

1 **Does Academic Senate need to approve departmental RTP policies?**

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3 V. PRINCIPLES FOR THE REVIEW PROCESS

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5 A. General principles

- 6
7 1. Faculty shall be evaluated in accordance with the Unit 3 CBA as well as
8 standards approved for their Departments or equivalent units (when such
9 standards exist), standards approved by their College/Library/SSP,AR, and in
10 accordance with this policy. Such standards shall be reviewed ~~and~~
11 ~~recommended~~ by the Faculty Affairs Committee for compliance to university
12 and CSU policies and procedures. ~~to the Academic Senate for approval.~~ In case
13 of conflict between the Department and College/Library/SSP,AR standards, the
14 College/Library/SSP,AR standards shall prevail. The policies and procedures
15 in this document are subject to Board of Trustees policies, Title 5 of the
16 California Administrative Code, California Education Code, the Unit 3 CBA,
17 and other applicable State and Federal laws.

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19 *****

20 V. B.4. Departmental Standards

- 21 a. A Department or equivalent unit may develop standards for the evaluation
22 of faculty members of that Department or equivalent unit.
- 23 b. Department or equivalent unit standards shall not conflict with law or
24 University policy. In no case shall Department standards require lower
25 levels of performance than those required by law or University policy.
- 26 c. Written Department or equivalent unit standards shall address:
27
- 28 1) Those activities, which fall under the categories of Teaching
 - 29 Performance, Scholarly and Creative Activity, and Service;
 - 30 2) A description of standards used to judge the quality of
 - 31 performance;
 - 32 3) The criteria employed in making recommendations for retention,
 - 33 tenure, and promotion.
- 34
- 35 d. The Dean/Director of the College/Library/SSP,AR shall review the
36 Department standards for conformity to College/Library/SSP,AR
37 standards. If the Dean ~~approves~~ finds it in conformance, she/he will
38 forward the Department standards to the Faculty Affairs Committee ~~for~~
39 ~~conformance with the standards and practices of the University.~~ The
40 Faculty Affairs Committee has the responsibility to verify and ensure
41 compliance with university and CSU policies and procedures. ~~The~~
42 ~~President has final approval of all Department standards.~~ Departments or
43 equivalent units shall follow this approval process each time they wish to
44 change their standards.

ACADEMIC HONESTY POLICY

Academic Affairs
POLICY
SAC 083-95

Effective Date: mm/dd/yyyy

- 1 **Definition:** Academic honesty policy delineates student, faculty, and administrative
- 2 responsibilities in regards to academic honesty. The policy defines incidents of
- 3 Academic dishonesty and the sanctions that can be applied.
- 4
- 5 **Authority:** The Cal State San Marcos ~~Interim~~ Student Rights and Responsibilities Policy as
- 6 expressed in Executive Order 320.
- 7
- 8 **Scope:** The purpose of the Academic Honesty Policy shall be to define incidences of
- 9 academic dishonesty and to delineate student, faculty, and administrative
- 10 responsibilities.
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Karen S. Haynes, President

Approval Date

Robert Sheath, Provost

Approval Date

42 First Revision: 00/00/00

43 Implemented: 4/28/95

Effective Date: mm/dd/yyyy

45 I. Introduction

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47 Each student shall maintain academic honesty in the conduct of his or her studies and other
48 learning activities at CSUSM. The integrity of this academic institution, and the quality of the
49 education provided in its degree programs, are based on the principle of academic honesty.

50

51 The maintenance of academic integrity and quality education is the responsibility of each student
52 within this university and the California State University system. Cheating and plagiarism in
53 connection with an academic program at a campus is listed in Section 41301, Title 5, *California*
54 *Code of Regulations*, as an offense for which a student may be expelled, suspended, put on
55 probation, or given a less severe disciplinary sanction.

56

57 II. Student Responsibilities

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59 A. Students are responsible for knowing and understanding the rules of Academic Honesty
60 as outlined in the university catalog, to include fabricating information and data,
61 cheating, facilitating academic dishonesty, and plagiarizing.

