

1 WHEREAS, APP 126-96 Add/Drop and Withdrawal Policy, approved April 7, 2000, is outdated
2 and needed revision; and
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4 WHEREAS, APC Resolution 297-05 of Change to Add/Drop and Withdrawal
5 Policy was forwarded to the Academic Senate in the Spring Semester 2006,

6 ***Adding Courses***

7 ~~Beginning with the first day of the academic term, students must use a Schedule Adjustment~~
8 ~~Form (available on the Enrollment Services website or Cougar Central) to add a class. The~~
9 ~~Schedule Adjustment Form, with the instructor's signature (or that of the instructor's designee),~~
10 ~~must be submitted to Cougar Central on or before the add/drop deadline for timely processing.~~
11 ~~Beyond the published add/drop deadline, students may petition for late enrollment; if approved, a~~
12 ~~late fee will be assessed. Adds beyond the University census date are normally not considered.~~
13 ~~The petition for late enrollment (adding courses after the add/drop deadline) is available on the~~
14 ~~Enrollment Services website or at Cougar Central but was not approved by the administration due to~~
15 ~~the fact that it was not in the formal policy format;~~

16
17 WHEREAS, People Soft will be used starting with the Fall 2008 registration.

18
19 WHEREAS, APC supports the revised catalogue language for adding courses:

20
21 ***Adding Courses***

22 Beginning with the first day of the academic term, students must secure a
23 permission number from their instructor to enroll online during the add/drop
24 period. An add form will be used for students who receive permission to
25 enroll with approval to override course restrictions and prerequisites. Beyond
26 the published add/drop deadline, students may petition for late enrollment; if
27 approved, a late fee will be assessed. Adds beyond the University census date
28 are normally not considered. The petition for late enrollment (adding courses
29 after the add/drop deadline) is available on the Enrollment Services website or
30 at Cougar Central.

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32 RESOLVED, that the Academic Senate endorse the proposed Policy and Procedures governing
33 Add/Drop prior to the published deadlines.
34

35
36 EXECUTIVE SUMMARY

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38 California State University San Marcos requires instructor permission for adds beginning
39 with the first day of instruction. Currently, sStudents are required to complete a form,
40 secure instructor permission, and hand deliver to Cougar Central for processing prior to
41 the last day of the add/drop period. To become more efficient in delivering timely
42 service to students, instructors will be provide permission numbers for students to enroll
43 online. The student self service system will enforce prerequisites, and therefore, an add
44 form will be used for students who receive permission to enroll along with approval to
45 override course restrictions and prerequisites.
46
47

48 I. PROCEDURE/APPLICATION

49
50 Adds:

- 51 a. Beginning with the first day of instruction, student must secure a permission number
52 from their instructor. r signature of approval for add on the Schedule Adjustment
53 Form
54 b. The Schedule Adjustment Form may be picked up at any of the advising offices or
55 Cougar Central; may be downloaded and printed from the Registration and Records
56 website.
57 e.b. The Schedule Adjustment Form, with the instructor's signature (or that of the
58 instructor's designee), must be submitted to Cougar Central, on or before the
59 add/drop deadline for timely processing. Cougar Central will work with students in
60 reconciling enrollment issues, and enroll students with permission numbers and
61 instructor approval to override prerequisites and restrictions.
62

63
64 Drops:

- 65 a. Student may use the on-line registration system to drop courses through the end of
66 the add/drop deadline which will immediately make available space in the course.
67 b. Course is completely removed from students' record.
68 c. Student dropping all courses will result in no enrollment for the term.
69

70
71 Beyond the published add/drop deadline:

- 72 a. Student may petition for late enrollment where approval is required of the
73 instructor and the Dean's office.
74 b. The petition for late enrollment is available on the Registration and
75 Records website or at Cougar Central.
76 c. Adds beyond the University census date are normally not considered.
77 d. Student wishing to drop courses beyond the published deadline must comply
78 with the Withdrawal Policy.
79

80 II. PUBLICATION IN UNIVERSITY NOTICES

81
82 Information will be updated, as follows:

- 83 a. The Curriculum and Scheduling Office will publish in the General Catalog and Class
84 Schedule updated Add/Drop procedures;
85 b. The CSUSM Enrollment Management Registration and Records website will be
86 updated.

