

JOINT DOCTORAL PROGRAM IN EDUCATIONAL LEADERSHIP (8-0427) The California State University, Fresno and UC Davis offer a Joint Doctoral Program leading to an Ed.D. in Educational Leadership. This program provides students with a broad view of educational problems and a strong background in social science theory. All courses are taught in Fresno and are held during the evenings and on the weekends to accommodate full-time working professionals. The program is housed in the School of Education and Human Development.

Currently, the Joint Doctoral Program in Educational Leadership is the only joint doctoral program offered by the university. Other academic programs have initiated plans for joint doctoral programs.

Reference: [Joint Doctoral Program
http://www.csufresno.edu/jointdoctorate/](http://www.csufresno.edu/jointdoctorate/)

JOYAL, ARNOLD E. Dr. Arnold E. Joyal was the third university president, serving for sixteen years from 1948 to 1964. It was during his presidency that the campus moved to the current site. Also during his presidency, the campus became part of the newly created California State College system in 1961.

JOYAL ADMINISTRATION BUILDING Named for President Joyal and located on the eastern side of the campus, the building houses many of the offices of the Division of Student Affairs including the office the Vice President for Student Affairs and Dean of Students; and many administrative offices, including Payroll, Benefits, and Human Resources. The building was dedicated on November 25, 1975.

JURY DUTY Jury duty is an obligation of all citizens. A faculty unit employee who serves on jury duty will receive his/her regular salary only if he/she remits the amount received for such duty to the CSU.

In order to make arrangements to cover instruction and other responsibilities, a faculty member is required to notify the department chair and/or dean promptly upon receipt of initial notification for jury duty. The faculty member must notify the appropriate administrator in writing prior to taking leave for jury duty. The faculty member, when requested by the appropriate administrator, is required to provide verification of actual service for jury duty. A stamped time card available at the Office of the Jury Commissioner will suffice for this notification.

Payment for travel expenses and subsistence received by the employee need not be remitted. If the employee elects to retain the jury duty fees, he/she must take vacation or be docked for the days on which he/she was performing jury service. The employee may elect to use vacation or CTO to cover the time off. Upon receipt, the employee should return any check for jury duty into the Accounting Office at the Cashier's Window on the first floor south of the Joyal Administration Building. Absence from campus for jury duty must be recorded on a standard absence form. A copy must be sent to the attendance clerk for university accounting records

Effective January 1, 1999, the state law was changed to allow counties to require jury duty for only one day or one trial. Fresno County has adopted this practice.

Reference: [CBA Article 23 Leaves of Absence with Pay
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article23.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article23.shtml)

KEATS CAMPUS BUILDING Located just east of the University Center, the Keats Campus Building is one of the oldest buildings on campus. It was originally used as the campus

bookstore. The building currently houses University Advancement offices, and the *Collegian*. The building is believed to have received its name from Keats Avenue that is south of the building. The avenue is named for the poet, John Keats.

KENNEL BOOKSTORE (8-4062) Located next to the University Student Union, the Kennel Bookstore is a full service facility offering faculty a wide variety of useful services. In addition to the normal textbook and desk copy services, the bookstore has a Copy Center, a Computer Center where faculty may get discounts on computer equipment, purchase or order books for personal leisure, stationery, and other sundries.

Reference: [Kennel Bookstore](http://www.kennelbookstore.com/)
<http://www.kennelbookstore.com/>

KEYS (8-2172) The campus Key Control Office issues keys to employees upon written request from department and office supervisors. Employees must pick up their keys at Key Control, and any keys issued to an employee must be returned in to the Key Control Office upon separation from the university. If your keys are lost or stolen, contact the Key Control Office and your department/school office immediately. If you are locked out of your office, lab or classroom, call 278-2132 and someone from the University Police Department will come over to assist you.

Please be advised that Penal Code 469 reads as follows:

469. Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.

