

**Cleveland State University**  
**College of Engineering**  
**Business and Administrative Manual**

**December 2018**

## Important Note:

This manual has been composed using the following principles:

1. Readers are referred to the existing, official, published policies and procedures posted by the website of the University. Please visit: [www.csuohio.edu/](http://www.csuohio.edu/).
2. A set of written policies and procedures related to the official CSU policies and procedures are provided with more specific information and/or guidance in the implementation of the policies and procedures of the University.

This manual will be reviewed annually and accordingly.

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## **CLEVELAND STATE UNIVERSITY POLICIES & PROCEDURES**

Cleveland State University Policies, by-laws, procedures, regulations, standards, guidelines, manuals, and handbooks posted on the Cleveland State web site as of September 2007 can be found on-line here: <http://www.ulib.csuohio.edu/policies/csu/index.htm>

## **ACCESS CONTROL REGULATIONS:**

In May, 2016, the Cleveland State University Board of Trustees approved a University Access Control Policy to reflect security best practices and changes in technology to provide electronic access.

CSU building hours, Regulations & Forms, Submission of Access Requests can all be found at the Access Control & Security Systems webpage: <http://www.csuohio.edu/access-security/access-control>.

The Washkewicz College of Engineering still requires a paper Access Request Form to be filled out and signed by the Department Chair. Once the Department Chair approves the request, the form is given to the Administrative Coordinator (AC) in the Dean's office who then submits the key request on-line via a FAST Request (<http://fastrequest.csuohio.edu/>). The AC will receive an email from Access Security requesting approval of the key request. Once the key request is approved by the AC, Access Security will cut a key and walk it over to the Police Department for pick up. The AC will send an email to the requestor to let them know that their key is ready for pick up.

The SACC manual, can be viewed by following this link: <https://www.csuohio.edu/access-security/sacc-manual>.

## **ACCESS TO THE COLLEGE'S SHARED DRIVES**

Access to College shared drives is arranged by the Associate Dean of Academic Affairs.

To get access, submit a request in writing via email to [p.lin@csuohio.edu](mailto:p.lin@csuohio.edu).

The Associate Dean will review the email request with the Dean to determine the legitimacy of the request. If the request is approved, the Associate Dean will contact the necessary IS&T personnel to arrange for access.

The Associate Dean will maintain a listing of all approved users. This listing will be reviewed annually (at the beginning of Fall Semester) for accuracy as well as to determine if continued access is required.

If continued access is not necessary, the Associate Dean will contact the necessary IS&T personnel to arrange for removal of access.

## **ACCESS TO STUDENT INFORMATION**

Any faculty, staff or student employee requiring PeopleSoft access, should fill out a **Request for Access to PeopleSoft** form below:

<https://mycsu.csuohio.edu/offices/ist/security/pdfs/PeopleSoftRequest.pdf>

In addition to PeopleSoft access, if any faculty or staff have access to hardcopy student files, the CSU Security and Confidentiality Policy for Student Records form need to be completed. This form is not limited to computer access only. This form also must be filled out if faculty, staff or student employees require access to PeopleSoft Student Financials and/or student information in CampusNet.

<https://www.csuohio.edu/sites/default/files/FERPA%20Agreement.pdf>

A copy of this form should be submitted to the Dean's Office for retention.

Additionally, the College will include this form in part-time and full-time hiring packets for completion by new hires.

During the fall semester, the Dean's Office will obtain a current list of faculty, staff and student employees with access to PeopleSoft Student Financials and/or student information in CampusNet. If the CSU Security and Confidentiality Policy for Student Records form is not on-file in the Dean's Office, access will be evaluated according to the job description.

During the review process, if access is found to be unnecessary and/or the CSU Security and Confidentiality Policy for Student Records form is not returned, access will be removed.



**AGREEMENTS AND CONTRACTS FOR EXTERNAL SERVICES (EXCLUDES PERSONNEL CONTRACTS)**

All new and renewed Agreements and Contracts (excluding personnel contracts) must be reviewed and approved by the General Counsel Office. The Policy can be found [here](#).

Agreements and contracts should not be signed prior to the review and approval of the Office of Legal Affairs.

## Washkewicz College of Engineering Kaizen Staff Award

Kaizen is a concept of continuous improvement in which all levels of an organization's employees are encouraged to regularly make suggestions for improvement in any aspect of their workplace; in this instance, taking into consideration the overall performance of the College of Engineering or its departments. It involves looking at procedures as well as results in a non-judgmental fashion in order to eliminate waste and increase productivity. It is a positive problem solving method that enables employees to work smarter by making their jobs easier.

Based upon the definition above, criteria for receiving a Kaizen Award are:

1. Active full- or part-time professional or classified staff members with one (1) year of CSU service (and no longer on probation) are eligible to receive the award.
2. Employee makes a suggestion of a procedural or other change that will save time, energy, or have some other positive effect on the workplace, such as:
  - a. Customer satisfaction (students and colleagues within CSU/Washkewicz)
  - b. Improved market performance (enrollment and other measures)
  - c. Operational performance (efficiency, budgetary, enrollment)
  - d. Strategic planning (setting organizational direction)
  - e. Knowledge and employee management (suggestions to use, manage, analyze, improve data, information, or personnel support, to improve equipment, quality, or environment).
  - f. Other
3. The suggestion should be easily implementable with little or no financial investment.

Professional and classified staff members are urged to submit their suggestions confidentially in writing or email to one of the Deans. They will be reviewed for implementation on a regular basis by the Deans of the College of Engineering.

At the end of each Spring Semester, the Deans and one (1) elected (and un-nominated) staff member will review all the suggestions again and select one as the winning Kaizen Staff Award suggestion. The award, a cash gift in the amount of approximately \$300 and a plaque, will be presented, and the suggestion will be announced at the annual Kaizen Staff Award Luncheon to be held each July.

## Washkewicz College of Engineering Safety Award

The Washkewicz College Safety Award is a new award proposed by the College of Engineering beginning with the 2007-2008 academic year. It will recognize the one (1) most outstanding safety-related preventative action or suggestion.

Criteria for receiving a Safety Award are:

1. Faculty, professional, or classified staff members are eligible for this award. Eligible persons must be active full- or part-time employees with at least one (1) year of CSU service (and no longer on probation).
  
