



CALIFORNIA STATE UNIVERSITY

**LONG BEACH**

College of Business

# FACULTY RESOURCE GUIDE

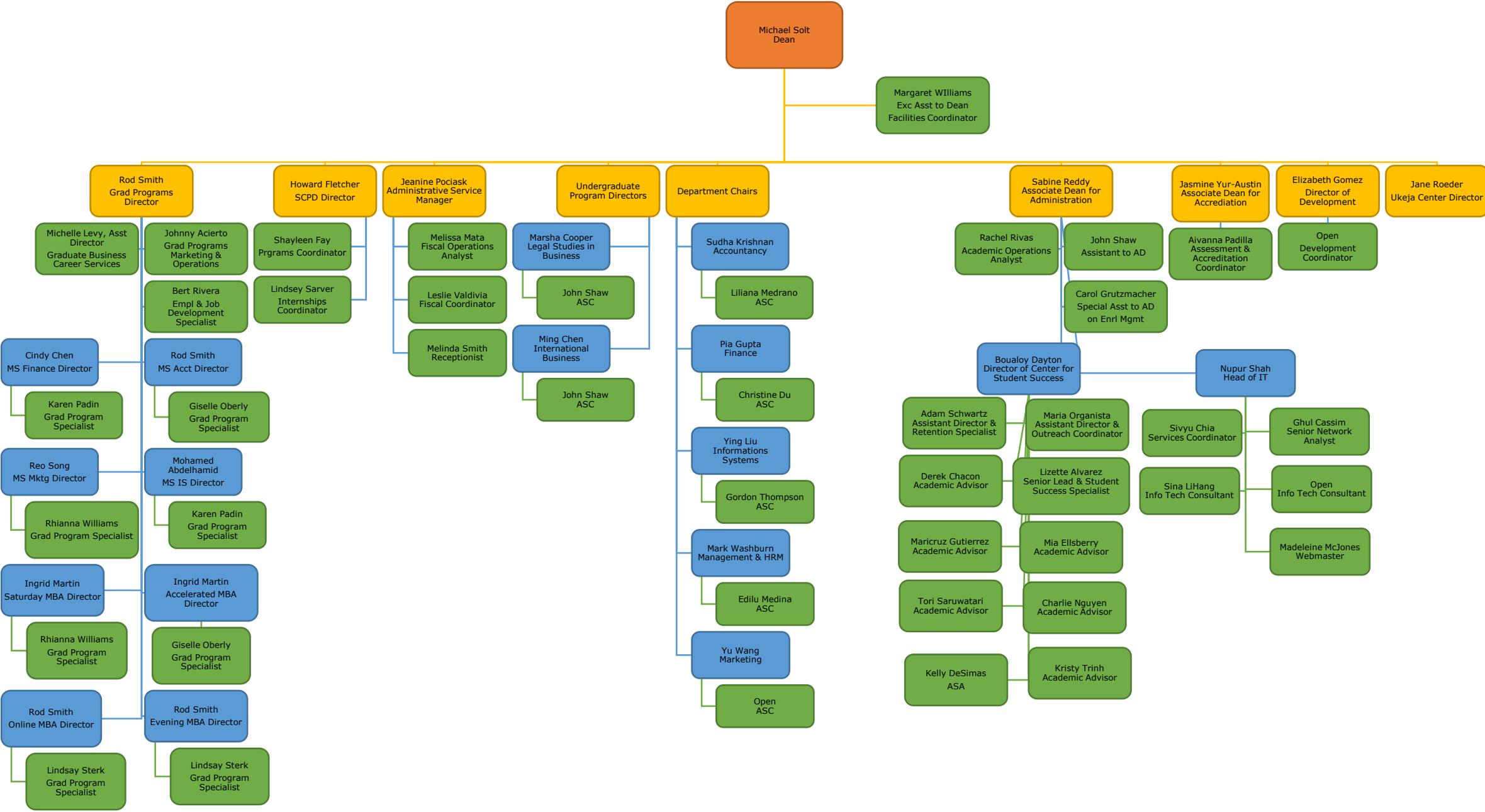
This handbook is a resource for new College of Business (COB) faculty. In addition to containing university policies and information, which can be found in the [CSULB Faculty Handbook](#), it also contains information and procedures specific to COB and its departments.

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# College of Business (COB) Organization

## About the College of Business



## COB Mission, Vision, and Core Values

COB's **mission** is to promote social mobility by providing our diverse student population with an affordable, relevant, and high-quality education and creating and disseminating knowledge through impactful research. The college's **vision** is to be the number one choice in the region for students seeking the best value in a business education that prepares them to excel in and contribute to the regional and global economy. The **core values** are academic excellence, diversity & inclusion, innovation, integrity, and sustainability.

Faculty may refer to the [COB Strategic Plan for 2020-2025](#) for further information on the goals and objectives that COB will strive to achieve over a five-year planning period.

## COB Directory

The [COB Directory](#) provides a list of College of Business administrators, faculty, and staff, alphabetically and by academic unit.