Reference: [Penal Code 469](http://www.leginfo.ca.gov/calaw.html)
<http://www.leginfo.ca.gov/calaw.html>

KSFR-FM (8-2598) The student operated campus radio station is handled by the Department of Mass Communications and Journalism. KSFR-FM is a 2600 kilowatt radio station for the listening pleasure of the campus community. Broadcasts can be heard throughout the Fresno metropolitan area.

KINGS RIVER COMMUNITY COLLEGE See Reedley College

KREMEN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT, See Education and Human Development, Kremen School of

LAB SCHOOL See Laboratory School

LABORATORY ANIMALS The use of animals in research and instruction is governed by federal regulations under a number of different statutes. These regulations cover much of the research or instructional use of warm-blooded and vertebrate animals. Before procuring, transporting, handling or using laboratory animals, please consult with the Division of Graduate Studies and the Laboratory Animal Welfare Committee.

Reference: [Policy for Institutional Animal Care and Use Procedures for Teaching, Experimentation, or Research at California State University, Fresno](http://www.csufresno.edu/aps/apm/525.pdf)
<http://www.csufresno.edu/aps/apm/525.pdf>

LABORATORY SCHOOL The university maintained an experimental Laboratory School through the School of Education until 1970. Although the school is no longer in existence, the building used for this purpose, which is situated near Shaw Avenue west of the Education Building, has retained the designation. The building currently houses the offices and facilities for the Department of Communicative Sciences and Disorders and is also the location of the Learning Resource Center and the McNair Program offices.

LAYOFF The university is committed to the retention of its employees and will take every reasonable step to avoid and/or mitigate the layoff of employees. Layoff is the involuntary separation of an employee due to lack of work or lack of funds. The unit of layoff may be the department or a distinct program within a department.

The order of layoff, the required notification timelines, recall rights and opportunities, reemployment opportunities and other important provisions relating to layoff may be found in Article 38 of the Collective Bargaining Agreement.

Reference: [CBA Article 38 Layoff](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article38.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article38.shtml

LEARNING RESOURCE CENTER (8-3052) Centrally located in the Keats Campus Building, the LRC provides a supportive learning environment within the university where students are challenged to develop skills and understandings designed to assist them to grow intellectually as a critical thinker and as independent learners. Programs within the center offer individualized learning services and personal development activities. Programs include the Intensive Learning Experience (ILE), Academic Success Seminars, and University Tutorial Services. Peer tutors recommended by faculty and trained in effective tutoring techniques, help to create a comfortable outside the classroom atmosphere in which students seeking assistance can ask questions, learn how to be independent learners, and strengthen their knowledge base.

Reference: [LRC](http://studentaffairs.csufresno.edu/lrc/main.html)
<http://studentaffairs.csufresno.edu/lrc/main.html>

LEASE AGREEMENTS See Purchasing

LEAVE FORMS Academic Personnel Services has made forms for all types of leaves available on its website at <http://www.csufresno.edu/aps/forms/forms.html>

LEAVES OF ABSENCE WITH PAY See Difference in Pay Leaves; Maternity/Paternity Leave; Sabbatical Leaves; Sick Leave

LEAVES OF ABSENCE WITHOUT PAY See Personal Leave Without Pay; Professional Leave Without Pay.

LECTURER The title "lecturer" is applied to all compensated temporary appointments, including coaches, whether full time or part-time and regardless of the level of appointment for salary purposes. A temporary appointment expires at the end of the period specified in the offer of appointment and does not entitle the individual consideration for tenure.

Part-time temporary faculty may be appointed for a one semester or an academic year. All part-time faculty appointments are conditional upon enrollment and/or budget.

While part-time temporary faculty members are not entitled to a subsequent appointment to the university, all part-time temporary faculty members are entitled to careful consideration for further employment. If a part-time faculty member who was employed for two consecutive semesters in the previous academic year is offered appointment in the subsequent academic year, the part-time faculty member must be offered at least the same number of units previously worked. Since these part-time faculty members have a priority to available work, the department chair should contact the Academic Personnel Services (8 - 3027) prior to recommending the reduction of units for any part-time faculty member.