2. Faculty or Staff member suggests a procedural or other change that will positively impact the safety efforts of the College and prevent personal injury, in locations including, but not limited to:
  - a. Labs (electrical, chemical, fire, environment, structural)
  - b. Classrooms
  - c. Hallways
  - d. Restrooms
  - e. Elevators
  - f. Parking garage;

and in safety areas including, but not limited to:

- a. Environmental
- b. Electrical
- c. Chemical
- d. Unauthorized visitors
- e. HVAC
- f. Threats against person
- g. Structural problems/construction safety

Faculty and/or Staff members are urged to submit their written suggestions confidentially at any time to the Safety Award Committee c/o the Dean's Office. They will be reviewed for implementation on a regular basis by the Safety Officers of the College of Engineering.

At the end of each February, the Safety Officers will review all the suggestions again and select one as the winning Safety Award suggestion. The award, a cash gift in the amount of approximately \$300 and a plaque, will be presented and the suggestion will be announced at the annual Steel Ring and Awards Ceremony to be held each April. If in a given year there were no viable suggestions, then no award will be presented in that year.

## Washkewicz College of Engineering Support Staff Distinguished Service Award

The Washkewicz College of Engineering Support Staff Distinguished Service Award is a new award for our College beginning with the 2006-2007 academic year. The award will be a check in the amount of approximately \$300.

The purpose of the award is to recognize the classified or professional support staff person within the College of Engineering who has most positively impacted the College. Any faculty or staff person can nominate one individual, and one award will be presented each year at the April Order of the Engineer and The Pledge of the Computing Professional Awards Ceremony. Self-nominations are also permitted. Nominations must be accompanied by a brief statement detailing the reasons for nomination.

Criteria that must be met by an employee to receive the award are:

- Employment in a full- or part-time classified or professional staff support position in the College of Engineering
- Employee must be in active status with at least three (3) years of CSU service
- Must make outstanding contributions to the College. (Please note that person nominating must include clear examples of these contributions; general statements [such as “nominee has demonstrated outstanding assistance to students and faculty for years”] are unacceptable.)
- Employee must demonstrate exceptional team participation

A committee of three support staff members will determine the award criteria and will meet to review the nominations and determine the winner based upon the degree of impact upon the College.

The award winner shall be the chairperson of the following year’s selection committee. The other two members of the selection committee will be elected by a majority vote of the eligible (those not nominated for the award) staff members.

## **BUDGET DEVELOPMENT CALENDAR – CSU**

The following represents a general budget development calendar. Specific dates and deadlines are subject to change based on factors both known and unknown by CSU administration.

The Budget Development Calendar can be found at:

<http://mycsu.csuohio.edu/sciences/faculty/policy/BUDGET%20DEVELOPMENT%20CALENDAR%20CSU.pdf>

## **BUDGET DEVELOPMENT CALENDAR – WASHKEWICZ COLLEGE OF ENGINEERING**

The following represents a general budget development calendar for the College of Engineering. As with the CSU budget development calendar, specific dates and deadlines are subject to change.

- |           |   |
|-----------|---|
| August    | Chairpersons review current year work plans and anticipate faculty need for following academic year. The Dean reviews and forwards the request to the Provost's Office. |
| September | Faculty hiring requests are approved/denied by the Provost's Office. Chairpersons submit necessary paperwork to the Dean's Office.                                      |
| October   | Chairpersons review miscellaneous fees and submit changes.  |
| December  | Chairpersons and Directors work on academic schedules for the following fiscal year.  |
| February  | Academic schedules are complete. The Dean and Associate Dean for Academic Programs use these schedules to develop the College's enrollment projections.                 |
| March     | Graduate Assistant requests are submitted to the Dean's Office.   |
| March     | Chairpersons request waivers as necessary for following year.   |
| April     | The College Fiscal Officer inputs information in the budget building spreadsheets.  |
| July      | Dean's Office makes Graduate Assistant allocations to departments.  |

## **CSU CENTER GUIDELINES**

The Guidelines on Centers can be found on the Office of Research website at:

<http://www.csuohio.edu/research/guidelines-centers>

## **CENTER FOR ENGINEERING EXPERIENTIAL LEARNING**

The Center for Engineering Experiential Learning (CEEL) is a structured, academic program that integrates classroom studies with paid, productive, real-life work experiences.

For more information regarding the Center for Engineering Experiential Learning, please visit:

<http://www.csuohio.edu/engineering/coop/co-ops-and-professional-development>



## **CHEMICAL STORAGE AND CHEMICAL PROCUREMENT:**

The policies and practices for proper chemical storage is provided on the webpages of the Department of Environmental Health and Safety, specifically at:

<http://www.csuohio.edu/ehs/ehs>

## **COMPUTER SECURITY POLICY AND CRITICAL DATA**

### **Engineering Instructional Computer Lab Policies**

Washkewicz College of Engineering department pledges to provide an atmosphere conducive to instructional, study, reading, and the legitimate use of materials, equipment, and services. To foster this environment, it is necessary that all users act in a manner that is considerate of others. Any behavior or condition that disrupts the orderly use of the Instructional Computer Labs, that could constitute harassment, or that affects the staff's ability to provide service, is prohibited and will be handled by the appropriate enforcement authority.

The College of Engineering Instructional Computing Labs is for the expressed purpose of Engineering CSU students. They are restricted to student use. The University reserves the right to ask Lab users to provide a student I.D. or other identification. Refusal to provide this identification may result in a referral to the Campus police. Upon hiring, all Engineering Lab Monitors are trained in the rules of the Instructional Computer Lab Policies. The Lab Monitors have the right to request students to leave the Labs if they are not following the policies.

- The computer labs in FH125, FH125C, FH127, and FH208 are for engineering students use only.
- Internet access is prohibited.
- No food and open containers of drinks are allowed at the computer desks or in the labs.
- No student other than monitors has the right to make system configuration changes to printers and the software on the computers in labs.
- Students should save all their data on their own media rather than the computer hard drives.
- The Lab is not responsible for lost or stolen personal articles. Belongings should not be left unattended.
- Disruptive behaviors, such as loitering, blocking access, making disruptive noises, using abusive language, and threatening or harassing others are prohibited.
- Failure to comply with these policies will result in computer privileges being taken away.
- Any questions or concerns please talk with the lab monitors.