## Academic Departments and Programs

There are five departments in the College of Business, which are:

- [Accountancy](#)
- [Finance](#)
- [Information Systems](#)
- [Management and Human Resource Management](#)
- [Marketing](#)

There are also two undergraduate programs in the College of Business:

- [International Business](#)
- [Legal Studies in Business](#)

The College of Business [Graduate Programs Office](#) offers eight graduate programs:

- [Master of Business Administration \(MBA\)](#) (Accelerated, Evening, Saturday, and Online options)
- [MS in Accountancy](#)
- [MS in Finance](#)
- [MS in Information Systems](#)
- [MS in Marketing Analytics](#)

A full list of degrees, options, and minors is listed in the [2021-2022 Undergraduate and Graduate Catalog](#).

## Other COB Centers and Offices

- The [Center for Student Success \(CSS\)](#) advises undergraduate students in the College of Business. Their services include individual academic advising, outreach events and workshops, tutoring, and supplemental instruction.
- The [Student Center for Professional Development \(SCPD\)](#) supports College of Business students with career advising and development. Their services include professional development workshops, mentorship programs, and support with internship placement.
- [Instructional Technology](#) provides students, faculty, and staff in the College of Business with business and office software, computer hardware, and internet and network access. IT operates an Open Access Lab and makes Computer Classrooms available for reservation.
- The College of Business has maintained AACSB accreditation for over 50 years. The [Office of Accreditation](#) coordinates among various stakeholders, including administrators, faculty, staff, and students, to ensure that the College of Business is ready when the AACSB review team arrives every 5-year review cycle.
- The [Ukleja Center for Ethical Leadership \(UCEL\)](#) engages students, faculty, and community leaders through programs and activities to enhance ethics through education, community engagement, and research.

## COB Committees, Councils, and Taskforces

The college has ten standing committees and councils, as well as ad hoc task forces. Each college committee/council has a faculty member representing every department in the college, and some may also have ex-officio, member-at-large, staff, or student members. The [COB Constitution](#) and [COB Faculty Handbook](#) provide more information.

## COB Governance Documents

Faculty may refer to the following for additional information on the College of Business governance and guidelines:

- [COB Constitution](#)
- [COB Faculty Handbook](#)
- [COB Guidelines for Academic Operations](#) (available in the COB Document Center)

## Becoming a COB Faculty Member

### New Employee Check-In

New CSULB faculty should review the [New CSULB Employees](#) website and contact the department's administrative support coordinator (ASC) for department-specific onboarding information. The new employee check-in process involves visiting several campus locations, so a [campus map](#) is recommended.

Due to COVID-19, the CSULB campus is currently closed and not accessible without Department Chair or supervisor approval. As such, the New Employee Check-In process will temporarily be

facilitated remotely for those living more than thirty miles from campus.

## 1. Faculty Documentation

New faculty must submit required forms (SC-1 form, three reference letters, resume, and transcripts) to the department office.

- New tenure-track will receive an appointment letter from COB's Administrative Services Manager, Jeanine Pociask.
- New lecturers can obtain their lecturer contracts from the department ASC.

## 2. Email

After a Campus ID has been created, faculty can activate their email account using the [BeachID Account Manager](#). For any questions about their BeachID account or account activation, faculty should contact the Technology Help Desk at (562) 985-4959 or email [helpdesk@csulb.edu](mailto:helpdesk@csulb.edu).

- **Classroom Computer Login Support:** If faculty have problems logging into the classroom computers in the COB building, they should contact the COB IT team at [cob-tech@csulb.edu](mailto:cob-tech@csulb.edu). If the classroom is not in the COB building, they should contact [Academic Technology Services](#).
- **Campus Legal Guidelines for Email Service and Usage:** As per [campus legal guidelines](#) (Article II), *"the [CSULB] email account generated will be considered the individual's primary email account to be used for official university communication... faculty and staff will use the campus-provided email system when they conduct CSULB academic and administrative business... CSULB prohibits certain email activities, including the following: ... Automatic forwarding of email from a @csulb.edu address to a non-@csulb.edu address."*

## 3. Payroll

New faculty must complete the DocuSign [Staff / Faculty New Hire Packet](#) and bring it to [Payroll Services](#) in Brotman Hall (BH 353). Documents needed by Payroll services include a copy of the faculty appointment letter or lecturer contract, [I-9 documentation](#) (photo ID, etc.), and original Social Security Card. Payroll Services can also assist with setting up a direct deposit and pre-tax parking deductions.

- **Original Social Security Card:** All new faculty must present their *original* Social Security Card to Payroll Services to satisfy the I-9 employment eligibility requirements. If faculty do not have the original Social Security Card, one must be requested from the [Social Security Administration](#).
- **Non-U.S. citizens:** Faculty who are not U.S. citizens will still need a Social Security Card or proof that they have applied for one along with paperwork specific to their visa (visa, I-94, and passport). As soon as an original Social Security Card is obtained, faculty must bring that to Payroll Services.
- **COVID-19 Remote Payroll Sign-in Process:** The payroll sign-in process will be temporarily conducted by appointment only. New faculty can schedule an appointment to meet with Payroll Services staff by calling (562) 985-4164 or

emailing [payroll@csulb.edu](mailto:payroll@csulb.edu).

#### 4. **Parking**

Faculty may sign up for pre-tax parking deductions with Payroll Services. Faculty may then purchase parking permits and update their vehicle(s) information with the Cashier's Office (BH 148) or through the [CSULB Online Parking Services](#) site. CSULB uses the License Plate Recognition (LPR) system with virtual permits, so physical permits do not need to be displayed. With LPR, the license plate is the parking permit, so faculty must confirm that their vehicle license plate information is entered accurately [online](#).