62

63 B. [Students are responsible for c](#)Communicating with the professor if they do not understand
64 how the policy applies to a particular class or assignment. [Students are responsible for](#)
65 [u](#)Utilizing the library resources (e.g. the plagiarism tutorial, consulting a librarian, or referring to
66 a style guide) on academic honesty and plagiarism to fully understand the differences
67 between a citation, giving credit, original writing, and plagiarism.

68

69 III. Faculty Responsibilities

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71 A. Faculty must report all incidents of Student Dishonesty and the actions taken to the
72 Office of the Dean of Students.

73

74 The reporting must include:

75

76 [1.](#) — Student name

77 [2.](#) — Student ID number as it appears on the class roster

78 [3.](#) — Class Code, CRN, and Semester taken

79 [4.](#) — The issues of dishonesty that occurred

80 [5.](#) — The actions or consequences taken by the professor

81

82 B. Each faculty should include a statement on Academic Honesty in their syllabi such as:

83

84 Students will be expected to adhere to standards of academic honesty and integrity, as
85 outlined in the Student Academic Honesty Policy. All assignments must be original
86 work, clear and error-free. All ideas/material that are borrowed from other sources must
87 have appropriate references to the original sources. Any quoted material should give
88 credit to the source and be punctuated [with quotation marks](#)[accordingly](#).

89

90 Academic Honesty and Integrity: Students are responsible for honest completion and
91 representation of their work. Your course catalog details the ethical standards and

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92 penalties for infractions. There will be zero tolerance for infractions. If you believe there
 93 has been an infraction by someone in the class, please bring it to the instructor's
 94 attention. The instructor reserves the right to discipline any student for academic
 95 dishonesty, in accordance with the general rules and regulations of the university.
 96 Disciplinary action may include the lowering of grades and/or the assignment of a failing
 97 grade for an exam, assignment, or the class as a whole.

98
 99 C. Faculty should keep accurate records and documents regarding the case and their own
 100 resolution and consequences for ~~at least one semester~~ one year from the end of the term.

101
 102 D. Faculty should have a discussion of academic honesty, expectations, and consequences
 103 within the first two or three class meetings in order to maintain consistency and
 104 uniformity with all classes and students.

105
 106 E. Faculty are encouraged to include creative assignments that require original thought in
 107 order to reduce the incidents of student dishonesty.

108
 109 F. Faculty have the ultimate responsibility and discretion when grading students who have
 110 been dishonest in class; ~~however~~, faculty also have the responsibility to be fair and
 111 equitable to all students within the same class; ~~therefore~~, therefore, consequences for like offenses
 112 must be similar.

113
 114 G. Grading Policy: ~~It is suggested that each faculty member have a consistent grading~~
 115 policy which will be applied in all cases of academic dishonesty. For example, if an
 116 assignment where a student is caught cheating is worth more than ~~15%~~ 15% of the grade, the
 117 student may receive a "FAIL" in the class. If the assignment is worth less than 15%, then
 118 the assignment can be given a grade of "0"; ~~the~~

119
 120 IV. Administrative Responsibilities:

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 122 A. Administrators are responsible for knowing and understanding the rules of Academic
 123 Honesty to include fabrication, cheating, facilitating academic dishonesty, plagiarism and
 124 to take administrative action where necessary.

125
 126 B. Administrators should facilitate a discussion of Academic Honesty at student orientation
 127 to ensure that all students are aware of the Academic Honesty issues on campus and how
 128 they will be dealt with.

129
 130 C. The Dean of Students shall provide a report each semester to the Executive Committee of
 131 the Academic Senate to include aggregated data for that semester which includes the
 132 number and type of cases reported and the disciplinary actions taken.

133
 134 V. Student Sanctions

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 136 Student sanctions, imposed by the ~~appropriate administrator~~ Dean of Students, for violations to the
 137 academic honesty policy can include any of the following:
 138

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- 139 (a) —Warning
140 (b) —Probation of Student
141 (c) —Suspension
142 (d) —Expulsion
143

144 VI. Definitions

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146 Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and
147 defrauds those who depend upon the integrity of the campus programs. Such dishonesty includes
148 the following.