### **Departmental Computer Lab Policy**

- The computers in the lab are for projects and/or experiments only, not for personal use.
- No food or open container of drinks is allowed at the computer desks – or in the lab.
- No illegal downloads are allowed.
- No students are allowed to install software or change the system configuration to printers.
- Students should save all their data on their own media such as flash drive, rather than on the computer hard drives.
- The Lab is not responsible for lost or stolen personal articles. Belongings should not be left unattended.
- Disruptive behaviors, such as loitering, blocking access, making disruptive noises, using abusive language, and threatening or harassing others are prohibited.
- Failure to comply with these policies will result in computer privileges taken away.

## **Critical data**

Critical data is defined as any information that is vital to the continued mission and operation of the College of Engineering.

This would include information as follows (for the College of Engineering Dean's Office).

### **General Administration Data**

1. ABET reports and responses
2. List of college Standing Committees
3. List of College Visiting Committee
4. List of Fenn Academy members
5. List of Co-op program sponsors (companies)
6. College meeting minutes

### **Student Data**

1. Probation Letters
2. Dismissal Letters

### **Faculty Data**

1. Faculty summer contracts
2. Annual workload assignments
3. Gifts and in-kind gifts tracking files
4. Technology transfer tracking files
5. Patent tracking files

### **Staff Data**

1. New appointments or promotions of staff
2. Updated job description

This would include information as follows (for each department):

### **General Administration Data**

1. Departmental ABET reports and responses

### **Student Data**

1. Declaration or Change of Major forms
2. Credit-transfer forms (the blue forms)
3. Graduate admission letters
4. Students in the 5 yr. accreditation MS Program

### **Faculty Data**

1. New appointments or promotions of faculty
2. Annual workload assignments

### **Staff Data**

1. New appointments or promotions of staff
2. Updated job description

In addition to the above, any other documentation that may create a history for the College or Department should be saved on the secured drive. This would include: Department meeting minutes, etc.

In order for the University's Business Continuity Plan to be fully effective, all faculty and staff will store all critical College related data on secure servers (the share folder is identified as [\\VIKE\Engineering\](#) with subfolders for each department) that are behind the CSU firewall and get backed up on a regular basis.

Chairpersons and Directors will be responsible for ensuring all faculty and staff adhere to this policy. Faculty and staff failing to meet this policy risk losing access to University resources.

## **CONTRACT PROCEDURES**

All contract procedures can be found on the CSU Human Resources Development and Labor Relation's Website at:

<http://mysu.csuohio.edu/offices/hrd/forms.html>

This website provides guidelines (in Word and pdf formats) for the following contract situations:

- Employment Contract (Professional Non-Bargaining)
  - Interim Assignment/Temporary Transfer (Non-Bargaining)
  
- Letters of Appointment (SEIU)
  - FT Salaried Professional (SEIU)
  - PT Salaried Professional (SEIU)
  - PT Hourly Professional (SEIU)
  - Temporary Transfer (SEIU)
  
- Full-Time Faculty
  - Overload Appointment
  - Summer Contract
  
- Part-Time Single Term Special Status Faculty
  - PT Single Term Instructional Contract
  - PT Single Term Non-Instructional Contract

## **COUNSELING AND COMMUNITY ASSESSMENT RESPONSE & EVALUATION (CARE)**

CSU Counseling and Testing Center     216-687-2277

As a faculty or staff member, you may directly interact with students and may be the first person to become aware that a student has a personal problem for which he or she needs counseling. The Counseling Center Guidelines can be found at:

<http://www.csuohio.edu/counselingcenter/counselingcenter>

The goal of the CARE (Community Assessment Response & Evaluation) Team is to work collaboratively to support the wellbeing and safety of students, faculty, staff, and to promote a culture on campus that encourages reporting of concerns.

The core CARE Team meets weekly to review reports regarding student, staff, and faculty concerns, and to work in collaboration to share information and provide support to the campus community.

Additional information about CARE Management can be found at:

<https://www.csuohio.edu/care/csu-care-team>

## **COURSE BUY-OUTS FROM GRANTS GUIDELINES**

The Guidelines can be found at the following sites:

<http://www.csuohio.edu/sprs/policies-and-procedures>

<https://www.csuohio.edu/sites/default/files/media/spr/documents/coursebuyout.pdf>

## **COURSE EVALUATION INSTRUCTIONS**

Course evaluation procedures, FAQs and timelines can be found on the right hand side at the Institutional Research & Analysis homepage:

<http://www.csuohio.edu/offices/iraa/index.html>



## **CREDIT CARD SECURITY POLICY**

The credit card policy can be found on the Purchasing Website:

<http://www.csuohio.edu/purchasing/purchasing>

It is also detailed as follows:

[https://www.csuohio.edu/sites/default/files/PCard\\_061614\\_Manual.pdf](https://www.csuohio.edu/sites/default/files/PCard_061614_Manual.pdf)

## **EMERGENCY PREPAREDNESS AND MANAGEMENT**

REPORT ALL EMERGENCIES BY CALLING 9-1-1 or 8-9-1-1 from any campus phone.

IF USING A CELL PHONE, CALL 9-1-1 AND ASK FOR CLEVELAND STATE UNIVERSITY POLICE.

Important websites:

Emergency Preparedness and Management:

<http://www.csuohio.edu/ehs/emergency-preparedness-and-management>

CSU Police:

<http://www.csuohio.edu/police/police>

## **ENGINEERING FEES**

Engineering Fees is the general term used for all fees collected by the College or department. These are the fees collected from students for taking a certain course and are typically for costs associated with maintenance of undergraduate and graduate instructional labs. Fees can only be used for the purpose for which they were first approved. These fees appear on the Transaction Register and the Statement of Operations. During Fall Semester, the Dean and Chairpersons review all fees for reasonableness and accuracy; changes are made as appropriate.

