

Southern Connecticut State University

Faculty Handbook



August 2018

Introduction

The purpose of this Faculty Handbook is to provide new faculty with the most updated links and resources to Southern Connecticut State University's organization, guidelines, procedures and services relative to teaching and learning.

This handbook will direct you to SCSU's webpages for official versions of policies and procedures. We recognize that information and sources change rapidly, so we encourage you to consult with your Department Chairperson, colleagues, and university support personnel as you familiarize yourself with SCSU's operations. We look forward to working with you individually and supporting your professional endeavors throughout your career at SCSU.

If you have any questions, don't hesitate to reach out to anyone in the list below:

Office of Faculty Development, Buley Library 219; (203) 392-5358

- Dr. Michele Vancour, Director of Faculty Development, BU 217
vancourm1@southernct.edu
- Jennifer Hudson, Faculty Development Associate, BU 213
hudsonj1@southernct.edu
- Christine Anderson, Faculty Development Secretary, BU 216
andersonc30@southernct.edu

Office of Academic Affairs, EN A 210; (203) 392-5350

- Dr. Robert Prezant, Provost & Vice President of Academic Affairs, (203) 392-5350
PrezantR1@southernct.edu
- Dr. Ilene Crawford, Associate Vice President for Academic Affairs, (203) 392-5761, crawfordi1@southernct.edu

Faculty Senate President

- Dr. Maria Diamantis, Professor, Mathematics Department, EN D 133
(203) 392-6143, diamantism1@southernct.edu

Office of the SCSU-American Association of University Professors (AAUP)

- Linda Cunningham, Membership Services Coordinator, EN C 111, (203) 392-5980
cunninghamL1000@southernct.edu
- Gary Holder-Winfield, AAUP office: EN C 111, (203) 392-5975
- Dr. Stephen "Zak" Tomczak, President of AAUP, Associate Professor of Social Work, tomczaks1@southernct.edu

Southern Connecticut State University Mission

Southern Connecticut State University provides exemplary graduate and undergraduate education in the liberal arts and professional disciplines. As an intentionally diverse and comprehensive university, Southern is committed to academic excellence, access, social justice, and service for the public good. SCSU is a comprehensive metropolitan public institution serving approximately 8,000 undergraduate and 2,000 graduate students. SCSU is one of four universities that make up the Connecticut State Colleges and Universities System (CSCU) system governed by the Connecticut Board of Regents for Higher Education.

Connecticut State Colleges and Universities Mission

The Connecticut State Colleges & Universities (CSCU) contribute to the creation of knowledge and the economic growth of the state of Connecticut by providing affordable, innovative, and rigorous programs. Our learning environments transform students and facilitate an ever-increasing number of individuals to achieve their personal and career goals.

Connecticut State Universities Mission

As part of the Connecticut State Colleges & Universities (CSCU) system, the four Connecticut State Universities (Eastern, Central, Southern, and Western Connecticut State University) offer exemplary and affordable undergraduate and graduate instruction leading to degrees in the liberal arts, sciences, fine arts, applied fields, and professional disciplines. They advance and extend knowledge, research, learning and culture while preparing students to enter the workforce and to contribute to the civic life of Connecticut's communities. Through a variety of living and learning environments, the Universities ensure access and diversity to meet the needs of a broad range of students. They support an atmosphere of inter-campus learning, the exploration of technological and global influences and the application of knowledge to promote economic growth and social justice.

Important Weblinks

Offices and Resources

Southernct.edu website A-Z index: www.southernct.edu/search/azindex.html

Administrative and Structural Organization <http://southernct.edu/about/administration/index.html>

Office of Academic Affairs

<http://www.southernct.edu/academics/academic-affairs/>

Undergraduate Catalog:

<http://catalog.southernct.edu/undergraduate/>

Graduate Catalog:

<http://catalog.southernct.edu/graduate/>

Buley Library:

<http://www.southernct.edu/academics/buley-library.html>

Use of Buley Library for classroom instruction: <http://libguides.southernct.edu/formclass>

Subject specialist librarians: <http://libguides.southernct.edu/c.php?g=7164&p=34754>

Center for Educational and Assistive Technology:

<https://southernct.edu/ceat/>

Disability Resources Center: <https://www.southernct.edu/student-life/support/drc/index.html/>

Duplicating services and copyrighting information:

<http://www.southernct.edu/faculty-staff/facilities-operations/Duplicating%20Services.html>

Office of Diversity and Equity

<http://www.southernct.edu/offices/diversity/index.html>

Mandatory reporting policy

<https://www.southernct.edu/offices/diversity/sexualmisconduct.html>

Faculty Senate

Calendar of meetings: <http://southernct.edu/faculty-staff/faculty-senate/index.html>

Faculty Documents: <http://www.southernct.edu/faculty-staff/faculty-senate/docs.html>

Renewal Document 2018-2019: <http://www.southernct.edu/faculty-staff/faculty-senate/docs.html>

SCSU-AAUP Travel Funds 2018-2019 for Conferences: [Resolution Regarding The CBA Travel Funds](#)