- 149
150 A. Cheating: Using or attempting to use unauthorized materials, information, or study aids
151 in any academic exercise.

152 *Guidelines:*

- 153
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155 1. Faculty members are strongly encouraged to make every reasonable effort to
156 foster honest academic conduct. This includes adequate communication of
157 expectations about what kinds of collaboration are acceptable within the course.
158 Instructors should state in course syllabi their policies and procedures concerning
159 examinations and other academic exercises as well as the use before
160 examinations of shared study aids, examination files, and other related materials
161 and forms of assistance.
162
163 2. Students completing any examination should assume that external assistance
164 (e.g., books, notes, calculators, conversation with others) is prohibited unless
165 specifically authorized by the instructor.
166
167 3. Students must not allow others to conduct research or prepare any work for them
168 without advance authorization from the instructor. This comment includes, but is
169 not limited to, the services of commercial term paper companies.
170
171 4. Students who are required to do a paper in a course should assume that
172 submitting the same or similar paper to different courses (regardless of whether it
173 is in the same semester or in different semesters) is not permitted without the
174 explicit permission of the instructors of both courses.

- 175
176 B. Fabrication: Falsification or invention of any information or citation in an academic
177 exercise.

178 *Guidelines:*

- 179
180
181 1. "Invented" information may not be used in any laboratory experiment or other
182 academic exercise without notice to and authorization from the instructor. It
183 would be improper, for example, to analyze one sample in an experiment and
184 covertly "invent" data based on the single experiment for several more required
185 analyses.

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2. One must use/acknowledge the actual source from which cited information was obtained. For example, a student may not reproduce sections from a book review and indicate that the section was obtained from the book itself.
 3. Students who attempt to alter and resubmit returned academic work with intent to defraud the faculty member will be in violation of this section. For example, a student may not change an answer on a returned exam and then claim that they deserve additional credit.
- C. Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- Guidelines:*
1. For example, a student who knowingly allowed copying from his or her paper during an examination would be in violation of this section.
 2. Providing information about the contents of an examination to a student who will later take the examination, or taking an examination on behalf of another student, are violations of academic honesty.
- D. Plagiarism: Intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise, including:
- (a) —the act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work;
 - (b) —the act of putting one's name as an author on a group project to which no contribution was actually made; and
 - (c) —representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own.
- Guidelines:*
1. Direct Quotation: Every direct quote must be identified by quotation marks, or by appropriate indentation or by other means of identification, and must be properly cited with author(s) name(s), year of publication, page number(s), footnotes and/or endnotes, depending on the citation style used. Proper citation style for academic writing is outlined by such manuals as the *MLA handbook for writers of research papers*, *APA: Publication manual of the American Psychological Association*, or *Chicago manual of style*.

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- 232 | 2. Paraphrase: Prompt acknowledgment is required when material from another
233 | source is paraphrased or summarized in whole or in part in your one's own
234 | words. To acknowledge a paraphrase properly, one might state: "to paraphrase
235 | Locke's comment..." and conclude with a citation identifying the exact reference.
236 | A citation acknowledging only a directly quoted statement does not suffice to
237 | notify the reader of any preceding or succeeding paraphrased material.
238 |
239 | 3. Borrowed Facts or Information: Information obtained in one's reading or research
240 | which is not common knowledge among students in the course must be
241 | acknowledged. Examples of common knowledge might include the names of
242 | leaders of prominent nations, basic scientific laws, etc.
243 |
244 | 4. Material which contributes only to the student's general understanding of the
245 | subject may be acknowledged in the bibliography and need not be immediately
246 | cited. One citation is usually sufficient to acknowledge indebtedness when a
247 | number of connected sentences in the paper draw their special information from
248 | one source. When direct quotations are used, however, quotation format must be
249 | used and prompt acknowledgment is required.