## **PROCEDURES FOR INVITING AN EXCHANGE VISITOR TO CLEVELAND STATE UNIVERSITY**

Guidelines for inviting Exchange Visitors to CSU can be found on the CSU International Center's Website under Academic Initiatives:

<https://www.csuohio.edu/international/academic-initiatives-0>

## **FACULTY RECRUITING GUIDELINES**

1. Travel, lodging, and preparations of purchase requisitions are the responsibility of the host department.
2. Dean's Office will cover expenses. All requests for expenses must be submitted to the Dean for review and approval. Requests should be made as far in advance as possible.
3. Campus visits should be scheduled before the New Year break or immediately after return to campus for spring semester. Pre-approval must be received from the Dean before inviting any candidate to campus. Ideally, two candidates may be invited to campus for interviews. The maximum that may be invited to campus is three.
4. **LODGING:** Suggested lodging arrangements are listed below. The Purchase Requisition for lodging must state **NO ALCOHOLIC BEVERAGES, NO LONG DISTANCE PHONE CALLS, and NO FOOD.** It should also state **TAX-EXEMPT.** Submit the Purchase Requisition through Magnus Mart. The hotel should forward the bill to the host department once the candidate has checked out. The host department will enter the information into Magnus Mart for payment.
5. **AIRLINE TICKETS:** The candidate can make their own travel arrangements and will be reimbursed.
6. **OUT OF POCKET EXPENSES PAID BY THE CANDIDATE:** Reimbursement can be made to the candidate for any incidental expenses incurred during the interview process (e.g., cab fare, food, mileage, etc.). Except for mileage reimbursement, original receipts are required. In addition the candidate's name and address, **social security number and date of birth** are needed. Please complete a Payment Request Form in Magnus Mart and scan in all of the documents.
7. **OFF-CAMPUS MEAL MEETINGS:** Meal meetings are to be limited to the candidate and one or two others to be reimbursed to the faculty member paying for the meal. Proper documentation must contain an **itemized** receipt stating "**no alcohol**" along with a written record of the time, place, business purpose and attendees at the meal. Credit card receipts are not acceptable as itemized receipts; reimbursement **will not** be processed with only a credit card receipt. The Payment Request Form in Magnus Mart should be completed.
8. **ON-CAMPUS MEAL MEETINGS:** On-Campus meal meetings are discouraged and should be held only in the event of extraordinary circumstances and with prior approval from the Dean's Office. If approved, on-campus meal meetings are limited to the candidate and one or two others.
9. It is expected that all candidates will make a presentation to Faculty and the Engineering Administration and the search committee. Candidates for the rank of Assistant Professor need to be interviewed by the Dean (towards the end preferably), one of the Associate

Deans, search committee, department chairperson, and appropriate representative faculty and staff. Candidate vitae and an approved candidate rating should be provided to all interviewing the candidate.

10. All correspondence regarding any offer to a candidate must be approved by the Dean of the College and the Provost. Please forward all correspondence to the Dean's office for the Dean's approval. The Dean will forward to the Provost's office for approval. You will be advised regarding the correspondence.
11. The Provost's office has created a Faculty Search Handbook which has more detailed information on procedures.

## **FACULTY RECRUITING GUIDELINES – SUGGESTED LODGING**

Ask for the Sales Department/Sales Manager when making reservations. Rates may vary depending on date, but should fall within the rates listed.

### **Hampton Inn**

1460 East 9<sup>th</sup> Street  
Cleveland, Ohio 44114  
216-241-6600  
Rate: \$69.00-\$79.00

### **Hilton Garden Inn**

1022 Carnegie Avenue  
Cleveland, Ohio 44115  
216-658-6400  
Rate: \$89.00

### **Holiday Inn Express**

629 Euclid Avenue  
Cleveland, Ohio 44114  
216-443-1000  
Rate: \$79.00

### **Crowne Plaza\*\***

1260 Euclid Avenue  
Cleveland, Ohio 44115  
216-615-7500  
Rate: \$109.00 – 115.00

### **Comfort Inn**

1800 Euclid Avenue  
Cleveland, OH 44115  
216-861-0001

### **DoubleTree Hotel (formerly Holiday Inn)**

1111 Lakeside Avenue  
Cleveland, Ohio 44114  
216-241-5100  
Rate: \$79.00

### **Embassy Suites**

1701 East 12<sup>th</sup> Street  
Cleveland, Ohio 44114  
216-523-8000  
Rate: \$90.00-\$110.00

### **Radisson**

651 Huron Road  
Cleveland, Ohio 44115  
216-377-9000  
Rate: \$89.00

\*\*Engineering Preferred

## **FERPA REGULATIONS**

Information regarding FERPA can be found at the Office of University Registrar's website:  
<http://www.csuohio.edu/registrar/family-educational-rights-and-privacy-act>



## **FILING GUIDELINES**

The following documents will be filed in the College of Engineering Dean's Office, but not limited to:

- Personnel Information
  - Contracts
  - Tenure/Promotion Letters
  - Course Evaluations – as of 2017, these are on-line. No paper copies filed.
  - Annual Evaluations
  
- Other Miscellaneous documents related to:
  - College Faculty Meetings
  - Visiting Committee Meetings
  - PLOA's
  - Retirement Projection
  - Provost documentation
  - Special Payment Forms
  - Student Employment Forms
  - Pre-Engineering and Engineering Student Files
    - Petition Forms
    - Start up Forms (Including first-time advising forms)
    - Probation and/or Dismissal Letters

Departmental Files will consist of, but not limited to:

- Departmental Student Files
  - Advising records
  - Petition forms
  - Probation and/or Dismissal Letters
- Student Employment Forms
- Graduate Assistantship/Tuition Assistantship Forms
- Purchase Requisitions
- Special Payment Forms

**GIFT & PLEDGE ACKNOWLEDGMENT POLICIES & PROCEDURES**  
**(From the Advancement Office)**

Gift Acceptance Guidelines can be found on the Advancement website:

<http://www.supportcsu.org/files/policies/csufgiftacceptanceguidelines2.pdf>

All other policies and procedures relating to Advancement are as follows:

<http://www.supportcsu.org/policies-procedures>

**GIFT TRANSMITTAL DEPOSIT FORM**

(Gifts should be forwarded with this form immediately upon receipt)

Department: \_\_\_\_\_

Today's Date: \_\_\_\_\_ (MM/DD/YY)

Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

**Receipt Section**

Donor Name: \_\_\_\_\_

Contact if different: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Issue Soft Credit to: \_\_\_\_\_

In Memory of: \_\_\_\_\_

In Honor of: \_\_\_\_\_

**GIFT TENDER SECTION**

Type of Tender (check one)     Check     Cash     Credit Card     Stocks/Bonds

Amount: \_\_\_\_\_

Tax Deductible amount if different: \_\_\_\_\_

**DISTRIBUTION SECTION**

Type of Gift Transaction (check one)     Gift     Pledge Payment     Grants     In-Kind

Account Name: \_\_\_\_\_

Acct. No. (if known): \_\_\_\_\_

\_\_\_\_\_

'Campaign' to be used: \_\_\_\_\_

'Solicitation' to be used: \_\_\_\_\_

**SUPPORT SECTION**

The form should be completely filled out in order for the Office of Gift Processing to correctly process the gift. You should also attach a copy of the corresponding gift documentation that accompanied this gift. If none came with the gift, then copies of the correspondence that led up to the gift should be attached. In both cases, the original postmarked outside envelope containing the gift must be attached to the Gift Transmittal Deposit Form.