FACULTY GRANTS COMMITTEE POLICY

Definition: Establish a Faculty Grants Committee (FGC) to conduct the review process of applications for university-wide faculty grants related to professional development and research, scholarship, and creative activities.

Authority: Academic Affairs

Scope: Provide policy and procedures for the Faculty Grants Committee (GGC) to conduct the review process of applications for university-wide faculty grants related to professional development and research, scholarship, and creative activities.

I. Committee Charge

- A. The Faculty Grants Committee (FGC) conducts the review process of applications for university-wide faculty grants related to professional development and research, scholarship, and creative activities.
- B. The FGC develops and revises the call for faculty grant applications, hosts workshop(s) about the grants process, evaluates the grant applications, and makes recommendations for awards to the Provost.
- C. The FGC is not an Academic Senate standing committee. FGC will report their recommendations to the Provost through the Associate Vice President for Research.
- D. FGC will prepare an annual report to the Academic Senate that will include the 1) number of grants awarded, 2) the dollar amounts of grants awarded, and 3) any substantive issues requiring Senate attention.

II. Committee Composition

- A. The FGC shall be constituted as follows:
 - 1. The FGC shall be an all university committee composed of seven (7) tenure-track faculty members and one (1) temporary faculty member.
 - 2. One (1) member shall be elected from the eligible faculty in each of the following areas:
 - a. Education, Business, Science and Mathematics, Humanities and Fine Arts, the Social Sciences, and the Library.
 - b. At-large representative elected from the faculty as a whole.
 - c. A temporary faculty member elected by the temporary faculty.
- B. The AVP-R sits on FGC as a non-voting administrative representative.

III. Terms of Service

- A. Committee members will serve staggered two (2) year terms and be appointed via elections conducted by the Academic Senate. To accommodate for staggered terms beginning with the first year, half of the members elected in the first year will serve a one (1) year term.
- B. Although members of the committee are not precluded from submitting proposals, they are required to recuse themselves during discussions of their own proposals.

Spring 2008
Referendum on Amendments to the
Constitution and Bylaws of the University Faculty and the Academic Senate
California State University San Marcos

Wording and Explanation of the Proposed Amendments

Amendment 1: Chairs of the Standing Committees of the Senate

Article 6.1: Standing Committee Membership

Faculty voting members of the Standing Committees of the Senate will be drawn from the Faculty eligible for the Senate according to the Election Standing Rules Academic Senate. Faculty Committee members shall serve staggered two-year terms except for the members of the Executive Committee, which draws its membership from current chairs of the standing committees. The chair of each standing committee shall be elected by the voting members of the committee from the ~~voting members of~~ eligible faculty on the committee. Student members and staff members shall serve one-year terms, with the exception of staff members of the Library and Academic Technology Advisory Committee, who will serve two-year terms.

Rationale: This amendment clarifies that only those defined as eligible faculty by Article 3 of the Constitution can be elected to be Chairs of Senate Standing Committees. This addresses the ambiguity of the current language in committees where temporary faculty or staff have voting rights. For reference, Article 3 states: "Voting members of the Faculty shall consist of tenured and tenure-track persons holding faculty rank, library faculty, counselor faculty, and full-time temporary faculty holding at least one-year appointments in academic departments. Faculty with the voting franchise shall be called eligible faculty."

