
**Department of
Child
Development

CSUSB**

Adjunct Faculty

Information Packet

Dear Child Development Adjunct Faculty:

We want to welcome you to the Department of Child Development teaching team for the current academic year. You have been selected to teach in our department because your record indicates you will be a valued addition to our outstanding faculty. We pride ourselves on service and teaching excellence to our students, and we are sure your contribution to this mission will further enhance the reputation of our department as one of the finest in the California State University system. If you have questions or concerns at any time during the year, please feel free to contact us.

Again, welcome to the Department of Child Development teaching team and have a great and successful year!

<p>Dr. Amanda Wilcox-Herzog Professor & Chair SB-505, (909) 537-7431 awilcox@csusb.edu</p>	<p>Rhiannon Ramkissoon Lecturer, Palm Desert IW-112, (909) 537-8175 rhiannon.ramkissoon@csusb.edu</p>
<p>Dr. Dani Hodge CD Dept. Adjunct Faculty Representative SB-506, (909) 537-3566 dhodge@csusb.edu</p>	<p>Tianna Barksdale CD Department Support Staff SB-428, (909) 537-4239 tianna.barksdale@csusb.edu</p>

IMPORTANT THINGS FOR NEW ADJUNCT FACULTY MEMBERS TO COMPLETE BEFORE FIRST SEMESTER OF TEACHING

CSU policy mandates that all potential new employees and some current employees must undergo a background check to verify education information, conduct basic reference checks, and review criminal background. All potential (and affected current) employees will be notified by Human Resources via email and provided instructions for completing the background check. Once notified, you have 10 days to login to the system to submit your information for review. After the check is completed, you will receive results in a "Pass" or "Fail" format. Those who pass are eligible to receive official offers of employment. Those who fail may submit an appeal within 5 days of receiving their results to still be considered for employment.

Upon successfully passing the background check and receiving an official offer of employment, faculty should proceed with the steps outlined below to complete their hire and get set up for the semester.

- (1) It is important that you attend one of the **NEW HIRE INTAKE** meetings for faculty conducted by Human Resources prior to the first semester of your teaching appointment to complete the Human Resources Intake paperwork. For detailed information regarding the New Hire Intake Meeting, please click on the link below.

<https://www.csusb.edu/human-resources/new-hire-intake-meetings>

To register for a New Hire Intake meeting, please click on "[Fall 2024 - New Hire Intake Meeting Registration](#)" on the New Hire Intake Meeting page.

Answer the required questions and choose a date. If you do not yet have your Coyote ID, please bypass that box and continue registration. If for some reason no SIGN-UP meetings are scheduled, then please contact Human Resources at (909) 537-5138 to [schedule an appointment](#).

Any delay in doing so could affect your appointment and/or delay your pay warrant. Under the law, you need to establish your employment eligibility within 72 hours following the start of your employment.

For non-United States Citizens:

[Prior to going to Human Resources](#)

- (1.1) Please contact the Center for International Studies & Programs (CE-356) at (909) 537-5193 to validate employment eligibility and obtain the NRA (Non-Residence Alien) form.
- (1.2) **available by appointment only:** Contact Maggie the General Accounting Office (909)-537- 7575 to complete the Employee Action Request form (EAR). [Permanent Residents DO NOT need to complete steps (1.1) and (1.2)]

[Bring with you to the SIGN-UP meeting](#)

- (1.3) Proof of permanent residence (i.e., green card or the appropriate working visa)
- (1.4) Unlaminated Social Security Card
- (1.5) Picture ID [Names on these documents must match]

For citizens of the United States:

[Bring with you to the SIGN-UP meeting](#)

- (1.6) Unlaminated original Social Security Card
- (1.7) Current United States passport or driver's license [Names on these documents

must match]

- (2) Much of the information related to our classes (e.g., class rosters) and teaching activities (e.g., grade input) are only available via the *myCOYOTE* PeopleSoft Faculty Center. Therefore, you need to be able to access the “Faculty Center.” The following are the procedures for setting up and activating your *myCOYOTE* PeopleSoft Faculty Center Account:

- (2.1) Obtain your [Coyote OneCard](#) if you have yet to obtain one
- (2.2) Set up your CSUSB email account if you have yet to create one
- (2.3) Complete your information security training
- (2.4) Complete your *Confidentiality Compliance Form*
- (2.5) Check *MyCOYOTE* PeopleSoft Faculty Center

- (2.1) **COYOTE ONECARD:**

In the SIGN-UP meeting, you will receive an “Employee ID Request Card” with your Coyote ID number. Bring the ID card request to the Technology Support Center (Pfau Library, PL-1109, (909) 537-7677) to obtain your Faculty Coyote OneCard.

- (2.2) **E-MAIL ACCOUNT:**

An email address will be created for you 72 hours after you are entered into the system by the department. You will have access to your email account once you activate your *myCOYOTE* account.

- (2.3) **INFORMATION SECURITY TRAINING:**

All employees must complete compliance trainings as required by specific job roles. The campus automatically enrolls employees in the required compliance training. Data Security and FERPA is one of the topics required to access any on-campus databases. FERPA training is available through CSULearn. Registration is not required.

“The purpose of this training course is to minimize potential risks by learning to secure practices and prevent informational leaks on web interfaces; this online training will review the responsibility of accessing private information by addressing the Acceptable Use Policy for Electronic Communication and Federal and State laws.”

To access the required training in CSULearn, navigate to your MyCoyote portal and login. Next, select the My Employment tile. Then select the CSULearn tile and finally select Assigned Learning on the left side of the screen to pull up the training program.