For additional information, call campus extension 7291

## **GRANTS POLICY MANUAL**

The Grants Policy Manual can be found at:

<https://www.csuohio.edu/sites/default/files/media/spr/documents/grantspolicymanual.pdf>

This manual provides all the information needed in order to submit proposals through The Office of Sponsored Programs and Research.

Prior to submitting the proposal to OSPR, the Budget sheets need to be reviewed by the Associate Dean, Operations.

The Associate Dean of Operations normally requires three (3) days to review the proposal and budget documentation. Special cases are handled on an as needed basis. Once the Associate Dean approves of the budget materials, he/she will forward the document to the Dean for signature.

The Dean will sign in the necessary location(s) approving the budget sheet(s).

The Engineering Dean's office will make one copy for our files and forward the original to the Office of Sponsored Programs and Research for their submission.

## **HAZARDOUS MATERIALS PROCEDURES**

Hazardous materials are only used in research activities. When the proposals are being processed, the Associate Dean and Dean make sure that if there are any hazardous materials to be used during the project that the appropriate places are identified on the Proposal Transmittal Form.

Before the proposal is signed by the Dean, when hazardous materials are involved, the Associate Dean contacts the Director, Environmental Health & Safety.

If the proposal/grant is funded, it is the primary responsibility of the grant Principal Investigator to contact the Director, Environmental Health & Safety to let the Director know of the purchase and the delivery status of the hazardous material.

All information related to Hazardous Waste can be found at the Environmental Health and Safety website: <http://www.csuohio.edu/ehs/environmental-health-and-safety>

## **HEALTH AND SAFETY POLICY**

This policy can be found at:

[https://www.csuohio.edu/sites/default/files/csu\\_employeeHSH2015\\_0.pdf](https://www.csuohio.edu/sites/default/files/csu_employeeHSH2015_0.pdf)

## **HIRING FACULTY/PROFESSIONAL STAFF – OVERVIEW OF STEPS**

Policies regarding hiring of Faculty and Staff (Professional and Classified) can be found on the Human Resources Website:

<http://mycsu.csuohio.edu/offices/hrd/>

Specifically.

<https://mycsu.csuohio.edu/offices/hrd/employment.html>

## **IN-KIND GIFTS TRACKING PROCEDURE**

*Written by Paul Lin  
Updated on July 16, 2007*

The Dean's office does not receive any report on in-kind gifts. The only source is from the faculty. Therefore, we need the faculty who expects to receive in-kind gifts to submit a form to the Dean's office. The In-Kind Gift Acceptance Form can be found on the College of Engineering's website. It is also shown on page I5. The form needs to be filled out in its entirety. The faculty member will get the Department Chair to review and approve the form. After the Department Chair approves the form, it is then taken to the Engineering Dean's office for the Dean's approval. After the Dean approves the form, the form will be forwarded to the Vice President, University Relations and Development & Foundation Executive Director with all the supporting documentation. The Engineering Dean's office will also keep copies of all the necessary materials.

On the University's In-kind Gift Acceptance Form, it asks for the estimated value and the source of estimate, but it does not touch the issue of how the value is estimated. The in-kind gifts that we will likely receive are depreciable assets such as equipments, products or systems. If the asset is brand new, then the value is the same as the purchase price. If the asset has been used, we will estimate its depreciation.

In general, there are two depreciation reduction methods: General Depreciation System (GDS) and Alternative Depreciation System (ADS) [1]. The GDS is commonly used in industries from the tax exempt purpose. Its depreciation mimics an exponentially decaying function. The ADS, on the other hand, provides a longer recovery period and uses only a simple linear depreciation scale. Property that is placed in any tax-exempt use and property used predominantly outside the United States are examples of assets that must be depreciated under ADS.

Table I shows a list of class life (expected life span) and the recovery period using the two methods.



TABLE I

Asset Class	Depreciable Assets Used in Business	Life	GDS <sup>b</sup>	ADS
00.11	Office furniture and equipment	10	7	10
00.12	Information systems, including computers	6	5	5
00.22	Automobiles, taxis	3	5	5
00.23	Buses	9	5	9
00.241	Light general purpose trucks	4	5	5
00.242	Heavy general purpose trucks	6	5	6
00.26	Tractor units for use over the road	4	3	4
10.0	Mining	10	7	10
13.2	Production of petroleum and natural gas	14	7	14
13.3	Petroleum refining	16	10	16
15.0	Construction	6	5	6
22.3	Manufacture of carpets	9	5	9
24.4	Manufacture of wood products	10	7	10
28.0	Manufacture of chemicals and allied products	9.5	5	9.5
30.1	Manufacture of rubber products	14	7	14
32.2	Manufacture of cement	20	15	20
34.0	Manufacture of fabricated metal products	12	7	12
36.0	Manufacture of electronic components, products, and systems	6	5	6
37.11	Manufacture of motor vehicles	12	7	12
37.2	Manufacture of aerospace products	10	7	10
48.12	Telephone central office equipment	18	10	18
49.13	Electric utility steam production plant	28	20	28
49.21	Gas utility distribution facilities	35	20	35

<sup>a</sup>Partial listing abstracted from *How to Depreciate Property*, IRS Publication 946, Tables B-1 and B-2, 1998.

<sup>b</sup>Also the GDS property class.

To calculate the depreciation year after year using the GDS, we can use Table II which shows the GDS recovery rates for six classes (i.e. 3, 5, 7, 10, 15 and 20 years).

