

**Southern Connecticut State University**

**Orientation Guide for Part-Time Faculty**



**Fall 2008**

**Office of Faculty Development**

**Engleman B106**

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## **Welcome New Colleagues!**

**We are pleased to have you as a new member of the Southern Connecticut State University faculty.**

**This guide is intended to help you make your transition a little easier. In it, you will find information about the kinds of issues that typically confound part-time faculty members on our campus. During orientation, and follow-up meetings, you will learn more about the members of the university community that will work with you to support Southern's mission.**

**You will no doubt have more questions. Feel free to call the Office of Faculty Development (x25358) for assistance. We look forward to supporting you in your professional development.**

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## Southern Connecticut State University Orientation Guide

### I. Important Documents

This Guide should be used in conjunction with current editions of the *Faculty Handbook*, the contract between Connecticut State University AAUP and the Board of Trustees, *Undergraduate* and *Graduate Catalogs*, *The Southern Directory*, and a *Schedule of Classes*, all of which are available from the Office of Faculty Development, in EN B106 (x25358), or e-mail [facultydevel@southernct.edu](mailto:facultydevel@southernct.edu).

- The *Faculty Handbook* contains descriptions of the academic units within SCSU, academic policies and procedures, an academic advisement handbook, a services and information catalog, the current CSU-AAUP Contract with the Board of Trustees, the Faculty Senate Constitution, and documents for promotion, tenure, renewal, assessment, retraining, sabbatical leave, termination appeal, grievance, and selection of Chairpersons.
- The *Undergraduate* and *Graduate Catalogs* describe admissions, student services, academic standards and regulations, degree programs and departmental courses.
- The *Schedule of Classes*, published for fall, spring and summer terms, contains the semester calendar, information about all courses offered, and the final exam schedule. It also contains information about registration hours, adds/drops, refunds, absences, bookstore and library hours, parking, ID cards, financial aid, pass/fail, transfer credits, withdrawals, graduation requirements, and transcripts.

## **II. Course-Management Information**

### **A. Concerning this Semester**

#### **1. Classroom Assignments and Scheduling**

Check the course schedule as soon as it is published to determine your room assignment. If the room is impossible to use (for example, is inaccessible to a student with disabilities, or is an inappropriate seating), you can attempt to have it changed. Bob Drobish, University Scheduling (x25310), is responsible for changing room assignments for both day and evening classes. Contact him as soon as you sense that a room is unsatisfactory and he'll try to change it after one or two class sessions.

#### **2. Attendance Policies**

Ask whether your department has established attendance policies that are more detailed than the University's requirements; some departments have done so, especially for introductory courses. You may establish your own policies within the boundaries sketched by University and departmental rules.

#### **3. Mid-term Grades**

The University requires faculty to distribute mid-term grades; you will receive a reminder from the Provost and Vice President for Academic Affairs a couple of weeks before mid-term. Again, feel free to ask colleagues for information, advice, or assistance.

#### **4. Assessment of Course Objectives**

Some departments are presently undergoing (or will soon undergo) an assessment of the courses that fulfill all-university requirements. Your department may have developed a set of objectives and expected student outcomes for these all-university requirements.

## **5. Add-Drop, Withdrawal and Enrollment Procedures**

Read the information starting on page 4 of the Fall 2008 *Schedule of Classes* for important procedures and deadlines for adding or dropping classes at the beginning of the semester, for securing withdrawals through the first nine weeks, and for obtaining late withdrawals after the first nine weeks. University policy says that late withdrawals are not to be given routinely.

If you have additional students beyond the enrollment limits wanting to take your course, you should know that AAUP policy discourages this practice for academic reasons. However, if you believe circumstances may warrant over-enrollment, check with your chair to see if your department permits over-enrollments, and under what circumstances.

Ordinarily, students who wish to add your course in the first few days of the semester must continue to check with the Registrar's Office or Banner (the University's online registration system) for official openings; such openings sometimes occur, but no waiting list exists. Students must take responsibility for checking frequently to ensure they can enroll when openings do appear.

## **6. Incompletes and Change of Grade Forms**

If you wish to award a grade of Incomplete (I) for extenuating circumstances, the student will have 30 days following the beginning of the next semester to complete the work.

If the work is not submitted within that period, the grade automatically is changed to an F. However, if you are willing to accept the work beyond the 30-day limit, you may do so and the F will be changed to the assigned grade. Whenever you are ready to submit a revised grade, obtain a form in the Registrar's Office in the Wintergreen Building.