- (2.4) **CONFIDENTIALITY COMPLIANCE FORM:**

Please read the [Confidentiality Compliance Form](#) and complete pages 3 and 4 of the compliance form. Give the form to Tianna Barksdale (SB-458) and she will acquire the Dean’s signature and forward it to the Information Security Office (PL-2006B).

- (2.5) **myCOYOTE PEOPLESOFT FACULTY CENTER and NETO training:**

After your name has been entered into PeopleSoft as an instructor of a class, a Faculty Center link should appear within your *myCOYOTE* under your *myCOYOTE* Self-Service center.

NETO (New Employee Technology Orientation) TRAINING

This training will provide new employees with an overview of basic *myCOYOTE* Portal features and help activate your Coyote account if needed. Employees will be informed of and able to complete online course requirements as needed per individual position roles. In addition, other ITS services will be discussed. The in-person training will last approximately an hour.

Online NETO training is available via video conferencing using ZOOM. If you wish to connect remotely using Zoom, please email itstrainingservices@csusb.edu for more information. The online version will require 2-3 hours for completion.

Register at: <https://www.csusb.edu/its/training>. Click on the Training Calendar and select the course related to NETO training (class may not be available immediately).

TEACHING CONTRACT

If you are assigned to teach during a particular semester, you should receive a *teaching contract* from the Child Development Department Office the week before the semester begins. If you do not receive a contract to sign and return, please contact Tianna Barksdale at tianna.barksdale@csusb.edu or (909) 537-4239.

PAY WARRANTS

Pay warrants are distributed once a month, usually on the last workday after 4 PM, in the Department Office SB-458. The appointed adjunct faculty will receive six checks in the fall semester and six checks in the spring semester.

ON CAMPUS PARKING

To park on campus, you must purchase a parking decal each semester. Please do this before the first day of classes to avoid receiving a ticket. With a Faculty/Staff parking decal, you may park in any parking lot on campus. Information about obtaining a parking pass can be found at <https://www.csusb.edu/parking/parking-permits/employee-permits>.

KEYS

As an adjunct faculty member, you are authorized to have keys to the SB building, the Child Development Department Office (SB-458), and whichever Adjunct Faculty Office you choose to use (either FO 121 or 203). Please see the department support staff (SB-458) to submit a request for keys. A valid photo ID must be taken to Facilities Services—the front office in the Facilities Planning & Management (FM) building—to obtain your keys.

ADJUNCT FACULTY OFFICES & OFFICE HOURS

There are two offices through the CD Department for Adjunct Faculty to share (FO 121 and 203) and one shared space for all adjunct faculty in the College of Social and Behavioral Sciences (SB 365) available for you to use. Faculty are required to hold 15 minutes of office hours per week for every Weighted Teaching Units (WTUs) they are assigned. The minimum time for office hours is one hour per week. The phone in each of these offices is for you to receive calls during your scheduled office hours. It is restricted to local outgoing calls only.

IMPORTANT! Please tell your students to call you only during your office hours (or to use email outside of that time). If it is an **emergency**, then they can call the Department Office (909) 537-4239 and leave a message for you. There are computers in each office for adjunct faculty to share.

DEPARTMENT OFFICE & MAILBOXES

Every adjunct faculty member has a mailbox located in the Child development Department Office, SB-458. Please check your box on a regular basis for important department information and student messages. The mail room is open Monday–Friday, 8:00 AM–5:00 PM.

DUPLICATING

The department will ONLY duplicate syllabi, assignments, exams, & quizzes. NO EXCEPTIONS. Duplicating jobs should be submitted to via email to our support staff (tianna.barksdale@csusb.edu). Please include all the details of the request in your email (including paper color, single/double sided, etc.). All jobs take a minimum of 2-3 business days so be certain to submit your request early. Completed jobs will be available in the CD office. TAs and ISAs are not allowed to pick up exams/quizzes on behalf of the faculty. If your class meets after regular working hours, it is your responsibility to pick up your exams or contact the department to make other arrangements.

Unfortunately, the department cannot afford to duplicate handouts on your behalf. An alternative to giving handouts to your students would be to post your materials on “Canvas” for their convenience.

SICK LEAVE

Please see the University [Sick Leave Policy](#).

TEACHING AT THE PALM DESERT CAMPUS (PDC)

The Palm Desert Campus is a satellite campus of the California State University, San Bernardino. The Child Development Department offers many courses at PDC. If you are scheduled to teach at PDC, you will be compensated for mileage. Please contact Tianna Barksdale for more information on how to submit an expense form to claim your mileage reimbursement.

PERIODIC EVALUATION OF CHILD DEVELOPMENT DEPARTMENT ADJUNCT FACULTY

The teaching performance of Child Development Department adjunct faculty will be evaluated during the Spring semester by the Child Development Department Adjunct Faculty Evaluation Committee (DAFEC). More information about this process can be found at <https://www.csusb.edu/child-development/faculty-resources/performance-review-information>

A Note Regarding Materials Related to Summer Teaching

Materials related to summer teaching will **NOT** be evaluated unless a formal request is made by the adjunct faculty. If you would like your summer materials to be evaluated, please send an email request to the Chair before the submission deadline so that related SOTE packages and grade distribution summaries can be included in your file for evaluation.

Questions or Concerns Regarding Periodic Evaluation

If you have any questions or concerns regarding the periodic evaluation process, please feel free to contact the Chair at awilcox@csusb.edu.

CAMPUS MAPS

[CSUSB SB and PD Maps](#)