Full-time temporary faculty may receive an appointment for a semester, for an academic year, or a greater period of time. Full-time temporary appointments, except for coaches, may not be conditional.

At the time of appointment to a probationary faculty position, an individual who has served in a temporary faculty position may be considered for service credit toward the probationary period. For every two years of full-time teaching in a lecturer position, one year of service credit may be granted. Service credit is not given for part time service.

References: [Article 12 Appointment](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article12.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article12.shtml

[Policy and Procedures on the Appointment of Full-Time Temporary Faculty and Emergency Appointments \(APM\)](http://www.csufresno.edu/aps/apm/302.pdf)
<http://www.csufresno.edu/aps/apm/302.pdf>

[Policy on Full Time Temporary Faculty \(APM\)](http://www.csufresno.edu/aps/apm/306.pdf)
<http://www.csufresno.edu/aps/apm/306.pdf>

[Policy on Part Time Temporary Faculty \(APM\)](http://www.csufresno.edu/aps/apm/307.pdf)
<http://www.csufresno.edu/aps/apm/307.pdf>

[Policy on Range Elevation for Temporary Faculty](http://www.csufresno.edu/aps/apm/332.pdf)
<http://www.csufresno.edu/aps/apm/332.pdf>

LEGAL DEFENSE See Liability of University Employees

LEGAL DRINKING AGE The legal drinking age in California is **21 years old**.

LEGAL REPRESENTATION See Liability of University Employees

LEMOORE NAVAL AIR STATION Located forty miles southwest of Fresno, the Lemoore Naval Air Station is one of the largest on the west coast. The university offers instructional opportunities to the naval personnel through on site and distance learning.

LETTERS OF RECOMMENDATION FOR STUDENTS There is no requirement that faculty members provide letters of recommendation. However, most faculty members view these letters as a professional responsibility and a normal service to students. Prudence suggests that such letters be written upon the request or with the knowledge of the student. Care should be taken to limit information to facts about which the instructor has direct personal knowledge and judgments should be made only on matters that fall within the instructor's area of competence.

Letters of recommendation for students are not necessarily confidential and may be subject to review upon the request of the student. A student may waive the right to inspect letters of recommendation written for purposes of admission, job placement, and receipt of awards. Such letters must only be used for the purpose specifically intended. If a student waives this right, a student may still request to be notified of persons making confidential recommendations. The university cannot condition the provision of this service to the receipt of a waiver. Whether an individual faculty member requests a waiver in connection with any recommendation that may be given is a personal decision.

It would be appropriate to indicate in any letter that the student requested the letter and, if the student has waived the right to review, the waiver should accompany the recommendation. Copies should be retained of all recommendations sent. Written statements of waiver should be obtained and retained if the instructor desires a waiver.

LETTERHEAD The university letterhead must appear on official stationery in the manner prescribed by the Policy on Official Campus Stationery and Business Cards in the *Academic Policy Manual*. The university letterhead may not be used for personal, non-university business.

Reference: [Policy on Official Campus Stationery and Business Cards \(APM\)](http://www.csufresno.edu/aps/apm/640.pdf)
<http://www.csufresno.edu/aps/apm/640.pdf>

LIABILITY OF UNIVERSITY EMPLOYEES The CSU is obligated to provide employees with a defense in litigation where it is alleged that the employee did something or failed to do something within the scope of employment, where the conduct is not the result of actual fraud, corruption, or malice. A request for representation must be directed in writing to the Vice President for Administration ***immediately upon receipt of any summons, subpoena, or similar notification of litigation*** that has resulted from the performance of duties as an employee of the university. The request should be accompanied with as specific information as possible including the date and circumstances of the receipt of any legal document.