Amendment 2: Composition of Academic Policy Committee (APC)

Article 6.5: Academic Policy Committee (APC)

The Academic Policy Committee shall consist of five faculty members drawn from the eligible faculty. The eligible faculty of each College/Library shall elect a representative from the eligible faculty of that College/Library to serve as a member of the committee. The eligible faculty shall elect at-large one additional faculty member. The membership of the Academic Policy Committee shall also include as non-voting members the Associate Vice President for Academic Affairs--Academic Programs, the Dean of Graduate Studies, and the Executive Director of Enrollment Services. One student representative appointed by the Associated Students Incorporated shall also be a non-voting member of this committee.

Rationale: APC needs to work closely with the Graduate Studies Council headed by the Dean of Graduate Studies. The most efficient method is to require the Dean of Graduate Studies to attend APC meetings.

Amendment 3: Composition of Budget and Long-Range Planning Committee (BLP)

Article 6.6: Budget and Long-Range Planning Committee (BLP)

The Budget and Long-Range Planning Committee shall consist of five faculty members drawn from the eligible faculty. The eligible faculty of each College/Library shall elect a representative from the eligible faculty of that College/Library to serve as a member of the committee. The eligible faculty shall elect at-large one additional faculty member. One college Dean appointed by the Provost, an Associate Vice President for Academic Affairs appointed by the Provost, ~~the University Planning Officer~~, one Instructional and Information Technology Services (IITS) representative appointed by the Dean of IITS, and one student member appointed by the Associated Students Incorporated shall be non-voting members of the committee.

Rationale: The position of the University Planning Officer no longer exists.

President's Award for Innovation in Teaching
2008-2009

Purpose of Award:

The President of CSU San Marcos has initiated this award to encourage further innovation in teaching among the faculty. The award seeks to recognize and reward faculty whose introduction of new and innovative techniques, methodologies, exercises, methods of delivery, or technologies in teaching engage students and produce a significant impact on their ability to learn and retain knowledge.

Eligibility:

All current faculty members are eligible for nomination.

Nomination Process:

Faculty are nominated by currently enrolled students for this award.

Students nominating a professor submit a letter to the committee through the staff liaison (cbonomo@csusm.edu).

1. The letter should discuss the innovation in teaching. What was new or different about the faculty member's teaching methodology, techniques or delivery?
2. The letter should describe how this innovation contributed to the student's ability to learn.
3. The letter should describe how the innovation in teaching helped the student to retain the lessons learned.

The University and Associated Students shall publish a request for student nominations of faculty for this award. Faculty members are also encouraged to contact students who may wish to nominate them. Students must nominate by the deadline (November 9) in the form of a detailed letter that addresses the innovation in teaching and its impact as described above.

Accepting the nomination requires the faculty member to submit a small dossier to the committee.

Dossier

The application shall consist of:

1. A narrative essay of 500-750 words describing their teaching philosophy and pedagogy.
2. A complete vita or resume.
3. An optional appendix of up to three items of supporting evidence.

Selection Process:

The Selection Committee shall consist of

1. one member of the Academic Senate Executive Committee
2. one academic administrator selected by the provost
3. one faculty member selected by the President
4. last year's awardee

5. one student selected by ASI

The Committee shall receive copies of the nominations from the committee's staff liaison, review them, and make a recommendation to the President of at least two nominees in rank order. The Committee shall elect a chairperson who will make the recommendation to the President, explaining in writing the reason for the recommendations. The Chair shall also provide all other letters of recommendation. The Chair of the Selection Committee may meet with the President to discuss the relative merits of the candidates nominated. The President will make a final selection from the Selection Committee's nominations.

Criteria for Selection:

Many faculty members investigate, test and refine a wide variety of new and innovative means in order to improve student learning and retention of learning. The purpose of this award is to recognize a single outstanding member of the faculty whose exceptional innovations in teaching provide a worthy example of the collective work of faculty in experimenting with new teaching methods that produce significant student learning. The award also serves as a means to highlight the collective work of the faculty in innovative pedagogies teaching that improves teaching and learning at CSU San Marcos.