Inaccurate or missing vehicle information will lead to a parking citation. Faculty that have questions, receive an error message, or require assistance, should contact the Cashiers Office at (562) 985-2222 or [cashiers@csulb.edu](mailto:cashiers@csulb.edu). Faculty may also refer to the [parking FAQs](#) online for additional information.

- **Concurrent Employment & Parking:** Faculty that are employed at more than one CSU campus and have purchased their parking permit through CSULB or another CSU, need to complete the [Concurrent Employment Parking Application](#) and return it to the Cashiers Office (BH 155). Faculty may also contact the Cashier's Office directly viaphone at (562) 985-1752 or email at [cashiers@csulb.edu](mailto:cashiers@csulb.edu) to inquire about processing Concurrent Employment Parking.

#### 5. **Campus ID**

Faculty need to obtain the Campus ID Form from Payroll before visiting [ID Card Services](#) (located in the campus bookstore) to obtain a campus ID card. Faculty must have the following available for the ID card can be issued: 1) campus ID form from Payroll Services; 2) current ID.

#### 6. **Keys.**

New faculty should check with the ASC or the college key coordinator (located in COB 200) to obtain a key card request. Faculty must visit [Key Issue](#) (located in the Facilities Management building at 1331 Palo Verde) and bring the key card request and campus ID card to obtain office, mailbox, and COB building keys. The building key will open the building outside doors, faculty/staff lounge, classrooms, and third-floor restrooms.

### **Additional Information for Faculty**

- **Office Supplies:** Faculty should contact the department ASC.
- **Copying:** Faculty should submit copy requests to the department ASC. Faculty members also have access to a copy machine located in the mailroom (COB 365). To obtain a code to use the copy machine, faculty should contact the department ASC.
- **[Telephone & Voicemail Services](#)**
- **COB Mail Room:** The COB mailroom is located in COB 365. Each faculty member is assigned a mailbox. To get the code to the mailroom, faculty should contact their department ASC.
- **COB Faculty & Staff Lounge:** The lounge is located in COB 368.
- **COB Instructional Technology:** Faculty may contact the COB IT front desk for any computer technical assistance or support with any of the equipment in the COB classrooms. The IT front

desk is in COB 243, their phone number is (562)985-8193 and email is [cob-tech@csulb.edu](mailto:cob-tech@csulb.edu).

- The ASC CANNOT:
  1. Administer/proctor examinations;
  2. Post grades;
  3. Type examinations, prepare packet materials, or correspond with students on a faculty members' behalf.

## Planning the Semester

There are various resources available for planning a successful semester and faculty should consult with the department chair for specific guidance. The [academic year calendar](#) is posted online.

## Course Syllabi

**Conforming Syllabi to Standard Course Outline (SCO):** As per [PS 11-07 Course Syllabi and Standard Course Outlines Policy](#) (Article III), *course syllabi must conform to the course's standard course outline (SCO) for the course.* The guidelines for [SCO and Syllabi Related Policies](#) are posted on the COB website. Faculty should use the [Standard Course Outlines](#) repository and the [COB Accessible Syllabus Templates](#) and consult with the department chair before teaching a course for the first time. Faculty may obtain past syllabi for reference from the department ASC.

**Including Required Information in the Syllabi:** The following information should be included in the course syllabi as per [PS 11-07 Course Syllabi and Standard Course Outlines Policy](#) (Article II).

1. *Instructor's name, office number, office telephone number and/or email address, and office hours;*
2. *Class term, meeting times, and location;*
3. *Course goals and/or objectives and/or expected student learning outcomes;*
4. *Required text(s) and/or materials and information on any course fee;*
5. *Types and sequence of assignments and basis for assigning course grade;<sup>1</sup>*
6. *How the instructor will interpret the University withdrawal policy in this class;*
7. *A statement of, or reference to where students may find attendance policies and provision for the make-up of assignments when there is an excused absence;*
8. *A reminder that it is the student's responsibility to notify the instructor in advance of the need for accommodation of a university verified disability;*
9. *Other information essential to the course, for example, safety information, information about accessing online resources, information about assignments that must be accomplished at off-campus locations (e. g., field trips or service learning). Instructors should also refer students to the "General Regulations and Procedures" in the Catalog and are encouraged to discuss their interpretation of these General Regulations and Procedures, especially concerning cheating and plagiarism.*
10. *Any course that uses hybrid, local online, or distance education course delivery shall explain the following issues in the course syllabus:*
  - a. *How the instructor will communicate with the students and how the students will communicate with*

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<sup>1</sup> As per [PS 12-03 Final Course Grades, Grading Procedures, and Final Assessments](#) (Article IV.4a-b), "At the start of the course, instructors shall provide to their students in writing: the grading policies and practices to be employed in the class; the rules that will apply to withdrawals; and any other rules governing attendance, class participation, in-class use of electronics, or other conduct-related policy that may affect a student's final grade in a course."