TABLE II

Year	Recovery Period (and Property Class)					
	3-year <sup>a</sup>	5-year <sup>a</sup>	7-year <sup>a</sup>	10-year <sup>a</sup>	15-year <sup>b</sup>	20-year <sup>b</sup>
1	0.3333	0.2000	0.1429	0.1000	0.0500	0.0375
2	0.4445	0.3200	0.2449	0.1800	0.0950	0.0722
3	0.1481	0.1920	0.1749	0.1440	0.0855	0.0668
4	0.0741	0.1152	0.1249	0.1152	0.0770	0.0618
5		0.1152	0.0893	0.0922	0.0693	0.0571
6		0.0576	0.0892	0.0737	0.0623	0.0528
7			0.0893	0.0655	0.0590	0.0489
8			0.0446	0.0655	0.0590	0.0452
9				0.0656	0.0591	0.0447
10				0.0655	0.0590	0.0447
11				0.0328	0.0591	0.0446
12					0.0590	0.0446
13					0.0591	0.0446
14					0.0590	0.0446
15					0.0591	0.0446
16					0.0295	0.0446
17						0.0446
18						0.0446
19						0.0446
20						0.0446
21						0.0223

Source: *Depreciation*. IRS Publication 534. Washington, D.C.: U.S. Government Printing Office, for 1998 tax returns.

### Example of Value Estimation

A typical computer has class life of six years as indicated in Table I, but, the recovery period of the GDS is only five years. This does create a problem in calculating the depreciation. As we take a close look at Table II, we will find that the number of recovery period is actually listed as six years because we count ½ year in the first year, and another ½ year in the last year. This is known as half-year convention. If an asset was placed in service during the year, ½ year of depreciation is allowed. Likewise, if the asset is disposed before the full recovery period, only half the normal depreciation can be taken for that year.

The remaining value of an asset is the depreciation deducted from its purchasing price. For instance, a PC was purchased in August 2005 for \$2000, and it is donated to our college in May 2007. Using Table I (Asset Class 00.12) and Table II (5-year recovery period), the depreciation is calculated and listed as follows:

<b>Calendar Year</b>	<b>Depreciation</b>	<b>Note</b>
2005	0.1000	= 0.2000/2
2006	0.3200	
2007	0.0960	= 0.1920/2
<b>TOTAL</b>	<b>0.516</b>	

As a result, the remaining value of the PC is estimated as  $\$2000 \times (1-0.516) = \$968$ .

### **Recommendation**

It is recommended that we use the aforementioned procedure based on the GDS system to estimate the depreciation which leads to the remaining value.

### **Reference**

1. W. G. Sullivan, E. M. Wicks and J. T. Luxjoj, *Engineering Economy*, 13<sup>th</sup> Edition, Prentice-Hall, 2006. pp. 310-313.



## **INVENTORY**

Inventory is discussed on the CSU Property Control webpage:

<https://www.csuohio.edu/controllers-office/property-control>

## **JOB DESCRIPTION REVIEW**

Job descriptions will be reviewed at the time of the annual performance reviews. Any job description changes will be coordinated with the Human Resources department. Computer access will also be reviewed at this time.

## **KEEPING STAFF INFORMED**

Support personnel are a highly valued resource. In order to efficiently use this resource, Chairpersons are encouraged to meet at least once per month with staff to share ideas and gain insight.

Another way the Engineering Dean's office keeps faculty and staff informed is by sending out emails as "XXXX" (the topic in the subject line). Typically, the first line of the email states:

***This email is beings sent to all Washkewicz College of Engineering Faculty:***

It will also include Staff, Visiting Committee Members, etc.

## **LAB POLICIES**

### **Departmental Computer/Lab Policy**

- Faculty Supervisors are in charge of overseeing all lab policies for their labs.
- The computers in the lab are for projects and/or experiments only, not for personal use.
- No food or open container of drinks is allowed at the computer desks – or in the lab.
- No illegal downloads are allowed.
- No students are allowed to install software or change the system configuration to printers.
- Students should save all their data on their own media such as flash drive, rather than on the computer hard drives.
- The Lab is not responsible for lost or stolen personal articles. Belongings should not be left unattended.
- Disruptive behaviors, such as loitering, blocking access, making disruptive noises, using abusive language, and threatening or harassing others are prohibited.
- Failure to comply with these policies will **result in computer privileges taken away**.
- There will be no microwaves or refrigerators in any of the labs unless it is required.
- All waste materials must be removed from all labs each evening.
- All Electrical Circuit Boxes must be accessible. Please make sure the area is clear of obstructions at least 3' from the box.
- Extension cords are considered temporary sources of power and are not to be used beyond ninety (90) days on a continual basis.
- Biohazard signs must be posted on any lab doors where biohazard work is being performed.
- All chemical containers must be labeled with identity and hazard information.
- All fire extinguishers must be visibly mounted with unobstructed access.



## **MARKETING POLICY**

If and when the Engineering Dean's office needs to develop new brochures or flyers, we contact the Marketing and Public Affairs office.

Policies and procedures can be found at:

<http://www.csuohio.edu/marketing/marketing>

## **NEW EMPLOYEE ORIENTATION PROGRAM & PAPERWORK PROCESSING**

New Employee Orientation Program information can be found on the Human Resources website at: [https://mysu.csuohio.edu/offices/hrd/training\\_new\\_employee\\_orientation.html](https://mysu.csuohio.edu/offices/hrd/training_new_employee_orientation.html)

## **OFF-CAMPUS EQUIPMENT**

The College recognizes that it is necessary for faculty and staff to take University owned resources off-campus.

To be eligible, faculty and staff must be currently employed by the College.

The “Off-Campus Use of University Equipment” form can be found on the Property Control website at:

<https://www.csuohio.edu/controllers-office/property-control>

## **OUTSIDE CONSULTING**

All faculty and administrators will be required to have prior approval before engaging in any form of outside employment. They are required to submit a memo for approval to the Department Chair and Dean. Once approved by the Dean, copies will be distributed accordingly:

- a copy will be placed in the faculty personnel file,
- the original will be filed in the “Outside Consulting” file
- a copy will be sent to the Chair,
- a copy will be sent to the faculty member.

All faculty and administrators are required to complete this process each year. According to the new CSU-AAUP agreement, the prior written approval of the Chair and Dean will be required for all outside employment activities other than those “having a minimal impact on the faculty member’s university or professional obligations, e.g. keynote speeches, paid reviews of research articles, books or creative works, and tenure reviews for other universities.