The single criterion for this award is the faculty member's innovation in teaching. The Selection Committee shall recommend at least two faculty members whose teaching has demonstrated the most innovative approaches to improve student learning. While it is difficult to rate several highly innovative faculty members on the basis of "most", this is the challenge of the Selection Committee. The Committee shall endeavor to make clear to students that their letters must show clear and convincing evidence of innovation, learning and retention of knowledge so that the faculty member will receive full consideration during the selection process.

After the President has selected the recipient of the award, she will make the announcement to the campus community. The Awardee will be recognized at the January Faculty and Staff Awards Reception and will receive a \$2,000 privately funded award.

Timetable for 07/08:

October 5	Committee appointed
November 16 ¹	Deadline for Nominations
December 7	Committee recommendations to President Haynes
December 10	Award announcement
January 17	Faculty and Staff Award Ceremony (takes place after Academic Assembly)

¹ Deadline extended one week to accommodate campus closures.

President's Award for Scholarship and Creative Activity
2008-2009

Purpose of Award:

The President of CSU San Marcos has initiated this award in recognition of the scholarship and creative activity among faculty. The award seeks to recognize and reward faculty whose scholarship and/or creative activity contributes significantly to their fields. Faculty members or their peers are asked to nominate faculty whose research or creative activity is judged as particularly valuable contributions to a field of study.

Eligibility:

All current faculty members are eligible for nomination.

Nomination Process:

Faculty are nominated by their peers or may self-nominate through a brief nomination letter to the staff liaison for the Presidential Awards: Carol Bonomo, Special Assistant to the President (cbonomo@csusm.edu). Accepting the nomination requires the faculty member to submit a small dossier to the committee.

Dossier

The application shall consist of:

1. A narrative essay of 500-750 words.
2. A complete vita or resume.
3. An optional appendix of up to three items of supporting evidence.

Specifically, the applicant's essay shall:

1. Describe the scholarship or creative activity
2. Relate what aspect of the scholarly/creative work was accomplished in the previous academic year.
3. Explain the value of the work to the field and to CSU San Marcos.
4. Nominees may also address, when appropriate, any student participation in the research or creative activity.

Selection Process:

The Selection Committee shall consist of

1. one member of the Academic Senate Executive Committee
2. one academic administrator selected by the provost
3. one faculty member selected by the President
4. last year's awardee

The Committee shall receive copies of the nominations from the committee's staff liaison, review them, and make a recommendation to the President of at least two nominees in rank order. The Committee shall elect a chairperson who will make the recommendation to the President, explaining in writing the reason for the recommendations. The Chair shall also provide all other letters of recommendation. The Chair of the Selection Committee may meet with the President to discuss the relative merits of the candidates nominated. The President will make a final selection from the Selection Committee's nominations.

Criteria for Selection:

All faculty members conduct original or applied research and/or other scholarly and creative activities to stay current with their fields and to improve the teaching mission of the CSU. Faculty members also regularly publish or otherwise make public their work in order to advance knowledge in a discipline or to provide other significant contributions beyond this campus. The purpose of this award is to recognize an outstanding member of the faculty whose exceptional merit in scholarly and creative activity provides a worthy example to peers. The award also serves as a means to highlight the collective work of the faculty in conducting significant research that improves teaching and learning at CSU San Marcos and beyond.

The single criterion for this award is the significance of the faculty member's scholarly or creative contributions to their discipline. The Selection Committee shall recommend at least two faculty members whose scholarly and/or creative activity has the greatest impact, value, or significance to their field. While it is difficult to rate several highly creative or scholarly activities on the basis of "greatest" impact, this is the challenge of the Selection Committee. The Committee shall endeavor to make clear to faculty nominees that they should address in specific terms how the research or creative activity has contributed to the discipline and, if appropriate, to teaching and learning at CSU San Marcos.

