Acronyms, Initialisms and Definitions

ACRONYM or INITIALISM	DEFINITION
12-Month and 10-Month Faculty	Faculty who are appointed for a specified calendar year or a portion of it. 12-month faculty are in work status even on non-duty days when SJSU is open for business. 10-month faculty are in work status during the calendar months of their appointment, but not the other two.
APC	Academic Professionals of California (R04)
Appointment	This refers to the appointment of new employees but may also indicate permanent or temporary assignment/re-assignment of current employees
ASE	Academic Student Employee, namely a student employed as a GA, TA, or ISA
ASCP	Associate Professor
ASTP	Assistant Professor
AY	Academic Year, namely the fall and spring semesters. AY faculty are not considered in work status during breaks and intersessions, including summer, spring, and winter breaks.
CalPERS	California Public Employees Retirement System
Cat Leave	Colloquial for "Catastrophic Leave", a program whereby someone who has experienced catastrophic illness or injury and is totally incapacitated from work. Employees must exhaust all leave credits before receiving leave credit donations from employees
CBA	Collective Bargaining Agreement
CFA	California Faculty Association (R03)
CHRS	Common Human Resources System (project underway to create a single HR database for the CSU in Oracle/PeopleSoft)
CHRS Recruiting	Common Recruiting System for the CSU, built on the PageUp platform; used for faculty and staff recruiting
CMS	Common Management System (see PeopleSoft)
CO	CSU Chancellor's Office
Confidential Employees (C99)	Under the Higher Education Employer-Employee Relations Act these employees have access to information related to collective bargaining and/or grievances and may assist in developing and presenting management positions, as related to collective bargaining and/or grievances
CRD	California Civil Rights Department (previously DFEH - Department of Fair Employment and Housing)
CSSA	California State University Student Association
CSULearn	The California State University's learning management system (LMS); all compliance training is taken here
CSUEU	California State University Employees Union (formerly CSEA) (R02, R05, R07, R09)

CTO	Compensatory Time Off - time off in lieu of paid overtime
DFEH	Department of Fair Employment & Housing - now CRD, California Civil Rights Department
DRO	Director of Resources and Operations
EAR	Employee Action Request Form 686, is the State of California equivalent to the W-4 form used in the private sector. It is used to collect the employee's legal name, birth date, home address, release authorization and federal and state tax-withholding information. Note: EAR is for staff and Faculty only. Students have their own equivalent, SPAR.
EARC	Employment Accommodations Resource Center
EEOC	Equal Employment Opportunity Commission
EO	Executive Order from the CSU Chancellor's Office
Executive	This refers to CSU's Executive Management, which includes campus presidents as well as the CSU Chancellor, Executive Vice Chancellors, Vice Chancellors, Chief Academic and Finance Officers and General Counsel
FERP	Faculty Early Retirement Program
FERPA	Family Educational Rights and Privacy Act
FLSA	Fair Labor Standards Act
FMI	Faculty Merit Increase (merit program under old contract; no longer in effect, but has bearing on SSI eligibility)
FML	Family Medical Leave (also FMLA)
FOIA	Freedom of Information Act
FPPC	Fair Political Practices Commission
FSD	First Screening Date (for applications of employment)
FTE	Full-time Employee
FTEF	Full-time Equivalent Faculty
GA	Graduate Assistant
GSI	General Salary Increase
Headcount	Total number of employees (or students)
HEERA	Higher Education Employer-Employee Relations Act
HRO	Human Resources Officer
IDL	Industrial Disability Leave
ISA	Instructional Student Assistant
LMS	Learning Management System
LWOP	Leave Without Pay
MOOC	Massively Open Online Course

MOU	Memorandum of Understanding
MPP	Management Personnel Plan
MySJSU	PeopleSoft Campus Solutions - houses student records and employee personal information; self service for students, faculty and staff
NDI	Non-Industrial Disability Insurance
OCR	Office for Civil Rights
ODEI	Office of Diversity, Equity and Inclusion
OE&E	Operating Expenses & Equipment
one.SJSU	SJSU's application portal - gives quick access to campus systems
OSP	Office of Sponsored Programs
OT	Overtime Hours
PAF	Personnel Action File (the official personnel file for faculty)
PageUp	The CSU's system for faculty and staff recruitment, also known as CHRS Recruiting
PD	Position Description
PeopleSoft	The software used to track student, employee and financial information. Each system goes by a unique name: Finance - CFS, Human Resources - SJSU @ Work, Campus Solutions (Student) - MySJSU.
PERB	Public Employee Relations Board
PERS	Public Employees Retirement System (also CalPERS)
PIMS	Personnel Information Management System (current payroll system)
PMAF	Position Management Action Form
POI	Person of Interest - this refers to a type of appointment that is not paid by the university; might be a volunteer, a visiting scholar, or an auxiliary employee
PPI	Post-Promotion Increase - program for those senior faculty members (Full professors and Lecturer D faculty and equivalent librarian, counselor, and coaching faculty ranks) who have exhausted all their SSI eligibility
PPT	Personnel/Payroll Transaction (internal HR form used to make or change appointments)
PROF	Professor - Title for highest rank of professors; "Full Professor"
PRTB	Pre-Retirement Reduction in Time Base - reduction in time base allowed for tenured faculty beginning age 55 up to 65 for a maximum of 5 years
RPT	Review, Promotion and Tenure - faculty evaluation software in eFaculty supplied by the vendor Interfolio
RTP	Retention, Tenure and Promotion
RSCA	Research, Scholarship, and Creative Activities
SCO	State Controller's Office

Separation	This refers to the process of terminating an employee's appointment
SJSU @ Work	PeopleSoft Human Resources - houses employee information including position, job, benefit, pay and time/absence data; self service for benefits, time and absence entry
SJSUOne	SJSU's single sign-on system
SME	Subject Matter Expert
SSI	Service Salary Increase
SSP-AR	Student Services Professional-Academic-Related; members of faculty unit, typically psychological counselors
SPAR	California State University Student Payroll Action Request Form 686, is the State of California equivalent to the W-4 form used in the private sector. It is used to collect the employee's legal name, birth date, home address, release authorization, and federal and state tax-withholding information. W-4 form for Students
STRS	State Teachers Retirement System
SUPA	State University Police Association (R08)
SWHR	Systemwide Human Resources Management (the CO group that oversees HR policy, compensation, classification, and benefits)
SYRO	Semester Year Round Operations
TA	Teaching Associate
TAE	Temporary Academic Employment
Teamsters 2010	Union representing trades workers (R06)
TSA	Tax-Sheltered Annuity (your 401k, 403b, or 457 account)
UAPD	Union of American Physicians & Dentists (R01)
UAW	United Auto Workers (R11), the union representing academic student employees (GAs, TAs, ISAs)
ULP	Unfair Labor Practice
VOE	Verification of Employment
W2	Federal form W-2, Wage and Tax Statement used when filing taxes
Warrant	Pay Check
WTU	Weighted Teaching Unit - a measure of the weekly rate of faculty effort (1 WTU = 45.33 hours; approximately 2.67 hours per week over a 17 week semester)