The Administrative Coordinator will record all approved Outside Consulting Memos on a spreadsheet entitled: “Outside Consulting Memo Spreadsheet”. This document can be found on the Engineering’s “F” drive.

## **PETTY CASH FORM**

A Petty Cash Form is intended for reimbursement for small purchases and local travel on behalf of the University up to a limit of \$150.00. Reimbursement is made only to CSU faculty, staff or students.

Specific instructions for completing the Petty Cash Form can be found on the back of the form.

Individuals requesting reimbursement must bring a completed Petty Cash Request Form and their valid CSU ID to the Cashier's counter in the Office of Treasury Services. Purchases and expenses must be in accordance with University policy. All reimbursements are subject to University audit. There is a limit of \$150.00 per person per day allowable for reimbursement. Information regarding reimbursement for expenditures over \$150.00 can be obtained through the Controller's Office.

Failure to follow University petty cash policies and procedures may result in revocation of authority to obtain reimbursements via petty cash.

## **PEOPLESOFT FORMS AND TRAINING**

Request for PeopleSoft forms are located at the following site:

<https://www.csuohio.edu/technology-security/access-administrative-systems>

Procedures for PeopleSoft Training can be found at:

<http://www.csuohio.edu/tech-training/training-courses-offered>

## **PHONE VERIFICATION**

The Engineering Dean's office receives a monthly report from Telecommunications identifying all the phones being charged to the College of Engineering.

On a monthly basis, this report will be reviewed and any unused or unnecessary phones will be removed by contacting Telecommunications.

## **PRINCIPLE INVESTIGATOR (PI) TRAINING**

All information and training regarding the Office of Sponsored Programs and Research can be found at the following link:

<http://www.csuohio.edu/sprs/sprs>



## **PURCHASE REQUISITION**

The Purchasing policy can be found in its entirety here:

<http://www.csuohio.edu/purchasing/purchasing>

This link will also provide information on using Magnus Mart (the electronic purchasing system at CSU).

## **RECONCILING ACCOUNTS**

### ***Why is reconciling important?***

Reconciliation is an important part of cash control procedures. It is the only way you can be assured there are no errors or irregularities; it is the only way you can verify what is in your department budget, your fac\_devel budget as well as your lab\_fees budget.

### ***What is reconciliation?***

Reconciliation is the process by which you take your department balance and match it to the balance on your statement of operations.

Reconciliation is a two pronged process:

1. Reviewing the things you have recorded in your departmental books but that have not cleared the transaction register (such as outstanding Small Order Forms, Purchase Requisitions, Budget Transfer Requests, etc.), and
2. Reviewing the things that have cleared the transaction register but that have not been recorded in your departmental books (Plant Service Requests, Long-Distance charges, etc.)

Department books will likely never agree with the balance shown on the statement of operations because of the delay in checks and deposits clearing PeopleSoft, automatic charges and credits you haven't recorded, and errors that may have been made.

### ***Goals to accomplish when you reconcile:***

- Verify that all transactions belong to your department
- Verify what is available in your department budget

### **Preparing reconciliation:**

1. The Department Secretaries will be responsible for reconciling the Department Operational Budget. The Budget Manager will provide any necessary training. The PIs are responsible for any Grants in their name. The Budget Manager will provide any necessary training. The Budget Manager reconciles the Tech Fee Budget, as well as, the Faculty Development Budget.
2. When the month closes, run a transaction register and a statement of operations.
3. Using the transaction register, compare the current month's activity to your outstanding Small Order Forms, Purchase Requisitions, Journal Entries, Budget Transfer Requests, etc. Note all differences in the dollar amounts. Items that have

not cleared remain outstanding for the following month. Items that are outstanding for two consecutive months are issues that require additional follow-up for resolution.

4. Review items on the transaction register that you were not previously aware of. Confirm with Accounts Payable and/or Purchasing if necessary that these charges belong to your department.
5. File all backup documentation for items that have hit the statement of activity. Keep outstanding items in a separate file.
6. Using the statement of operations, review budgets to ensure that are sufficient. If necessary, forward a Budget Transfer Request to the Dean's Office for processing. This should be done monthly for all accounts between 0300 and 0999.

## **REFRESHMENTS**

The Refreshment Policy can be found here:

<https://www.dineoncampus.com/csu/catering-files>

It applies only when University funds will be used to purchase food and/or non alcoholic beverages and does not replace the Meals and Incidentals expenses that travelers may be reimbursed when traveling on University related business.

With appropriate approvals, refreshments may be paid for by University funds for:

- Meetings between University employees and outside parties where the primary purpose of the meeting is to conduct University business.
- Occasional gatherings of employees if there is a valid public purpose, such as a seminar, retreat, workshop, orientation or other University function.
- Events intended to recognize the employee contributions (e.g., holiday or retirement celebrations).

Refreshments may NOT be paid for by University funds for:

- Events which are of a personal nature (e.g., birthdays, weddings, baby showers, etc.).
- Alcoholic beverages.

**Before** ordering or purchasing refreshments for a meeting, the following must be submitted to the Dean via the Dean's Office Administrative Coordinator (email is preferred since it can quickly be reviewed and forwarded/returned as necessary):

Date of event  
Name of event  
Purpose of event  
Approximate number of employees in attendance  
Approximate number of outside parties in attendance  
Cost estimate  
Source of funds

The Dean/Administrative Coordinator will review the request, obtain additional approvals and notify the Chairperson or requestor once the approvals have been obtained.

Approvals are not automatic or guaranteed and approvals sought after the fact may be denied and the employee may forfeit potential reimbursement.

Blanket approvals may be granted for specified periods in the case of standing meetings (e.g., faculty meetings, lecture series, etc.).

Payments to vendors and reimbursement requests should be submitted on a Small Order Form or Purchase Requisition and must include a copy of the approvals AND the original, itemized, paid receipt (a credit card receipt is not sufficient).

## **RESPONSIBLE USE OF UNIVERSITY RESOURCES AND DOWNLOADING INFORMATION FROM THE INTERNET**

The Information Services and Technology Department has created several Technology Policies and they are:

<http://www.csuohio.edu/technology-security/technology-policies>

The CSU Interim Statement on Responsible Use of University Resources states:

The use of university computing resources, like the use of any other university-provided resource and like any other university-related activity, is subject to the normal requirements of legal and ethical behavior within the university community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible.