After the President has selected the recipient of the award, she will make the announcement to the campus community. The Awardee will be recognized at the January Faculty and Staff Awards Reception and will receive a \$2,000 privately funded award.

Timetable for 07/08:

October 5	Committee appointed
November 2 ¹	Deadline for nominations
November 16 ²	Deadline for submission of applications
December 7	Committee recommendations to President Haynes
December 10	Award announcement
January 17	Faculty and Staff Award Ceremony (takes place after Academic Assembly)

¹ Deadline extended one week to accommodate campus closure.

² Deadline extended one week to accommodate campus closure.

President's Award for Service Leadership
2008-2009

Purpose of Award:

The President of CSU San Marcos has initiated this award in recognition of the service leadership activity among faculty. The award seeks to recognize and reward faculty whose service to the campus and/or the wider community contributes to CSU San Marcos's classification as "a community-engaged institution". Faculty members or their peers are asked to nominate faculty whose service is judged as particularly valuable contributions to the university and/or wider community.

Eligibility:

All current faculty members are eligible for nomination.

Nomination Process:

Faculty are nominated by their peers or may self-nominate through a brief nomination letter to the staff liaison for the Presidential Awards: Carol Bonomo, Special Assistant to the President (cbonomo@csusm.edu).

Accepting the nomination requires the faculty member to submit a small dossier to the committee.

Dossier

The application shall consist of:

1. A narrative essay of 500-750 words.
2. A complete vita or resume.
3. An optional appendix of up to three items of supporting evidence.

Specifically, the applicant's essay shall:

1. Define the period of service and the activities constituting service.
2. Describe the specific significance of the service work to the campus and/or the wider community.
3. Nominees may also address, when appropriate, any student participation in the service activity.

Selection Process:

The Selection Committee shall consist of

1. one member of the Academic Senate Executive Committee
2. one academic administrator selected by the provost
3. one faculty member selected by the President
4. last year's awardee

The Committee shall receive copies of the nominations from the committee's staff liaison, review them, and make a recommendation to the President of at least two nominees in rank order. The Committee shall elect a chairperson who will make the recommendation to the President, explaining in writing the reason for the recommendations. The Chair shall also provide all other letters of recommendation.

The Chair of the Selection Committee may meet with the President to discuss the relative merits of the candidates nominated. The President will make a final selection from the Selection Committee's nominations.

Criteria for Selection:

The faculty portfolio is one consisting of teaching, research and service. Less often noticed than teaching or research, service leadership is part of the university's mission in both teaching and outreach to the community, and has the possibility of making significant contributions both to the campus and to the community at large. The purpose of this award is to recognize an outstanding member of the faculty whose sustained meritorious service leadership provides a worthy and visible example to peers and who applies professional expertise and interests in diverse roles outside the classroom. The award also serves as a means to highlight the collective service of the faculty—service that gives CSU San Marcos its classification as a “community engaged institution”.

The single criterion for this award is the sustained achievement of service activity with increasingly significant leadership responsibilities. The Selection Committee shall recommend at least two faculty members whose service leadership has the greatest impact, value, or significance to the university or to the larger community. While it is difficult to rate service on the basis of “greatest” impact, this is the challenge of the Selection Committee. The Committee shall endeavor to make clear to faculty nominees that they should address in specific terms how the service activity is contributing to the betterment of CSU San Marcos and/or the wider community.

After the President has selected the recipient of the award, she will make the announcement to the campus community. The Awardee will be recognized at the January Faculty and Staff Awards Reception and will receive a \$2,000 privately funded award.

Timetable for 07/08:

October 5	Committee appointed
November 2 ¹	Deadline for nominations
November 16 ²	Deadline for submission of applications
December 7	Committee recommendations to President Haynes
December 10	Award announcement
January 17	Faculty and Staff Award Ceremony (takes place after Academic Assembly)

¹ Deadline extended one week to accommodate campus closure.

² Deadline extended one week to accommodate campus closure.