FACULTY SERVICE AND VOTING WHILE ON LEAVE POLICY

Implementation Date: 00/00/00

Revised: 00/00/00

Definition Conditions for committee service and eligibility for voting by faculty on leave.

Authority CSU Unit 3 CBA, The President of the University

Scope Faculty of CSU San Marcos

FACULTY SERVICE AND VOTING WHILE ON LEAVE

Service

Leaves of Absence

Faculty on leaves of absence (~~with or without pay~~), ~~leaves of absence with pay, sick leave, sabbatical leaves, and difference in pay leaves (as defined in CBA Articles 22, 23, 24, 27, and 28, respectively)~~ may not serve in the Academic Senate or on university-level committees during the time term of their leave. However, during the time of their leave, they may, however, run for election to the Academic Senate or a university-level committee for a term that begins after the time of their leave ends.

For eligibility to serve on Peer Review and Promotion and Tenure Committees, refer to the following chart for eligibility:

<u>Performance Review for:</u>	<u>Must not be on leave for any part of the</u>
<u>Retention only</u>	<u>—must be active Spring Fall Ssemester</u>
<u>Retention w/ Tenure and/or Promotion</u>	<u>must be active both Fall and Spring</u>
<u>semestersAcademic Year</u>	
<u>Tenure and/or Promotion</u>	<u>must be active both Fall and Spring</u>
<u>semestersAcademic Year</u>	
<u>Periodic Evaluation and Post-Tenure Review</u>	<u>must be active Spring semesterFall Semester</u>

Periods of Inactive FERP employment

Faculty who have a FERP appointment shall be eligible to serve on committees only during periods of active FERP employment. They may not serve on Ppeer Rreview or Promotion and Tenure Ceommitteess, as defined in CBA Article 29.18. However, during periods of inactive FERP employment, they may run for election to the Academic Senate or a university-level committee for a term that begins during a period of active employment.

Voting

Faculty on any professional leaves of absence except a personal leave -without pay, ~~leaves of absence with pay, sick leave, sabbatical leaves, difference in pay leaves,~~ or during an inactive term for faculty participating in the Faculty Early Retirement Program or the Pre-retirement

FACULTY SERVICE AND VOTING WHILE ON LEAVE POLICY

Implementation Date: 00/00/00

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38 Reduction in Time Base Program (as defined in CBA Articles 22, 23, 24, 27, 28, 29 and 30
39 respectively) may retain their voting rights during the term of their leave. If a faculty member
40 desires to vote while on leave, the member must furnish the Office of the Academic Senate, by
41 the beginning of the leave, an address to which the faculty member wants ballots sent during the
42 leave. Faculty who do not exercise this option to vote during their leaves will not be counted as
43 voting members for purposes of determining whether sufficient votes have been cast to settle an
44 election.

45
46 Faculty on personal leaves of absence without pay (as defined in CBA Article 22) are not eligible
47 to vote.

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51
52 _____ Approval Date
53 Karen S. Haynes, President

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55
56 _____ Approval Date
57 Robert Sheath, Provost and Vice President for
58 Academic Affairs
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FACULTY SERVICE AND VOTING WHILE ON LEAVE

POLICY

Implementation Date: 00/00/00

Revised: 00/00/00

Definition Conditions for committee service and eligibility for voting by faculty on leave.

Authority CSU Unit 3 CBA, The President of the University

Scope Faculty of CSU San Marcos

FACULTY SERVICE AND VOTING WHILE ON LEAVE

SERVICE

Leave of Absence

Faculty members who are on a leave of absence may not serve in the Academic Senate or on university-level committees during the time of their leave. Refer to the following chart for eligibility to serve on Peer Review or Promotion and Tenure Committees:

Performance Review for:	Must not be on leave for any part of:
Retention only	Fall Semester
Retention w/ Tenure and/or Promotion	Academic Year
Tenure and/or Promotion	Academic Year
Periodic Evaluation and Post-Tenure Review	Spring Semester

During the time of their leave, faculty may run for election to the Academic Senate or a university-level committee for a term that begins after the time of their leave ends.