*each other;*

- b. How online participation will be assessed and graded;*
- c. How the instructor will monitor the online activities of the students;*
- d. How the standards of appropriate online behavior will be maintained;*
- e. The level of technical competence required of the students;*
- f. What the minimum computer hardware and software requirements are for the class, and what department, college, or University facilities are available to support these requirements for students who cannot afford to buy the technology;*
- g. The alternative procedures for submitting work in the event of technical breakdowns; the on-campus meeting requirements, if any; how academic honesty will be enforced. If some of the information is subject to change, that fact should be noted in the syllabus (e.g., due dates and exam dates).*

**Use of Smart Devices:** A statement about using smart devices should be included in the course syllabi as per [COB Guideline for Use of Smart Devices in Classrooms](#). The college is supportive of the use of smart devices<sup>2</sup> in classrooms with certain restrictions. The use of smart devices is strictly prohibited in the classroom for all exams, quizzes, and other in-class assignments. The use of smart devices during lectures and other classroom activities is left to the instructor's discretion.

**Additional Recommended Information that may be Included in the Syllabi:** “Any student who is facing academic or personal challenges due to difficulty in affording groceries/food and/or lacking a safe and stable living environment is urged to contact the [CSULB Student Emergency Intervention & Wellness Program](#). The website outlining the resources available is [www.csulb.edu/basicneeds](http://www.csulb.edu/basicneeds). Students can also email [supportingstudents@csulb.edu](mailto:supportingstudents@csulb.edu) or call (562) 985-2038. If comfortable, students may reach out to the professor as they may be able to identify additional resources.”

**Submitting Syllabi to Department:** Faculty must submit course syllabi to the department ASC before the start of the semester or session.

## Office Hours

**Office Hour Requirement:** As per [PS 14-15 Faculty Office Hours Policy](#) (Article 3.2), “*each instructional faculty member is required to hold one regularly scheduled office hour per week for every 3 Weighted Teaching Units (WTUs) taught to a maximum of four hours...All faculty who teach one or more courses with face-to-face instruction are required to hold at least one hour of regularly scheduled face-to-face office hours. This requirement of at least one face-to-face hour cannot be met, entirely or in part, by stipulating ‘by appointment only’... [Faculty] may schedule the remainder of their office hours...in any manner purposefully designed to meet student needs.*”

**Reporting Office Hours:** As per the policy (Article 4.1-4.3), “*faculty members shall notify [the ASC] of their office hours no later than the end of the first week of instruction... Office hours, including schedule, location, and contact information, shall[also] be listed on the syllabus for each course.*”

The department ASC will post each faculty member’s office hours, phone number, and email contact by their office door. Office hours will also be posted on the department Faculty Contact webpages and

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<sup>2</sup> A smart device is an electronic device generally connected to other devices or networks via different wireless protocols that can operate to some extent interactively and autonomously. Several notable smart devices are laptop computers, smartphones, phablets and tablets, smartwatches, and the like. (Adapted from [Wikipedia](#))

the kiosks located next to each of the COB elevators on the first floor.

**Cancellation of Office Hours:** As per the policy (Article 5), *“faculty shall notify [ the department chair and ASC] in the event that they are unable to meet scheduled office hours [so that] a notice can be posted on the faculty member’s door when office hours are canceled.”*

**Faculty Teaching Online, Hybrid, or Field Courses:** As per the policy (Article 3.1), *“Because the way in which office hours are held should be consistent with the mode(s) of instruction, faculty teaching online, hybrid or field courses may schedule some or all of their office hours as determined in consultation with the department chair/school director.”* For online, hybrid, or field courses, faculty should hold at least one office hour at a specific time.

## **Textbooks and Course Materials**

**Textbook Deadlines:** The Federal Higher Education Opportunity Act requires that course material information be posted as soon as possible to help keep costs down for students and give the Bob Murphy Access Center (BMAC) sufficient time to convert course materials to accessible formats as needed. Deadlines for textbook orders are set in October for the spring semester and March for summer and fall. If faculty are assigned to a course after the deadline, they should submit their textbook orders as soon as possible.

**Textbook Requisitions:** Faculty can submit textbook requisition orders through the [Faculty Textbook Adoptions](#) online system. The Textbook Office provides faculty support in submitting orders and can be contacted at (562) 985-7780 or [textbook@csulb.edu](mailto:textbook@csulb.edu). Faculty may also contact the department ASC for assistance.

**Desk Copies:** To obtain a desk copy or digital resources, faculty should contact the ASC for more information on the procedure for their department. Faculty may also request the list of publisher representatives from the department ASC.

**Custom Resources:** Faculty can create course materials for their classes (i.e., case course packets, workbooks, etc.). For more information, refer to the [Faculty Course Packets](#) site.

**Copyright Policy:** Refer to [University Library – Copyright Policy](#) and [Copyright & Fair Use for Faculty](#).

**Conflict of Interest:** Refer to [PS 99-15 Avoidance of Conflict of Interest in the Assignment of Course Materials Policy](#).

## **Instructional Materials & Accessibility**

**Policy on Making Instructional Materials Accessible:** All instructional materials, including anything posted on BeachBoard, must be in accessible formats. CSU [Executive Order 926](#) states that *“It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability.”* As per [PS 08-11 Accessibility and Faculty Responsibility for the Selection of Instructional Materials](#) (General Principles, Article D.3), *“Faculty will use the campus learning management system (e.g.,*

*Beachboard), to the maximum extent possible, both for delivering technology-enabled course content and for posting syllabi and instructional materials that are in usable and accessible formats in both traditional and hybrid courses.”*

**AIM Center:** The [AIM Faculty Resource Center](#) offers support and training to faculty on creating accessible instructional materials. Faculty may email course materials to [aimc@csulb.edu](mailto:aimc@csulb.edu) or [contact the AIM Center’s](#) Instructional Materials Accessibility Consultant for assistance in checking BeachBoard and other instructional materials to make sure these are accessible. Individualized training is available.

