

ARTICLE II: EMPLOYMENT PRACTICES
Section 9. Teaching and Faculty Related Issues

Policy 9.1: Emeritus Faculty
Issued: February 1, 2001

The rank of professor emeritus is an honorary appointment made by the President upon the recommendation of the department faculty, the department Chair, and the Dean, and the Provost, to recognize a high level of accomplishment throughout a faculty member's career.

Within six months before or after retirement, each faculty member who fulfills the following conditions may be considered for recommendation to emeritus status.

- a. Meets the eligibility requirements for retirement under the State University Retirement System.
- b. Holds the rank of Assistant professor, Associate Professor, or Professor.
- c. Has completed at least ten (10) years of service to the university.

Those who meet these conditions and have demonstrated a high level of distinction in teaching/performance of primary duties, research, or service may be recommended by the department to the Dean. The departmental recommendation shall document the basis for recommending the emeritus status. The recommendations of the department and the appropriate Dean shall be submitted to the Provost. The Provost shall review the recommendations with the university President. The university President shall inform the faculty member of her or his decision, and in the event of a favorable decision, shall announce the appointment at the annual commencement ceremony.

Emeritus status is an honored privilege and responsibility which may be used for professional purposes and for participation in academic convocations and events.

The rights and privileges extended to emeritus faculty shall include:

- a. Faculty listing in the university catalog.
- b. Faculty rights and privileges in the university library, including the issuance of a faculty ID card.
- c. The privilege of attending all university-wide faculty meetings, without vote, without committee membership.
- d. If space is available, office space and access to the university's laboratories for the purpose of research.

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- e. Faculty rights and privileges in attending the university's social, cultural, and athletic events.
- f. A free parking permit upon request.

All retiring faculty are eligible to receive items b, e, and f.

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Policy 9.2: Teaching By Employees Other Than Faculty
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A Dean may recommend the appointment of an administrative and professional employee or a civil service employee to fill an instructional assignment to the Provost. If approved, the employee must request and receive permission from her/his supervisor.

Normally, no staff member may be compensated for more than one course or equivalent in a given academic term. Any of the above courses or work should occur outside of the regular working hours of the staff member. Level 1 and Level 2 A&P personnel are not eligible to receive additional compensation.

Civil service staff members normally will not be permitted to teach during their work schedule. Their primary responsibility is to their civil service appointment. Deviations from work schedules may be permitted by written approval of the staff member's supervisor. If release time for teaching is granted, it will be made up in an hour for hour basis. Reduction in civil service appointment time may be granted if approved by the supervisor. In cases where a reduction in civil service appointment time is granted or when the teaching is performed outside of the normal civil service work schedule, the staff member will be compensated in accordance with rates established by the Office of the Provost and Vice President for Academic Affairs.

In accepting teaching appointments, the civil service staff member is not eligible for academic benefits since such teaching appointments are considered to be of a temporary nature. The Personnel Office will be notified of all such appointments by the Office of the Provost and Vice President for Academic Affairs for payroll and record purposes.

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Policy 9.3: Classroom Disruption
Issued: May 1, 2001

A classroom environment that encourages and allows for the free and open exchange of ideas is critical to the learning experience. A faculty member may ensure such conditions by excluding from the classroom any individual who in her/his determination;

- a. threatens or engages in physical violence toward another individual, or
- b. threatens or interferes with the property of another, or
- c. otherwise disrupts the class.

If a faculty member feels that condition a, b, or c exists, she/he should issue a verbal warning to the individual involved. If the individual continues to disrupt, the faculty member should instruct the individual to leave the classroom. If the individual does not respond, the faculty member should call the Office of Public Safety for assistance. In instances where the faculty member believes there to be immediate danger to personal safety or property, she/he should immediately call the Office of Public Safety. If continued exclusion from class is deemed necessary by the instructor, a conference with the department chair, instructor and student must be held AS SOON AS POSSIBLE after the disruption to determine whether the student committed a, b or c above, and if such behavior warrants additional action. (If the department chair or Dean is the instructor of the course, the Provost's designee shall convene the conference.)