Faculty Early Retirement Program (FERP)

Faculty members who have a FERP appointment shall be eligible to serve on committees only during periods of active FERP employment. They may not serve on Peer Review or Promotion and Tenure Committees, as defined in CBA Article 29.19. During inactive employment periods, they may run for election to the Academic Senate or a university-level committee for a term that begins during a period of active employment.

VOTING

Faculty on personal leaves of absence without pay (as defined in CBA Article 22) are ineligible to vote. Faculty members who are on any other type of leave of absence, or in a period of inactive employment for the FERP or Pre-retirement Reduction in Time Base Program (as defined in CBA Articles 22, 23, 24, 27, 28, 29 and 30 respectively) may retain their voting rights during the time of their leave or inactive employment period. If a faculty member desires to vote while on leave or during an inactive employment period, the faculty member must furnish the Office of the Academic Senate, by the beginning of the leave or inactive employment period, an address to which the faculty member wants ballots sent. Faculty who do not exercise this option

FACULTY SERVICE AND VOTING WHILE ON LEAVE

POLICY

Implementation Date: 00/00/00

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to vote will not be counted as voting members for purposes of determining whether sufficient votes have been cast to settle an election.

Karen S. Haynes, President

Approval Date

Robert Sheath, Provost and Vice President for
Academic Affairs

Approval Date

POLICY FOR FACULTY ON THE MANAGEMENT OF COURSE RECORDS — POLICY

Implementation Date: 00/00/00

Revised: ~~200~~/03~~0~~/05~~0~~

Definition A policy governing faculty management of student course records.

Authority Family and Educational Rights & Privacy Act of 1974 (FERPA)

Scope All university Faculty.

~~Alexander Gonzalez~~ Karen S. Haynes, President

Approval Date

Robert Sheath, Provost ~~and Vice President for~~
Academic Affairs

Approval Date

POLICY FOR FACULTY ON THE MANAGEMENT OF COURSE RECORDS — **POLICY**

Implementation Date: 00/00/00

Revised: 200/030/050

Instructors have the responsibility to ensure confidentiality of the student records to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA 1974). Student records are defined as any documents (including electronic) that include identifying student information (e.g. name with, social security number, student ID number, or grade). Documents include, but are not limited to, graded class assignments, homework, tests, letters of recommendation and roster print-outs showing student name and any other type of personally identifiable information (e.g., social security number, student ID number). ~~/or social security number.~~ The purpose of these guidelines is to help faculty understand how to manage student records.

I. Instructor Responsibilities:

- ~~—A.~~ Keep student records out of reach of anyone else, preferably in a locked cabinet.
- B. Get-Obtain the student's written permission before anyone other than the student—including spouses, parents, significant others, and other relatives—can collect his/her graded work.
- ~~—C.~~ Keep student records for a minimum of one year from the end of the term when the work was completed before destroying them.
- ~~—D.~~ Get-Obtain the student's permission before you leave his/her records outside your office.
- ~~—E.~~ All records left outside of office must be in a sealed envelope.
- ~~—F.~~ After one year, ~~—~~records may be discarded after identifying characteristics have been removed or destroyed.
- ~~G. Do not include information about a student's grades or grade point average in letters of recommendation without obtaining prior written permission from the student.~~
- ~~—G.~~ Do not at any time use the entire ID Number of a student in a public posting of grades.
- ~~—H.~~ Do not ever link the name of a student with that student's ID number in any public manner.
- ~~—I.~~ Do not leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- ~~I.~~ Do not circulate a printed class list with student name and ID number or grades as an attendance roster.
- J.
- K. Questions regarding the FERPA and/or other student record privacy matters should be directed to the Vice President of Student Affairs.

II. Student Responsibilities:

In most classes, faculty return graded materials to students during the course of the semester. If a student elects to file a formal appeal over a course grade, she or he would need to produce all of the original graded work for the purpose of the review procedure. Therefore, students should retain work handed back to them at least until they receive the final grade. If the student then elects to file a grade appeal, s/he should retain the graded materials until the appeal is resolved.