### **Online Resources for Making Instructional Materials Accessible:**

- [CSULB Accessible Technology](#) (includes information on the AccessibleTechnology Initiative, training, web, and document accessibility information, and policies)
- [CSU Professional Development for Accessible Technology](#) (includes accessibility checklists, tutorials, and additional resources)
- [CSULB Academic Technology Services \(ITSS\) Accessibility](#) (includes tutorials and best practices)

## **Official Communications to Students**

All faculty are required to use their CSULB email for campus-related communication and work. All university official communication must be sent to students’ assigned CSULB email addresses. When students use non-campus email addresses (e.g.; KingEdward@gmail.com or BigHero6@outlook.com) it is difficult for staff and faculty to recognize them as legitimate CSULB students and ensure that they have received official university announcements and notices.

## **Accessing MyCSULB and BeachBoard**

Faculty are required to access MyCSULB (Faculty Center) to view rosters and enter final grades. Please see [Faculty Center - Help](#) for more information. Please review the university policy for grading, especially when assigning a grade of WU (unauthorized withdrawal—student did not do enough work to earn a letter grade) and I (incomplete—student finished 2/3 of the work and by no fault of their own cannot complete the class).

Faculty also need to access BeachBoard to facilitate class communication. After the faculty name is entered as the instructor on PeopleSoft, access is available. For more information on BeachBoard see [Getting Started with BeachBoard](#).

## **Course Scheduling & Classroom Resources**

**COB Classroom Resources:** Most courses for the college are scheduled in the COB building. However, depending on classroom availability, departments may sometimes need to schedule in other buildings on campus. The COB building has several classrooms: 1) large lecture-auditoriums; 2) lecture rooms; 3) computer classrooms; 4) [active learning classrooms](#); 5) Hyflex classrooms. Most of the classrooms are permanently locked due to the quality of the equipment installed in those rooms. Faculty can open these rooms with their building key and must close the classrooms at the end of their

classes. Academic Technology Services (ATS) provides support and training for HyFlex rooms.

**Course Scheduling Issues:** Department chairs are responsible for scheduling classes and assigning courses to faculty. Faculty members that have compelling reasons to control enrollments in their classes once the semester has started should contact their department chair. The university allows online student drops and adds during the first two weeks of classes. The college enrollment management team may also use reserved seats to ensure equal access to certain student groups (i.e., incoming new students).

**Late Registration Management (Reserved Seats):** Departments may request that a small number of seats be reserved in certain courses as a way to control enrollment into classes once classes begin. If a faculty member would like consent added to their classes, they should contact their department chair.

## Class Rosters

**Class Rosters:** Faculty may access a class roster for any classes they are scheduled to teach on MyCSULB (CSULB Faculty Center).

**Waitlist Rosters:** All waitlist rosters are deleted approximately a week before the start of instruction. Faculty are thus advised to either print or take a screenshot of their waitlist roster to use for reference when instruction begins if they plan to refer to this roster to determine eligibility for enrollment in their class. Faculty may access a waitlist roster on MyCSULB using the drop-down menu at the top of the class roster. Faculty may also request a copy of the waitlist from the department ASC, as these are also saved for department records.

## Teaching-Related Academic Policies, Resources, and Practices

A summary of policies and practices is provided below, but faculty are highly encouraged to refer to [Academic Senate policies](#) when applicable.

### COB Student Registration & Start of Semester Student Requests

- **Student Registration Procedures:** Detailed student registration procedures for the college are emailed to faculty prior to the start of every semester. Most students pre-enroll in classes. Class rosters can be printed from MyCSULB at the beginning of the semester. During fall and spring semesters, students may continue to add through of the fourth week of classes. Students can add and drop online during weeks one and two. During the third week, students must obtain instructor permission. Adds in the fourth week are rarely allowed and must be accompanied by documentation. There is a \$10 late fee to add a course during Week 4. Currently, late registration forms are submitted online. While the online form is automatically routed to make sure the student meets prerequisites, you can also check with Carol Grutzmacher [Carol.Grutzmacher@csulb.edu](mailto:Carol.Grutzmacher@csulb.edu) prior to signing the form. Also please make sure that despite adding late, the student can be successful in the class. Dates and deadlines are published [here](#).
- **Auditing a Course:** Enrollment in COB courses as an auditor is not permitted.
- **Requests for Grade Option Change to Credit/No Credit:** Business majors and minors may not exercise a Credit/No-Credit grading option for courses required by COB in their program.

## Instructor Drops

As per [PS 12-03 Final Course Grades, Grading Procedures, and Final Assessments Policy](#) (Article I.1.6), *"an instructor may withdraw a student who has never attended a class if done before the end of the second week of classes."* This is not mandatory and is left to the discretion of the faculty member. Instructor drops are only permitted for fall and spring semesters, not in summer or winter sessions. If an instructor needs to drop a student, they may do so through MyCSULB during the first two weeks of the semester.

