

Romance, German, Russian Languages & Literature (RGRLL)

OFFICE POLICIES & PROCEDURES

GENERAL INFORMATION

1. **RGRLL Office Address:**

California State University, Long Beach
Romance, German, Russian Languages & Literatures
1250 Bellflower Blvd, AS 309 MS 2009
Long Beach, CA 90840-2009

2. **Office Staff:**

Cindy Tovar, Administrative Analyst/Specialist- Cindy.Tovar@csulb.edu or 562-985-4318
(Payroll/Personnel/Timekeeping/Finance/Travel/Reimbursements/Events)

Marcy Bacani, Admin. Support Coordinator- Marcy.Bacani@csulb.edu or 562-985-4317
(Scheduling/Permits/Class Registration/Textbooks/Events)

(A general practice is to email both Cindy & Marcy, so your question, comment or concern is answered or addressed promptly)

3. **Business Hours:** M-TH 7:30am – 4:30pm (Closed for lunch 12:00–1:00pm) and
F 7:30am-4:00PM (virtual)

Department Office Staffing: Mondays, Tuesdays & Wednesdays – Cindy
Tuesdays, Wednesdays & Thursdays – Marcy

NOTE: There is no office presence on Fridays, staff can only be reached via Teams

OFFICE ACCESS

4. **New Process for Faculty & Staff - Introducing Sick-let**

- The pre-screening chicklet is no longer required before coming to campus.
- Instead, employees should immediately report *any* illness to their administrative services manager (ASM) through sick-let.
- Sick-let is the new illness reporting chicklet for faculty and staff, located in the CSULB **single sign-on (SSO)**.
- Request to teach temporarily in Alternative Modes of Instruction (AMI) will be included as part of the sick-let.



Illness Reporting

View CSULB [On-Campus COVID-19 Testing](#) information here. Visit [My Turn California](#) for more on vaccines and where to get them.

5. **Keys and Mailroom Code:** Keys to access the 3rd Floor of the AS Building and faculty offices as well as electronic access codes to the RGRLL mailroom are provided by Facilities Management.

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If keys are lost contact Key Issue at 562-985-1807. Email Cindy and Marcy for misplaced/Forgotten electronic access codes to the RGRLL Mailroom.

6. **Mailboxes:** Items are regularly placed in mailboxes so all employees should be checking their mailboxes on a regular basis. **Students should be delivering their papers/assignments to faculty during office hours or class time, unless previously arranged with department staff.** Any items dropped off by students for faculty will be placed in the faculty member's mailbox.
7. **Copying:**
 - Instructors can log into the copy machine using their CSULB ID number.
 - A semester copy allotment is assigned to each faculty member. **Copies should be made for exams and quizzes ONLY. The use of the scan feature on the copier is highly encouraged for the distribution of handouts and other course materials by email or by posting to Canvas.**
 - **Please note:** Copies are counted per side and not on per sheet of paper used. (i.e. 2-sided copies are counted as 2 copies)
8. **Computers and Printers:** Office equipment in faculty offices is serviced by the College of Liberal Arts Tech Support Unit. This equipment is to be used solely for teaching purposes. Please notify CLA Tech Services directly of any issues with office equipment (562-985-4572). If a technician is required to fix a problem, please email the problem to cla.tech@csulb.edu copying Cindy and Marcy.
9. **Office Supplies:** Available in the Mailroom (AS-318). Please be courteous and take only what you need. Contact the department staff if you need an item that is not in stock.
10. **Instructor Office Hours:** All instructors are responsible in providing 1 hour of office time for each 3–4-unit course taught. If on-campus, office hours are to be coordinated with office mates. Office hours are to be reported and submitted to RGRLL Department Staff by the end of the 1st week of classes. **Department Staff must be notified immediately of any changes to office hours anytime during the semester.**
11. **General Office Rule:** Be courteous and considerate (quiet and clean) to office mates and office neighbors at all times. Remember to secure any valuables and lock office doors when leaving and remember that **Faculty Offices are for university business only.**
12. **Personal Contact Information:** If you have any changes to your personal contact information, (address, email, cell, home phone, etc.) please update that information through your Employee Center on SSO. **Also, email the department staff with your changes.**
13. **Student Communication & Contact:** Students should be directed to contact faculty by email or virtual meeting. **It is highly recommended that instructors not provide students with their personal information such as phone number and home address.**