Office of Human Resources

<http://www.southernct.edu/faculty-staff/hr/index.html>

Office of Information Technology

<http://www.southernct.edu/about/technology/index.html/>

Information Technology: Help Desk is located on the 4th floor of Buley Library, x25123 or <http://www.southernct.edu/about/technology/index.html>

Quick Links to MySCSU/BannerWeb, BlackBoard Learn, MS Office 365, Remote VPN, Banner SPROD, SCSU IT Facebook, SCSU IT Twitter, IT Work Order, Password Reset Self Service <http://www.southernct.edu/about/technology/quicklinks.html>

IT Service Catalog: http://www.southernct.edu/about/technology/service_catalog.html

Travel Procedures

<http://www.southernct.edu/offices/accounts-payable/travel/>

Southern Alert Notification System:

<http://southernct.edu/student-life/safety/southernalert.html>

Class Management Information and Resources

Academic Calendar and Registration Dates: information and dates (i.e. for add-drop, withdrawal, and enrollment) common to the CSCU system and specific to SCSU can be found on the website of the Registrar's office: <http://www.southernct.edu/registrar/>

Academic Misconduct document and further information can be found at the Faculty Senate website, under <http://www.southernct.edu/faculty-staff/faculty-senate/docs.html>

Attendance Policy – See policies in the undergraduate/graduate catalogs and consult with your department for department-specific policies. In order to ensure compliance with the United States Department of Education (US DoE) financial aid reporting requirements, Southern Connecticut State University monitors attendance and reports all students who stop attending or participating in on-ground classes or stop participating in online classes to the US DoE. This policy pertains to undergraduate and graduate students.

Book orders – faculty submit their book orders through Barnes and Noble : <http://southernct.bncollege.com/>

Classroom Assignments and Scheduling – information on your course schedule, attendance reporting, midterm and final grades: <https://bannerweb.southernct.edu/>

Classroom supplies: dry erase markers, chalk, bluebooks, folders, paper, etc, are supplied by the department. Ask the department secretary how to obtain them.

Duplicating Services: Buley Library (Lower Level) room 003:
<http://www.southernct.edu/faculty-staff/facilities-operations/Duplicating%20Services.html>

Grade Appeal document and form, can be found at the Faculty Senate website, under Senate Documents: <http://www.southernct.edu/faculty-staff/faculty-senate/docs.html>

Midterm-grades – faculty are required to distribute/enter in Banner, midterm grades. Information will be emailed every semester by the Office of the Academic Affairs.

Midterm and final grades are entered by faculty on Banner web.

Incomplete and change of grade forms are also available on Banner web.

Independent Studies, Internships, Theses, and Comprehensive Exams - Policies and guidance can be found at the Graduate and Undergraduate Catalogs as well as from the Department Chairpersons and colleagues.

Use of Intellectual Property:
<http://www.southernct.edu/academics/academic-affairs/Intellectual.html>

Retaking courses for a different grade – information on such can be found on the undergraduate catalog (<http://catalog.southernct.edu/undergraduate/>) or on the Faculty Senate website, under [Resolution Regarding New Language for the Grade Replacement Policy](#)

Student Information and Support Services

Student Handbook:

<http://www.southernct.edu/student-life/office-of-student-affairs/student-handbook.html>

Student Academic Success Center: <https://www.southernct.edu/student-life/academic-success/index.html>

Student Counseling Services: <https://www.southernct.edu/counseling-services/>

Student Supportive Services, <https://www.southernct.edu/student-life/support/>; which include the Multicultural Center, International Student Services, the SAGE Center, and Veteran's Services

Faculty Resources, Evaluation, University Committees

Coursework in the CSU System: after you have taught 18 credits, you and your spouse or dependents (under the age of 25) are eligible for tuition-free course work within the CSU system. Contact Linda Cunningham in the SCSU-AAUP office.

Dean's Reassigned Time and Departmental Reassigned Time – Consult with your Dean and Department Chairperson for all reassigned time processes and application forms.

First Year Renewal – Consult with your Department Chairperson. The document and procedure for First Year Renewal is outlined in the Faculty Senate website, under Senate Documents: [Renewal Document 2018-2019](#). The Faculty Senate offers workshops on preparing first-year renewal files.

Graduate Faculty Status: Only Graduate Faculty can direct graduate theses. Consult with your Department Chairperson about applying for Graduate Faculty status.

Mentoring – the Office of Faculty Development supports mentoring for new faculty.

SCSU Faculty Senate – The Faculty Senate is the representative body of the faculty. Its primary function is to serve as the agency by which the faculty can actively participate in the governance and policy-making decisions of the University on the basis of the principle of shared authority. For meetings, documents, and list of senators: <http://southernct.edu/faculty-staff/faculty-senate/index.html>

UCF – The Undergraduate Curriculum Forum is a permanent, autonomous standing committee of the SCSU Faculty Senate, charged with improving the overall quality of the undergraduate curriculum: <https://www.southernct.edu/faculty-staff/faculty-senate/ucf/index.html>

Graduate Council – The Graduate Council is an autonomous standing committee of the SCSU Faculty Senate, charged with improving the quality of the graduate programs: <https://www.southernct.edu/faculty-staff/committees/graduate-council/>