## Student Attendance & Excused Absences

Faculty may not deny the make-up of assignments and/or exams if there is an excused absence. As per [PS 17-17 Attendance Policy](#), *"students may have a valid reason to miss a class. When any of the following reasons directly conflict with class meeting times, students are responsible for informing faculty members of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and classwork insofar as this is possible. Excused absences include, but are not limited to:*

- *Illness, injury to the student, or medical conditions, including those related to pregnancy*
- *Death, injury, or serious illness of an immediate family member. An immediate family member is defined as a close relative or a person residing in the student's immediate household.*
- *Religious reasons (California Education Code section 89320)*
- *Jury duty, military service, or other government obligation*
- *University-sanctioned or -approved activities (examples include but are not limited to artistic performances, participation in scholarly conferences and presentations, intercollegiate athletic activities, student government, required class field trips, etc.)."*

*Faculty members are not obligated to consider other absences as excused.*

## Assessments / Exams

**Proctoring of Exams:** Only faculty may proctor exams, including make-up exams. Graduate assistants may assist faculty in proctoring exams but cannot be asked to proctor exams independently. ASCs and other staff members should not be asked to proctor or help in proctoring exams.

**Location for Proctoring Make-up Exams:** Faculty must refrain from using meeting rooms (COB 204 and 366) or the Staff Lounge for giving make-up exams.

**Final Assessments:** As per [PS 12-03 Final Course Grades, Grading Procedures, and Final Assessments Policy](#) (Article III.3), *"all instructors shall administer a final assessment...or have it due...at a specified time that falls within the date and time listed in the Final Examination Schedule."* Any exception must be approved by the associate dean for administration and requires signatures of all students enrolled in the course. [Final Exam Schedule Charts](#) are available online. Further detail and meeting locations for final exams will not become available until approximately a month prior to the end of classes. Faculty can obtain the final exam schedule report from the department ASC at that time.

**Demonstrations of Competence:** As per [PS 12-03 Final Course Grades, Grading Procedures, and Final Assessments Policy](#):

- **Minimum Demonstrations of Competence:** (As per Article IV.2-IV.3) *“Final course grades shall be based on at least three, and preferably more, demonstrations of competence by the student. Exceptions require the college dean's approval. In no case shall the grade on any single demonstration of competence count for more than one-third of the final course grade. Exceptions require the college dean's approval. This provision does not abridge a faculty member's right to assign a course grade of “F” for a single act of cheating, plagiarism, fabrication or falsification of information, or other forms of academic dishonesty.”*
- **Demonstrations of Competence by Midpoint in Term:** (As per Article IV.6) *“Instructors shall provide students with an opportunity for demonstration of competence, relevant to the determination of their final course grade in the course, as early as is reasonable and no later than the midpoint of the term.”*
- **Keeping Record of Demonstrations of Competence:** (As per Article IV.5 & IV.8) *“Instructors shall keep a record of students' scores on each of the demonstrations of competence on which the final course grade is based... If materials submitted for a demonstration of competence are not returned, these materials must be retained for at least two subsequent semesters by the instructor. The materials shall be accessible to the department office.”*

**Final Exam Schedules:** Faculty may refer to the Final Exam Schedule Charts for the fall semester or spring semester on the [Student Records Final Exam Schedule web page](#) and contact their department chair for questions on their final exam schedule.

## Final Course Grades & Grading Procedures

**Student Withdrawal:** Students may drop the class in the first two weeks of instruction online without signatures. The class instructor and the department chair must sign for drops during weeks 3-12. Students should demonstrate serious and compelling reasons for such drops. Beginning with week 13, students may not drop a course unless there are circumstances beyond the student's control, such as accident or serious illness. Faculty cannot deny student withdrawal for legitimate reasons. As per [PS 12-03 Final Course Grades, Grading Procedures, and Final Assessments Policy](#) (Article I.1.2-3), *“withdrawals [after the second week of instruction and prior to the final three weeks of the regular semester (20% of a non-standard session)] are permissible only for serious and compelling reasons... Withdrawal during the final three weeks of instruction are not permitted except in cases such as an accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student's control and the assignment of an Incomplete is not practical.”* Instructors should advise students to see an advisor in the Center for Student Success.

**Posting Grades on MyCSULB:** Only the instructor of record may access grade rosters and submit grades. Web grading instructions are available on MyCSULB on the “How-to-Guides” link. Grade rosters are due prior to the end of the semester (generally due four working days after the last day of final exams for fall and spring and four working days after the last day of the session for summer).

**Change of Grades:** Errors in computing and recording a student's final course grade can be corrected

by submitting an online grade change request in MyCSULB by accessing the relevant grade roster. This correction must be made within one year from the date of the filing of the first final course grade.

**Incomplete Grades:** Faculty may assign “I – Incomplete” grades. As per [PS 12-03 Final Course Grades, Grading Procedures, and Final Assessments Policy](#) (Article I), an “I” grade *“indicates that a portion of required course work (normally not more than one-third) 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. No instructor may assign an Incomplete if the student must attend a major portion of the class when it is next offered. A final course grade is assigned when that work has been completed and evaluated. An “I” must normally be made up within one calendar year immediately following the end of the term during which it was assigned.”* If an “I” grade is assigned, faculty must complete an Incomplete Contract directly from the Class Roster or Grade Roster in MyCSULB. To take effect, the incomplete contact must be accepted online by the student. Once the student has completed the remaining coursework, the instructor needs to indicate in the Incomplete Contract that the work has been completed and complete an online *Change of Grade* in MyCSULB.