President's Award for Outstanding Lecturer
2008-2009

Purpose of Award:

The President of California State University San Marcos recognizes one temporary faculty member each year who significantly contributes to student learning, advances the university mission of educational excellence, and demonstrates dedication to our diverse student community.

Eligibility:

All current temporary faculty members who had appointments, including teaching and/or non-teaching assignments, at California State University San Marcos for one or more semesters (or 4 months per year) during each of the last three years are eligible for nomination. Faculty members who have received this award in the past may not be nominated again.

Nomination Process:

Faculty members are nominated by students, colleagues, or department chairs/program directors. Students may nominate a faculty member with whom they are currently enrolled, but the student must have successfully completed at least one class with the faculty member. Students who have graduated within one year may also make a nomination.

Nomination letters shall be submitted by email to the staff liaison for the Presidential Awards (cbonomo@csusm.edu). The nomination letter shall include:

Student Nomination:

1. The student's name, major, email address and telephone number.
2. The name and department of the faculty member being nominated.
3. Information on the course(s) completed with the faculty member, including name, course number, semester and section (if applicable) or information on the nature of the interaction with a non-instructional faculty member.

Faculty Nomination:

1. The nominating faculty member's name, department, email and telephone.
2. The name and department of the faculty member being nominated.
3. Information on the work the faculty member has performed in their home department(s), such as courses taught, during the period for which the faculty member is being nominated.

The nomination letter shall:

1. Be between 100-500 words in length.
2. Address the award criteria (below).

Faculty who are nominated will be contacted by the committee and encouraged to accept the nomination. Nominees will receive a copy of the nomination letter.

Accepting the nomination requires the faculty member to submit a small dossier to the committee.

Dossier

The application shall consist of:

1. A narrative essay of 500-750 words.
2. A complete vita or resume.
3. An optional appendix of up to three items of supporting evidence.

Specifically, the applicant's essay shall:

- 1.a. For instructional faculty, describe their teaching philosophy and pedagogical strategies.
- 1.b. For non-instructional faculty, describe their professional philosophy and strategies.
2. Explain how their teaching or professional performance meets the needs of CSUSM students.
3. Explain how their work addresses the mission of the university and your unit.

Selection Process:

The President constitutes the Nomination Committee. The committee shall consist of:

1. One current CSUSM student appointed by Associated Students, Inc.
2. The faculty member who is the immediate past recipient of the award (or designee appointed by the Executive Committee of the Academic Senate)
3. One faculty member chosen by the president.
4. A member of the Senate Executive Committee
5. One academic administrator chosen by the Provost

The committee shall receive nominations, notify the faculty of their nomination, review application dossiers and recommend two faculty members to the president. The president makes the final decision.

Criteria for Selection:

The criteria for this award for Outstanding Contributions to Student Success is that the faculty member has successfully demonstrated:

- Best practices in higher education pedagogy and/or student support strategies.
- Consistent and notable commitment to the mission of the university and unit, e.g. college or department.
- Dedication to our diverse student community.
- Exemplary contributions to student success and academic life.

After the President has selected the recipient of the award, she will make the announcement to the campus community. The Awardee will be recognized at the January Faculty and Staff Awards Reception and will receive a \$2,000 privately funded award.

Timetable for 07/08:

October 5	Committee appointed
November 2 ¹	Deadline for nominations
November 16 ²	Deadline for submission of applications
December 7	Committee recommendations due to President Haynes
December 10	Award announcement
January 17	Faculty and Staff Award Ceremony (takes place after Academic Assembly)

¹ Deadline moved one week to accommodate campus closure.

² Deadline moved one week to accommodate campus closure.