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STUDENT REGISTRATION

14. Class Permits for Adding a Class:

- Students unable to enroll in a course can be permitted (seats permitting) during the first 2 weeks of classes **ONLY** by having the instructor email Marcy with Cindy on copy with the student's information as follows:
 - **Student name, student ID#, course#, section#, class#.**
- After the first 2 weeks students must request adding a course through their Student Center. This request must then be approved by the instructor and the Department Chair for the student to be officially added to the course. **Please see the current semester's registration dates and deadlines for further information** <https://www.csulb.edu/enrollment-services/key-dates-and-deadlines>.

15. Dropping and Withdrawing from classes: Please see the university policies and procedures <https://www.csulb.edu/student-records/dropping-and-withdrawing>.

INSTRUCTOR RESPONSIBILITIES

16. **EMAIL:** The department's main form of communication is by email. All faculty should check their emails regularly for important updates, information and required deadlines.

17. Class/Office Hours Cancellations:

- ALWAYS notify both Cindy and Marcy by email within 24 hours of any class and/or office hour cancellations.
- For Class Cancellations ALWAYS complete the "[Notice of Class Substitution/Class Cancellation](#)" form and return to Alessandro.
 - Planned Absences: Complete the form well in advance of absence.
 - Short notice absences: Complete the form the first day you return to work.
- **FOR ALL ABSENCES:** Faculty members should attempt to find a substitute among other current RGRLL Faculty, Instructors and/or TAs before cancelling a class. In the event a faculty member is unable to find a substitute, they should contact the RGRLL Department Chair. Faculty members should notify their students through Canvas of any class and/or office hours cancellations.

18. Personal Holiday:

To use your Personal Holiday, email the Department Chair and Administrative Staff stating the date you will be using your Personal Holiday. No explanation is required nor is a *Notice of Class Substitution/Class Cancellation* form required.

19. **Incomplete Grades:** Submission of incomplete grade contracts are to be completed Online by the instructor of record when submitting grades and must comply with university policy. Incomplete grades by Teaching Associates must first be approved by the Department Chair.

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20. Grade Packets: At the end of each semester, all Lecturers and Teaching Associates are required to submit Grade Packets for each course taught. The grade packets are to include: MyCSULB grade roster, Grade sheet from Canvas, Blank final exam and Student's final exams. ONLINE COURSES: do not require student's final exams in the final grade packet.

21. University-related Travel:

- A *Travel Request and Estimation Worksheet* must be completed no later than 30 days prior to domestic travel and no later than 45 days prior to international travel.
 - International Travel requires the addition of a completed International Travel Form

EMPLOYMENT

22. Lecturer/TA/GA/ISA Contracts: Contracts are usually available around the start of the semester. Alessandro will send them via DropBox. Contracts must be signed and new employees must also complete Payroll Check-in before assuming the duties of their position.

23. Payday: Payday is towards the last day of the month. Please see the [Payroll calendar](#) of scheduled payroll dates.

Direct Deposit is encouraged and recommended. Those not enrolled in Direct Deposit will have to arrange to pick up their paycheck on campus or submit a request to have it mailed through Employee Center located on the Single Sign On (SSO).

24. Last Day of Semester: Lecturer and Teaching Associate contracts state that the working agreement is through the last day of the semester (not the day of the final exam). You are to be available up to the last day of your contract, if needed.

CLASSROOM ASSISTANCE

25. Classroom Equipment:

- Classroom equipment is available for check-out through [Classroom Support Services](#) located in AS-120. Call 562-985-4962 or email ats-css@csulb.edu to reservations. CSULB I.D. is required for equipment reservations.

26. Classroom Access: Any issues in accessing classrooms, please call:

- Between the hours of 8:00am-5:00pm, Facilities Management – 562-985-4357(HELP)
- Before 8:00am and after 5:00pm, Campus Police – 562-985-4101.

A VALID CSULB ID IS REQUIRED

Please save the Campus Police number 562-985-4101 on your phone speed dial, or dial 911 in the event of an emergency

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