## Cheating & Plagiarism

Faculty should refer to PS 21-01 Policy on Academic Integrity Regarding Cheating and Plagiarism for faculty [responsibilities in allegations of cheating and plagiarism](#). Faculty members should report cases of cheating or plagiarism to the Office of Student Conduct and Ethical Development using the [online Academic Integrity Form](#). This form identifies the student who was responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not the Office of Student Conduct and Ethical Development should follow up.

Faculty who do not wish to have any action taken by the Office of Student Conduct on a particular student’s case can check “No” under requests for further investigation and action. If “No” is selected, the Office of Student Conduct will take no action unless they receive a number of such reports about the same student. If that is the case, they will conduct an investigation. If the investigation does not indicate any cheating or plagiarism, no records will be kept in the student’s file.

## Grade Appeals

Faculty should refer to PS 011-09 Grade Appeals Policy Procedure for faculty responsibilities in grade appeals cases. Below is a summary of the procedure as it pertains to instructors.

The Preliminary Informal Phase of the Grade Appeals Process consists of the following:

- **Student Requests for Scores & Review of their Demonstrations of Competence:** As per the policy (Article 3.1), *“students have a right to be informed of their scores and to review each of their demonstrations of competence with their instructors. If materials submitted for a demonstration of competence are not returned to the student, such materials will be retained for at least two (2) subsequent semesters by the instructor. The materials shall be accessible to the department office.”*
- **Informal Consultation Between Student & Instructor:** As per the policy (Article 3.3), *“if the*

*student cannot resolve the problem after informal consultation with the instructor and intends to continue the process, the next step is for the student to prepare a grade appeal file,” including the [COB Grade Appeal Form](#), and submit this to the department chair.*

- **Informal Consultation Between Student, Department Chair, & Instructor:** As per the policy (Article 3.4), *“the department/program chair will consult with both the student and instructor(s) involved to attempt a resolution to the grade appeal.”*

If the student chooses to move forward to the Formal Phase of the Grade Appeals Process, these are the following steps:

- **Instructor Receives Copies of Appeal & Is Given the Option to Submit Written Response:** As per the policy (Article 4.1-4.1.2), *“should consultation fail to resolve the appeal and should the student choose to continue the process...the department/program chair shall forward the appeal to the department/ program grade appeals committee...The department/program chair must also inform the instructor immediately that the formal grade appeals process has been initiated and must give copies of all materials forwarded to the grade appeals committee to the instructor and the student...The instructor may submit a written response to the student's appeal and a rationale to be considered by the grade appeals committee. The department/program chair must also provide a copy of the response and rationale to the student.”*
- **Right to Peremptory Challenge:** As per the policy (Article 2.8), *“the committee chair at the department/program level and the college level shall inform all parties of the composition of the grade appeals committee and the right to peremptory challenge. The student and the instructor involved in any given appeal shall each have one (1) peremptory challenge to remove one (1) committee member from service for that particular appeal.”*
- **Receiving Copies of Grade Appeal Committee Decisions & Rationale:** As per policy (Article 2.12), *“after making its determination, the committee hearing the appeal shall prepare a written statement of its decision, including an explanation of its reasoning and a response to the specific issues upon which the appeal is based. The committee chair shall place a copy of the decision statement in the appeal file and shall send copies of the statement to all parties involved.”*
- **Continuing the Grade Appeal Process:** As per the policy (Articles 4.3.3, 4.4.2, 5.4.2), either the instructor or the student may communicate in writing his/her intention to continue the appeal process after each committee decision, in which case the file (including the committee's decision and rationale) shall be forwarded to the next level of the appeal. As per the policy (Articles 4, 5, 6), the formal appeal process may include appeals to the department/program grade appeals committee, the college grade appeals committee, and the university grade appeals committee.

## **Instructor Absence from Class and Class Cancellation**

If faculty will be absent from class or need to cancel a class session, they should complete and submit a [Notice of Absence from Class/Class Cancellation form](#) to the department chair. Only another

CSULB faculty member may substitute for a class in case of instructor absence, but the department chair must approve this.

While faculty may occasionally invite guest speakers to present to a class, the faculty member must always be present.

## Student Evaluation of Teaching

Faculty should refer to [PS 17-05 Policy on Student Evaluation of Teaching](#) for information on how courses are selected to be evaluated, instrumentation, access to results, and the administration of evaluations. Article 2 states, “*All classes with a C classification and six or more students shall be evaluated.*” Currently, in COB, all classes have a C classification, except for directed studies courses and GBA 698.

## Additional Instructional Resources

- **Academic Technology Services (ATS):** [ATS Instructional Design Services](#) provides instructional support to enhance teaching and learning.
- **Assisting Students in Distress:** Faculty who observe or receive reports of student behavior that is cause for concern may refer to [CSU's Red Folder](#) for guidelines on how to respond and a list of campus resources. In any event, faculty should contact their department chair/director or associate dean for administration to report any behavior that causes concern.
- **Bob Murphy Access Center (BMAC):** Faculty may refer to the [BMAC Faculty Resources](#) to view the BMAC Faculty Handbook and [BMAC Directory](#) of university contacts to support students with disabilities.
- **BeachBoard:** BeachBoard is the university's e-learning management system. BeachBoard courses are automatically created for each scheduled course, and the instructor has the option to activate the course for their students. If teaching online or hybrid, the Beachboard learning management system must be used to provide students with the necessary materials, schedule, and support. Faculty may refer to [BeachBoard Instructor Support](#).
- **CARES Team:** The [CARES Team](#) supports students in distress and provides ongoing case management to students undergoing personal challenges or crises. Faculty should complete the [CARES Referral Form](#) if they are concerned about a student in distress.
- **Faculty Center:** The [Faculty Center](#) provides advice, guidance, mentoring, support, and community to faculty related to teaching, scholarship, and service. Their website includes information on professional development opportunities and resources to improve instructor effectiveness.

