martin</td>
<td>Robert</td>
<td>Special Sessions Coordinator</td>
<td>817-4270</td>
<td><a href="mailto:robertm@sfsu.edu">robertm@sfsu.edu</a></td>
</tr>
<tr>
<td>Mathern</td>
<td>Paloma</td>
<td>Program Coordinator, Professional Dev.</td>
<td>817-4232</td>
<td><a href="mailto:pmathern@sfsu.edu">pmathern@sfsu.edu</a></td>
</tr>
<tr>
<td>Medina</td>
<td>Pat</td>
<td>Director of Paralegal Studies</td>
<td>817-4222</td>
<td><a href="mailto:patsmedina@aol.com">patsmedina@aol.com</a></td>
</tr>
<tr>
<td>O'Donnell</td>
<td>Joy</td>
<td>Special Sessions Coordinator</td>
<td>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, PLS and Span-Eng Int.</td>
<td>817-4223</td>
<td><a href="mailto:brahman@sfsu.edu">brahman@sfsu.edu</a></td>
</tr>
<tr>
<td>Thompson</td>
<td>Joy</td>
<td>Program Coordinator, MRI, MTGP, EFCP</td>
<td>817-4237</td>
<td><a href="mailto:joyla@sfsu.edu">joyla@sfsu.edu</a></td>
</tr>
<tr>
<td>Workman</td>
<td>Kim</td>
<td>Program Coordinator, Professional Dev.</td>
<td>817-4247</td>
<td><a href="mailto:kimw@sfsu.edu">kimw@sfsu.edu</a></td>
</tr>
</tbody>
</table>