1 **Resolution on Lottery Grant Funding Allocation at Cal State San Marcos**
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4 WHEREAS, the General Guidelines for Expenditures of California State Lottery Funds,
5 set forth by Government Code Section 8880.5, Attachment C, specify a set of General
6 Guidelines for Expenditures of Lottery Fund campus allocationsⁱ; and
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8 WHEREAS, those Guidelines emphasize that Lottery funds “are allocated to achieve
9 maximum impact in enhancing instruction”; and
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11 WHEREAS, the Budget and Long-Range Planning Standing Committee of the Academic
12 Senate Resolution of 1997 states that Lottery Funds will be allocated to 7 campus cost
13 centers according to “*rough* guidelines established by BLP in AY 1996-97,” and that “the
14 Academic Senate Student Affairs Standing Committee...[will] serve as the final level of
15 committee review for the University”; and
16

17 WHEREAS, the rough guidelines for allocating Lottery funds to a mix of instructional
18 and co-curricular units (cost centers) have evolved over time into a “head count” method
19 to establish numbers of staff in each unit directly associated with student instruction, and
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21 WHEREAS, this method has been imprecise and cumbersome; and,
22

23 WHEREAS, revision to the allocation process violates neither a policy nor a procedure,
24 and is in the purview of the Student Affairs Committee; and
25

26 WHEREAS, the Student Affairs Committee has developed a revised method of allocating
27 Lottery funds that eliminates the challenge of using the same problematic method to
28 measure instructional contributions from two inherently different types of campus unit,
29 as well as refining the allocation process at Cal State San Marcos to better meet the
30 principles of the General Guidelines for Expenditures of Lottery Funds; now, therefore,
31 be it
32

33 RESOLVED, that the Student Affairs Committee implements an allocation method based
34 on FTES for instructional units and historically derived percentages for co-curricular
35 units,ⁱⁱ and further, be it
36

37 RESOLVED, that the proposed method will be implemented for 3 academic years (2008-
38 09, 2009-10, and 2010-11) and then reviewed by the Student Affairs Committee for its
39 equity and functionality, and further, be it
40

41 RESOLVED, that no other changes to the Budget and Long-Range Planning Committee
42 Resolution of 1997 are implied by these changes to the allocation process.
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ⁱ *The California State Lottery Act of 1984 states:*

... all funds allocated from the California State Lottery Education Fund shall be used exclusively for the education of pupils and students and no funds shall be spent for acquisition of real property, construction of facilities, financing of research or any other non-instructional purpose.

1. The activity funded must represent a bonafide educational experience for students, or result in the development of materials to be used with students, or lead to the development of a program or course.
2. Lottery funds may not be used to pay faculty salaries for classroom instruction.
3. Lottery funds may not be used to finance increases in the rate of compensation paid to existing staff; thus, stipends and honoraria are not permissible.
4. Lottery funds may not be used to finance faculty overloads. However, existing faculty may work a summer period under a personal services contract.
5. Expenditure of any funds, including lottery funds, which are used for faculty development activities, must be in accordance with the collective bargaining agreement, which includes a specific list of development activities (see below).
6. Lottery funds should be used to augment and supplement state-funded budget programs so that lottery revenue is not used to replace current or prospective state funding.
7. Lottery fund may be used to pay for part-time instructors when such instructors are hired as replacement faculty for faculty members working for a CSU lottery designated program.

ⁱⁱ The new allocation formula will be based on historical figures (what each unit has received in the past), using a three-year average. The allocation will be split into two pots, one for instructional units with FTES (students) and one for co-curricular units with no FTES.

Instructional Units (CoAS, CoBA, CoE, Nursing) will share 56% of the total, in percentages based on FTES numbers as of Fall census.

Co-curricular Units (Library, IITS, Student Affairs) will share 34% of the total, in percentages based on a 3-year average of their most recent Lottery allocations. While these percentages were derived from staff head count, they are the best numbers SAC has to work with at present. SAC envisions a future refinement of the process, reflecting the dynamic history of the University and the allocation method itself; our 3-year evaluation period is based on that premise.

University-wide grants will be allocated 10% of the total.