

May 2, 2007

Cal Poly Report

The Weekly Newsletter For University Employees

www.calpolynews.calpoly.edu

Employment

State: The official listing of staff and management vacancies is posted on www.calpolyjobs.org. To apply, go online and complete the application form. For assistance, call Human Resources at ext. 6-2236.

#101299-Administrative Support Coordinator II, OPEN TO ON-CAMPUS APPLICANTS ONLY, College of Agriculture, Food and Environmental Sciences, Agribusiness Department, \$2,942-\$4,417/month. Closes: May 16.

#101286-Head of Medical Services, Administrator III, Student Affairs, Health Services. Salary is commensurate with experience and background of selected candidate. Open until filled. Review begins: May 30.

#101292-Custodian, Administration and Finance, Facility Services, \$2,190-\$3,285/month. Closes: May 13.

#101295-On Call Athletics Strength and Conditioning Intern, Helper Aid, Academic Affairs, Athletics. Temporary on-call through June 30, 2008 with a possible extension, \$7.50-\$15.17/hour. Open until filled. Review begins: May 10.

#101296-Stock Clerk, Administration and Finance, Facility Services, \$2,417-\$3,625/month. Closes: May 13.

#101297-On Call Athletic Training Intern, Helper Aid, Academic Affairs, Athletics. Two positions available. Temporary on-call through June 30, 2008 with possible extension, \$7.50-\$15.17/hour. Open until filled. Review begins May 11.

#101302-Information Technology Consultant, Foundation, College of Liberal Arts, Dean's Office, \$3,277-\$5,231/month. Closes: May 14.

Time to submit textbook orders for summer classes

Faculty members are urged to submit textbook orders (books and course packs) and supply lists for summer classes to El Corral Bookstore by **May 4**. On-time requisitions help ensure student success because books will arrive on-time, more used books will be available, and students will receive more money at buyback. There are three ways to use the online faculty adoptions site:

- Access the Web site <http://www.elcorralbookstore.com>. Click on "Faculty & Staff." Click on "On-line Faculty Adoptions."
- Use direct access, <http://www.elcorralbookstore.com/misc/faculty/adoptions.aspx>
- Access Cal Poly's Web site, <http://www.calpoly.edu>. Click on "Information for Faculty." Click on "Quick Links: Textbook Orders."

For more information or help after viewing the on-line tutorial, contact the bookstore's courseware office at ext. 6-1171 or visit <http://www.elcorralbookstore.com> and use the "Contact Us" link at the bottom of the page.

A message to faculty from the Office of Academic Records

The Cal Poly Spring Census was completed on April 20. Class rosters are now "official" class lists. Students shown on current class lists are the same ones who will appear on grade rosters at the end of the term. A grade must be assigned to each student listed. For more information or to report potential errors on class lists, contact the Office of Academic Records at ext. 6-2532.

Nominees sought for President's Community Service Awards

Nominations are being accepted for the 21st annual President's Community Service Awards. The awards are presented to faculty, interdisciplinary teams, students, clubs, fraternities/sororities and community partners for their contributions to the quality of life in San Luis Obispo and their spirit of civic involvement. There are three award categories: Service Learning, Significant Contribution, and Greek Community Contribution. For more information and nomination forms, visit <http://www.calpoly.edu/~civic/newsandevents.htm>. Nominations should be delivered to the Community Center, UU, Room 217 or emailed to Joy Pederson at jmpeders@calpoly.edu by **Friday, May 11**. President Baker will recognize award recipients at a ceremony on **Wednesday, May 30, 4 to 5:30 p.m.** at the University House. Reservations for the ceremony are required. Email jmpeders@calpoly.edu by **May 25** to reserve a seat.

English Department announces student poetry contest

Faculty members are encouraged to tell students about the 2007 Academy of American Poets Contest, sponsored in part by the English Department. All registered students are eligible to enter, and the top prize is \$100. Students may submit up to two poems totaling no more than 100 lines. Students should put submissions in a manila envelope with their full name and phone number on both the poems and the envelope. Submissions must be delivered to the English Department Office, Faculty Offices North Building, Room 32, by **4 p.m. Friday, May 11**. For more information, contact Kevin Clark, English Department, at ext. 6-2506.