Under no circumstances should a Notice of Acknowledgement and Receipt be sent to the claimant or his/her attorney. When litigation is anticipated or has been initiated, faculty should refrain from providing any information regarding the incident or circumstances ***to anyone except*** the authorized agents or representatives of the university to handle the matter.

All actions brought against an employee of the California State University related to university employment are referred to the CSU Office of General Counsel.

LIBRARY FACULTY Librarians are members of the university faculty with all the attendant responsibilities and privileges. Librarians are members of Unit 3 (Faculty). Librarians work either a ten month or twelve month appointment. All initial appointments must be for twelve months.

Reference: [CBA Article 2 Definitions](#)

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article2.shtml

[CBA Article 20 Workload](#)

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article20.shtml

LIBRARY SERVICES (8-2174) Named for long time University Librarian (1949-1979) and noted bibliographer Henry Miller Madden, the Henry Madden Library is a strong multimedia facility offering faculty and students one of the finest undergraduate library collections in the California State University as well as a strong graduate library collection in order to support the instructional mission of the university.

Faculty members are encouraged to make the fullest use of the library. Faculty members may retain books until the last day of the semester. Any book requested by a library patron may be recalled and given a new due date. Faculty members are billed for books that are not returned or renewed after an overdue notice has been issued. The replacement charge is the cost of the book plus a \$10 service charge. Failure to pay the replacement charge may result in a deduction from pay warrants. Periodicals do not circulate. Faculty who wish to place materials on reserve for the convenience of their students should contact the Reserved Book Room.

The Library offers a number of instructional orientations to library resources for classes and workshops for open attendance. The library has two electronic classrooms for its use. To schedule a library orientation for a class or receive the schedule for open workshops, contact the Reference Department at (8-2174).

The library has developed a number of specialized departments and services in order to support the instructional mission, including an interlibrary loan service to assist faculty members in borrowing materials from outside libraries. Departments wishing data for accreditation reports should contact the Administrative Office (8-2403).

Faculty members are sometimes eligible to receive library privileges at other universities under certain conditions such as evidence of a current appointment and appropriate identification. Usually, a faculty identity card and a letter of introduction are required. Contact the Office of the Dean of Library Services (8-2403) for any information on specific libraries.

Reference: [Madden Library](#)

<http://duchess.lib.csufresno.edu/>

LIBRARY SERVICES, DEANS OF The following individuals have served as the College Librarian, University Librarian, or, since 1988, Dean of Library Services.

College Librarian

1913 - 1914	Maude Schaeffer (Acting)
1914 - 1948	Agnes Tobin
1948 – S 1949	Margaret H. Hardin (Acting)
S 1949	Virginia West (Acting)
1949 - 1972	Henry M. Madden

University Librarian

1972 - 1979	Henry M. Madden
1979 - 1988	Lillie Parker

Dean of Library Services

1988 -	Michael Gorman
--------	----------------

LIFE INSURANCE POLICY Under terms of the Collective Bargaining Agreement, eligible faculty members are automatically covered by an employer paid \$50,000 life insurance policy.

LITIGATION See Liability of University Employees

LOGO The university logo may not be used for any commercial enterprise in a way that suggests involvement with that business or endorsement of its products. All requests for the use of the logo or its likeness must be in writing and must have the written approval of the university prior to any such use. Recognized Auxiliary organizations and the Department of Athletics are authorized to use the logo. Questions and requests should be addressed to the Office of the Vice President for Administration.

Reference: [Policy on the Use of the University Name/Logo/Seal \(APM\)](http://www.csufresno.edu/aps/apm/635.pdf)
<http://www.csufresno.edu/aps/apm/635.pdf>

LONDON SEMESTER See Travel Study

LOST AND FOUND Items which have been found should be turned in to the headquarters office of the building in which they were found. They will be picked up daily by a peace officer, upon notification. An inventory must accompany the items picked up. Library books should be returned directly to the Madden Library. Campus Police will hold all other items for at least six months.