## Faculty Personnel & Related Work Policies

### Faculty Contract and Union

The [California Faculty Association \(CFA\)](#) is the exclusive collective bargaining representative for the California State University faculty, including tenure-track faculty, Lecturers, Librarians, counselors and coaches. Faculty should be familiar with the [Collective Bargaining Agreement: Unit 3](#), which is currently extended until June 30, 2021.

## Faculty Medical Issues

Faculty with medical issues considering taking a leave of absence should consult the [Faculty Affairs Medical & Parental Leaves of Absence](#) or contact Faculty Affairs at [aa-facultyLOA@csulb.edu](mailto:aa-facultyLOA@csulb.edu) for current procedures related to medical leaves, use of sick time, and applications for catastrophic leave or non-industrial disability insurance. Faculty who go through the appropriate leave process can utilize their sick leave and not have their pay or benefits interrupted.

For medical issues that are not cause to take a leave but may still need to be addressed in some form, faculty should contact the [Office of Equity & Diversity](#). OED is the only agency on campus authorized to make reasonable accommodation decisions for employees.

## Faculty Periodic Evaluations

The [Faculty Affairs website](#) provides comprehensive information about the processes, policies, and guidelines for faculty evaluations. Faculty Affairs also hosts workshops each year to educate both candidates and evaluators on the process. In addition, tenured and tenure-track faculty should review the specific [College of Business and Department RTP Policies](#).

- **Periodic Evaluation of Tenure-Track Faculty:** Tenure-track faculty without any years of service credit complete a [Professional Development Plan \(PDP\)](#) in their first year, and [Periodic "Mini" Evaluations](#) each year they are not up for [Reappointment, Tenure, & Promotion \(RTP\)](#).
- **Periodic Evaluation of Tenured Faculty:** Tenured faculty undergo [Evaluation of Tenured Faculty \(ETF\)](#) every five years after earning tenure. Associate Professors may also be considered for [Promotion Review \(RTP\)](#) to full Professor.
- **Periodic Evaluation of Lecturers:** Lecturers with appointments for two or more semesters must be evaluated annually—lecturers with a three-year appointment at least once during the term of the three-year appointment. Additional information on [the Evaluation Procedures and Criteria for Periodic Evaluation](#) of Lecturers is available on the Faculty Affairs website.

## AACSB Accreditation

The [College of Business Office of Accreditation](#) provides the essential services to assure that COB is ready when the AACSB (the Association to Advance Collegiate Schools of Business) review team arrives every 5-year review cycle. Faculty are involved in accreditation efforts.

- **Participating and Supporting Faculty:** Faculty should review the [Standards for Participating/Supporting Faculty Members](#). *Participating Faculty Members* actively engage in the College of Business activities that go beyond their direct teaching responsibilities.

Participating faculty members are considered long-term faculty, whether or not their appointment is full- or part-time. All tenured and tenure-track faculty are automatically participating faculty members. Full-time and part-time lecturers may either be participating or supporting faculty members. *Supporting Faculty Members* do not participate in the operations and activities of the college beyond direct teaching responsibilities. Their responsibilities usually are limited exclusively to teaching.

- **Assessment Activities:** Faculty who teach core business courses may be asked by the course coordinator to participate in assessment activities. These activities are a part of efforts to assess and document whether students achieve [learning goals adopted by COB faculty](#).
- **Resumes:** Faculty may upload resume data reflected in both the public and AACSB-password-protected resumes on the COB website. For complete resume editing instructions, see the webpage [Faculty Resume Help](#). If you have any issues, please contact [cba-webmaster@csulb.edu](mailto:cba-webmaster@csulb.edu).

The Office of Accreditation collects and records all efforts of the faculty for managing the quality of education per AACSB standards. The faculty should review the following resources related to research activities.

- [Intellectual Contribution Guidelines](#)
- [Professional Contribution Guidelines](#)
- [Faculty Qualification Definitions and Standards](#)
- [Journal Rankings](#)

## Professional Development

- [The Faculty Center](#) offers workshops & programs, and resources to aid in faculty members' professional development.
- The [Office of Research & Sponsored Programs \(ORSP\)](#) facilitates faculty research and grant activity, including internal awards such as Mini-grants and Summer Stipends (MGSS)
- Eligible faculty can apply for [Sabbatical and Difference-in-Pay Leaves](#) for research, scholarship, and creative activity.
- **University Awards:** CSULB offers various awards recognizing faculty for excellence in teaching, research, and advising/mentoring, to name a few. Deadlines, application procedures, and award criteria will be listed on the Academic Senate website annually.

## Additional Resources

- [Academic Senate Policies](#)
- [Academic Affairs Calendars](#)
- [Faculty Affairs](#)
- [Academic Employee Relations](#)
- [University Library](#)

- [Faculty Services at the University Library](#)
- [Student Services at the University Library](#)
- [University Police](#)