Employment

ASI: Candidates are asked to visit the Web at www.asi.calpoly.edu/ to complete an application and apply for any positions listed below. For position descriptions and applications, stop by the ASI Business Office, UU 212, or call ext. 6-5800.

ASI Position-Teacher, full-time with excellent benefits, \$11.86/hour. Closes: May 14.

Faculty: Candidates are asked to visit our online employment Web site at www.calpolyjobs.org to complete an application and apply for any of the positions shown below. Please submit all requested application materials as attachments to your online application, unless otherwise specified.

#101281-Associate Dean for Public Services, Kennedy Library, Administrator III, ext. 6-5785. Review begins: June 18.

#101271-Part-time Lecturer Pool, City and Regional Planning, College of Architecture and Environmental Design, ext. 6-1255. Closes: May 18.

#101277-Part-time Lecturer Pool, Journalism, College of Liberal Arts, ext. 6-2508. Closes: May 11.

#101282-Full-time Lecturer in Animal Science, College of Agriculture, Food and Environmental Sciences, ext. 6-1241. Review begins: June 4.

#10129-Tenure Track Position, Aerospace Engineering, College of Engineering, ext. 6-7172. Review begins: Sept. 1.

#101284-Part-time Lecturer in Agribusiness, College of Agriculture, Food and Environmental Sciences, ext. 6-5001. Closes: May 7.

Cat Program's spring raffle begins May 1

The non-profit Cal Poly Cat Program will hold its spring raffle during the month of May. Tickets are \$1 each or six for \$5. The drawing will be held on June 1. Prizes include a five-foot tall sculpture by renowned artist Steve Kerr and gift certificates to Tails Gourmet Pet Bakery, Applebee's Restaurant and Petco. All proceeds go toward veterinary expenses and cat shelter supplies. Donations are tax deductible. Tickets can be purchased from Elizabeth Ball, ext. 6-2548; Geri Bolivar, ext. 6-2321; Edie Griffin-Shaw, ext. 6-5220; Ellen Notermann, ext. 6-1625 and John Sullivan, ext. 1717. For more information regarding the program or adoptions, contact Griffin-Shaw at 6-5220.

Personal catastrophic leave drive for Debra M. Houseman

Debra Houseman, administrative analyst/specialist in the College of Engineering, Advancement Services has qualified for personal catastrophic leave. Those wishing to donate vacation and/or sick leave to help Debra remain in full pay status during an extended leave of absence should contact Debbie Garcia in the College of Engineering Dean's Office at ext. 6-2132 or dlgarcia@calpoly.edu to request a donation form.

CalPERS retirement planning fair May 4-5

The California Public Employees' Retirement System will be hosting a retirement planning fair at the San Luis Obispo City/County Library on **Friday, May 4, 8:30 a.m. to 4 p.m.** and **Saturday, May 5, 8:30 a.m. to 1:30 p.m.** This year's fair, "It's Never too Early ... It's Never too Late," will offer a variety of retirement program exhibits and seminars. The following break-out seminars are scheduled throughout the day with no reservations needed: Benefit Basics, Service Credit Factor, my/CalPERS, Social Security Administration, Service Credit Factor and Savings Plus Program. For a complete schedule of seminars, visit the Human Resources Web site at <http://www.afd.calpoly.edu/hr/benefits/whatsnew.html>. For more information on this and other retirement seminars and workshops available to all CalPERS members, contact CalPERS 877-720-7377 or visit <http://www.calpers.ca.gov/>.

Retirement reception for Scott Cooke May 7

After 27 years of service to Cal Poly, Scott Cooke, assistant director for Fiscal Services-General Accounting and Financial Reporting, is retiring. Scott began his career at Cal Poly in 1980 in what was then Fiscal Operations. The Fiscal Services Department is hosting a celebration in Scott's honor **Monday, May 7, 1 to 4 p.m.** in the main lobby of the Performing Arts Center. Those who wish to say farewell but cannot attend the reception may contact Scott at ext. 6-5924.

Faculty employment continued...

#101256-Part-time Lecturer in Animal Science, College of Agriculture, Food and Environmental Sciences, ext. 6-1241. Closes: May 15.

#101288-Part-time Lecturer in Dance, College of Liberal Arts, ext. 6-1465. Closes: May 21.

#101299-Part-time Lecturer in Theatre, College of Liberal Arts, ext. 6-1465. Closes: May 21.