A conference with the student, instructor and department chair must be held AS SOON AS POSSIBLE after the disruption to determine whether the student committed a, b, or c above, and if such behavior warrants additional action. (If the department chair is the instructor of the course, the Dean shall convene the conference).

When a conference is scheduled, the department chair must notify the student and faculty member in writing of the date, time, place and purpose of the meeting. At the conclusion of the conference, the department chair shall determine:

- a. whether the student shall be allowed to continue with the class for the remainder of the term; or
- b. whether other assignments shall be made to complete class requirements (assignments, tests, tutored study or other means). These assignments should be as nearly comparable as possible to normal class requirements; or

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- c. whether an academic grade, a "W" or other grade shall be assigned for the course.

The department chair shall notify the student and faculty member in writing, within three (3) working days, or as soon as possible thereafter, of the decision reached at the conference. This decision may be appealed by engaging step 3 of the regular grievance procedures (see Student Appeal/Grievance Procedures Student Handbook). If it is the opinion of either the faculty member or the department chair that further action is warranted, the faculty member should refer the student to the Counseling Office and/or file a charge with the Office of the Vice President for Student Affairs. (See University Student Due Process Policy, Student Handbook).

Copies of the Student Handbook may be obtained from the Office of the Vice President for Student Affairs.

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Policy 9.4: Involuntary Administrative Withdrawal of Students
Issued: June 1, 2001

While cases of alleged student misconduct normally will be adjudicated in accordance with the University Student Conduct Code, in the event that a student's behavior causes or threatens to cause harm to the student, other persons, or property, or creates a pattern of extreme disruption, or indicates an extreme inability to cope with their own needs, and also suggests the possibility of a mental disorder then this policy on Involuntary Administrative Withdrawal will be used to determine: (a) whether or not, from the available information, a student is suffering from a mental disorder (as defined by the current American Psychiatric Association Diagnostic Manual), and (b) the appropriate course of action.

It is understood that involuntary administrative withdrawal of a student from the University is an extreme step and will be undertaken in accordance with the provisions of this policy only as a last resort. Reasonable effort will be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to function effectively in the CSU community.

- a. Review Procedures
 - a. In threatening situations the Police Department should be called immediately.
 - b. Instances of student behavior which cause or threaten to cause harm to the student, other persons, or property, or which create a pattern of extreme disruption, or indicate an extreme inability of a student to cope with her/his own needs, and also suggest the possibility of a mental disorder, should be brought to the attention of the V.P. of Students Affairs or her/his designee.
 - c. The V.P. will assess the situation and may consult with appropriate individuals on and off-campus who may be in a position to provide information relevant to the student's behavior and/or condition.
 - d. An informal conference may be scheduled with the student to discuss the situation and to elicit as much information as possible. The V.P. may include appropriate individuals at this meeting.
 - e. Based upon the V.P.'s assessment, the V.P. shall decide whether:
 - a. to take no further action,

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- b. to recommend appropriate supportive assistance to help the student address her/his problem,
- c. to refer the matter for adjudication under the University Student Conduct Code, or
- d. to refer the matter for a professional evaluation of the student's psychological functioning. If the decision is made to seek professional evaluation of the student's psychological functioning, then the following procedures shall be followed:
 - a. The evaluation shall be performed at the University's expense by a licensed clinical psychologist or psychiatrist acceptable to the V.P., in consultation with the Director of Counseling. This evaluation shall be performed as soon as possible.
 - b. The student shall be requested to sign a release form consenting to disclosure of the evaluation to the Director of Counseling, V.P. of Students Affairs, and other University personnel or those contracted for professional services as appropriate. Lacking a signed consent form or evaluation the student will be subject to immediate temporary suspension.
 - c. After receiving the results of the evaluation, the V.P. will consult with the Director of Counseling, Affirmative Action Officer (ADA Coordinator) and other individuals as appropriate.
 - d. The V.P. will schedule a meeting with the student to discuss the evaluation and review the situation.
 - a. The V.P. shall notify the student in writing of the time and place of the meeting.
 - b. Prior to this meeting, the student may make an appointment with the V.P. to see her/his file, including the written psychological evaluation and the

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names of people the V.P. will include in the meeting.