In addition, all users of University computing resources must comply with all Federal, Ohio, and other applicable laws; all generally applicable university rules and policies; and all applicable contracts and licenses.

Occasionally, it may be necessary to use a program, file, music or movie that exists on the internet. However, these may prove harmful to University computer equipment or be copyrighted. In an effort to limit the University's exposure, all College faculty, staff and students will adhere to the following regarding the use of University computing resources and copyright information:

Users who violate this policy may be denied access to university computing resources and may be subject to other penalties and disciplinary action, both within and outside of the university.

## **SINGLE-TERM CONTRACTS**

The guidelines and form for Part-Time Single Term Contracts can be found on the Human Resources Website at:

<http://mycsu.csuohio.edu/offices/hrd/forms.html>

## **SPECIAL PAYMENT FORM**

The Special Payment Form Guidelines can be found on the Human Resources website:

<http://mycsu.csuohio.edu/offices/hrd/Forms/Internal/Special%20Pmt%20Form%20Guidelines.pdf>

The Special Payment Form is also on the same site:

<http://mycsu.csuohio.edu/offices/hrd/Forms/Internal/Special%20Pmt%20Form.pdf>

## **TECHNOLOGY EQUIPMENT PURCHASE AND INVENTORY PROCEDURE**

### **Purchase**

1. All technology equipment orders/purchases funded by Engineering Tech Fees, University Tech. Fee, University House Bill Money, or the Washkewicz College of Engineering Dean's Operating Funds are to be made in consultation with the Dean of Engineering.
2. All Purchase Orders for technology equipment orders/purchases funded by Tech Fees, House Bill Money, or the Washkewicz College of Engineering Dean's Office are to be sent to the Engineering Budget Manager, who will maintain a record of all such orders and process them in accordance with University procedures.
3. All technology equipment ordered/purchased in the Washkewicz College of Engineering is to be delivered to the ordering Departments.

### **Inventory**

1. The Budget Manager will maintain an inventory of all technology equipment purchased under Engineering Tech Fee, University Tech Fee, University House Bill or Washkewicz College of Engineering Dean's Operating Funds..
2. The college inventory of technology equipment will be maintained on a secure server.

Records of all other equipment purchases made by individual departments either grant or operating dollars, are approved by the Dean and copies housed in the individual Departments.



## **TECHNOLOGY FEES**

Information Technology Advisory Committee (ITAC)

Effective FY 2013

The Technology Fee charged by the University is used for the acquisition, upgrading and maintenance of technology that supports students, to include lab computers, software licensing, printers, network infrastructure, and technology support. The fee is also used to provide or enhance student access to technology.

The Technology Fee is assessed per credit hour and applies to undergraduates, graduates and law school students. Each year, the fee is recommended to and approved by the Board of Trustees. Please refer to the current academic year Tuition and Fees Schedule for the current rate per credit hour. These funds are allocated to Information Services and Technology Department for University support, and the Office of the Provost for distribution to academic colleges and support units.

## **POLICY ON USE OF TECHNOLOGY FEE FUNDS**

### **Eligible Expenditures**

Technology Fees are paid by students and are therefore used to directly or indirectly benefit students' experiences and instruction. Fees can be used to support the acquisition of both goods and services for use by students. In general, eligible goods include computers and associates peripherals, infrastructure, software, supplies and services. Eligible services include costs associated with maintaining the above goods.

#### **I. Information Services and Technology**

The primary use of funds allocated to Information Services & Technology is for computer equipment, software, printer paper, furniture, and staffing for the general computer labs, Mobile Campus and the Campus Connection Lounges.

#### **II. Academic Priorities**

Technology Fees for use by academic colleges and support units will be allocated by the Office of the Provost on an annual basis; proposals are generally solicited each fall. Proposals submitted will be prioritized and recommended for funding based on the following criteria:

1. Alignment with university, college and/or department strategic goals.
2. The priority of the need that will be met by the proposed acquisition or implementation.
3. The value that the requested technology or services will bring to the institution and its students.

4. The specific need that will be met:
- Who will directly and indirectly benefit
  - How many students will be affected and in what way
  - How many courses, sections, and/or labs will utilize the proposed technology or service
- 
- Proposals for Technology Fee funding should provide detailed, specific information related to these criteria.
  - Preference will be given to expenditures that promise benefits to the largest number of students, with specific attention to the acquisition of knowledge.
  - Technologies proposed should be of proven effectiveness and utility rather than emerging or experimental.
  - New information-technology acquisitions must be compatible with and complementary to existing and planned parts of the overall system; proposals will be reviewed by IS&T as needed to ensure compatibility.
  - All classroom instructional technology must be reviewed and approved by IMS prior to purchase and implementation to ensure support and maintenance compatibility.

### **Annual Review**

The Office of the Provost and the Information Services & Technology Department will review this policy on an annual basis.

## **TRAVEL APPROVAL AND EXPENSE REPORT**

Travel approvals and expense reports will soon be processed through Magnus Mart.

Until this process is implemented, please follow the guidelines supplied by the Office of University Compliance:

<https://www.csuohio.edu/compliance/travel-policy>

## **USE OF STUDENT INFORMATION**

The use and/or publication of any and all manuscripts, clinical reports, case studies, and other materials that contain personally-identifiable student information, require the prior, written consent of the student. Such consent must be obtained from the student, in writing, by having the student complete and sign the attached Consent Form or by other written documentation which clearly states the extent of the consent granted and includes the student's signature. Consent can be obtained via email provided the student's email transmission can be authenticated.

A student's consent is not required if all personally-identifiable information has been redacted from the material.

To ensure compliance with this policy:

- For all accreditation or showcase purposes, the appropriate Department Chair will review the material(s) that contain personally-identifiable student information prior to publication and/or exhibition.
- For all other publications or exhibitions, the specific faculty member responsible will review the material(s) that contain personally-identifiable student information prior to publication and/or exhibition.

**Washkewicz College of Engineering  
Consent Form**

I, \_\_\_\_\_, a student and Cleveland State University, by my signature below, give my consent to the College of Engineering to publish or exhibit my \_\_\_\_\_ . I understand that the document identified above contains my name and/or other information which is personally-identifiable to me. I also give consent to the College of Engineering to publish or exhibit a manuscript, clinical report, case study, or other material that contains my name, likeness, and/or other information that is personally identifiable to me.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date