- c. The student may bring an advisor to the meeting who may be a relative, faculty member, friend, etc. At least 24 hours prior to the meeting, the student must advise the V.P. in writing of the name of the advisor she/he is going to bring.

- e. Based on available information, a written decision shall be rendered by the V.P. The V.P. may decide;
 - a. that no further action shall be taken (if an immediate temporary suspension has been imposed, it will be rescinded),
 - b. to develop a plan of reasonable accommodation for assisting the student to manage her/his condition,
 - c. to refer the matter for adjudication under the University Student Conduct Code, or
 - d. to refer the matter, in writing, to the Vice President for Student Affairs with a recommendation for administrative withdrawal from the University. Such a recommendation will be made when reasonable accommodation is an undue hardship because (a) the student's behavior causes or threatens to cause harm to the student, other persons or property or creates a pattern of extreme disruption, or indicates an extreme inability to cope with his or her own needs and (b) the student is suffering from a mental disorder. Such a recommendation may also include the additional restriction that the student be prohibited from entering on to campus grounds until such time as the student petitions for readmission and readmission is granted in accordance with section "E" of this policy.

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- f. If the matter is referred to the Vice President, she/he shall decide whether or not to impose or modify the Dean's recommendation. The student shall be informed in writing of the decision. This decision will be final.
 - g. If an involuntary administrative withdrawal is imposed, it shall take effect immediately and remain in effect until such time as the student petitions for readmission and readmission is granted by the Vice President for Student Affairs.
 - h. In the event that an involuntary administrative withdrawal is imposed, the awarding of grades and tuition refunds shall be in accordance with established University procedures and deadlines as outlined in the Schedule of Classes, consistent with the effective date of the withdrawal.
- b. Immediate Temporary Suspension:
- a. If at any time the student's behavior causes or threatens to cause imminent, serious harm to the student, danger to other persons, significant property damage, or significant disruption of the normal activities of the University, the V.P. of Students will assess the reliability of the information and determine whether immediate temporary suspension is necessary with or without additional conditions or restrictions.
 - b. If immediate temporary suspension is found to be necessary, the student shall be sent written notice of the decision by the V.P. of Students Affairs with copies to appropriate involved parties. The student may petition in writing to the Vice President of Student Affairs, within 5 working days after receipt of the notice, for review of the immediate temporary suspension and request a meeting with the Vice President for Student Affairs.
 - c. If so requested, a meeting may be held by the Vice President for Student Affairs before determining whether or not to rescind the immediate temporary suspension. The Vice President shall notify the student of her/his decision in writing and refer the matter to the Dean of Students for consideration under the Review Procedures set forth in Section A of this policy.

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c. Voluntary Withdrawal

- a. If at any time during this process the student voluntarily withdraws from the University, the withdrawal shall remain in effect until such time as the student petitions for readmission and readmission is granted by the Vice President for Student Affairs (in accordance with Section E of this Policy).
- b. In the event that a voluntary withdrawal is initiated by the student the awarding of grades and tuition refunds shall be in accordance with established University procedures and deadlines as outlined in the Schedule of Classes, consistent with the effective date of the withdrawal.

d. Failure to Comply

If the student fails to comply with this policy or any request authorized hereunder, the Dean of Students or Vice President for Student Affairs may implement this policy on the basis of available information.

e. Readmission

A student on whom an involuntary administrative withdrawal has been imposed or who has voluntarily withdrawn from the University as a result of implementation of this policy may petition for readmission by providing documentation to the Vice President for Student Affairs prepared by a licensed clinical psychologist or psychiatrist acceptable to the Vice President for Student Affairs in consultation with the Dean of Students and the Director of Counseling that attests to the fact that the student's mental disorder is successfully under treatment and that it is probable that the student will be able to function within the University environment, and will not engage in behavior which causes or threatens to cause harm to the student, other persons, or property, or disrupts the normal activities of the University. The Vice President for Student Affairs may approve or deny readmission with or without conditions.