## **B. For Future Semesters**

### **1. Course Rotation Schedule and Teaching Schedules**

Some departments schedule courses according to a pre-determined rotation schedule. As soon as you arrive you should speak to your Chairperson to learn which existing courses in the rotation you will be responsible for and which you will be able to add.

Formal approval of new courses is required and the process can take considerable time, so make sure to receive approval well ahead of the semester you hope to offer the course for the first time; courses may not be scheduled until the formal approval process has been completed. Some departments, however, have approval to offer rotating Seminars or “Topics” courses, which do not require additional approval. Check with your Chair to learn the procedures under this rule.

The basic course-approval process typically consists of three steps: 1) Approval by the department, through whatever mechanism the department has established. Some departments have their own curriculum committees who must approve a proposal before it comes to the whole department. Since procedures vary, ask your chair. 2) Approval by a School Curriculum Committee (if such a committee is in place), either for Undergraduate or Graduate courses, or for both. 3) Approval by the University Curriculum Forum (UCF) for Undergraduate courses and the Curriculum Committee of the Graduate Council for Graduate courses

Ask your chair how your department assigns teaching days and times; these schedules are submitted early in the preceding semester (September for Spring semester courses, and January for Fall) so don't wait too long to inquire.

## **2. Summer and Special Sessions**

Summer school courses, for which faculty are paid in addition to regular salaries, are assigned by different systems in different departments. Some systems are competitive and based on seniority. However, most junior faculty members can receive at least one summer class assignment in their first year, though perhaps not in the preferred session or for the desired course. Course offerings are decided in October of the year preceding the Summer School assignment. Note that there are contractual limits to the number of hours that can be taught in Summer Sessions.

Since the availability of courses and procedures differ widely across departments, you should inquire about your own department's procedures.

## **3. Book Orders for Courses**

You will be expected to submit book orders for the following semester's courses in mid-November and mid-April. The bookstore is located on the Street Level of the Michael J. Adanti Student Center on Fitch Street near the footbridge that reads "Southern Connecticut State University" (x 25270). The bookstore staff is helpful and can provide publication information. You will, however, need to request examination or desk copies directly from the publishers; the bookstore is not involved in that process.

### **III. Library**

To order books all you need do is check off desired books in catalogs and send them to Nancy Bobrek, Acquisitions and Collections Librarian (Buley Library; x 25736). She does request that you check our holdings before placing your order to avoid duplicate orders. On-line access to our library's holdings is available. The state-mandated purchasing system takes several weeks. Sometimes book orders for special needs can be expedited, however, so be sure to ask.

### **IV. Helping Students**

#### **A. Student Advisement**

While part-time faculty members do not typically advise students, check with your department's secretary about academic advisement procedures, contacts and specifics.

#### **B. Student Counseling**

The *Faculty Handbook* contains a helpful description of the available resources. You might want to introduce yourself to a couple of the counselors in the Counseling Office, EN B219, x 25475, to learn first hand about some of their programs and of some of the administrative procedures in place for students at academic or personal risk. For example, staff members of Spectrum Psychiatric Group are on campus one day each week; the staff offer assessment and referral services. You might also want to meet David Denino, Director of Counseling Services, EN B 219.

#### **C. Disability Resources Office and Center for Adaptive Technology**

Deborah Fairchild, Director of the Disability Resources Office in EN C 105 A (x 26828), can give you helpful information about meeting the needs of students with disabilities. The Center for Adaptive Technology, run by Bo Zamfir, is located in EN B 17 (x25798) and offers a wide variety of tools to help students with disabilities.

#### **D. Other Support for Helping Students**

You should also become acquainted with the services of the Writing Center, EN A 012 B, directed by Tom Ferrucci (x 26824); Student Supportive Services, Wintergreen Building (x 26810) directed by James Barber; Supported Education Program, Wintergreen Building, coordinated by Jane Ciarlone (x 26820); and Residential Academic Assistance Program (RAAP) organized by the Department of Residence Life (x 25870), intended for residential students whose QPR is below 2.0. (Meetings take place within each of the residence halls by appointment). The Women's Center, in the garden-level of Schwartz Hall, is available for any students interested in counseling referrals, support or guidance on women's issues. Men and women are welcome at the Women's Center. Please contact Cathy Christy (x 26946) with any questions or concerns. The Multi-Cultural Center, located in USC 209, is directed by Aaron Washington, who has a brochure available listing the services of the center.

#### **V. Support Services for Teaching**

##### **A. Duplicating Center**

Ask someone to introduce you to the operation of the Duplicating Center, located in EN B012. Most class Xeroxing should be taken here. Rich Fabish and his staff are very helpful, but be sure to plan one week ahead so copy jobs can be finished on time.

##### **B. AV Center, Computer Center and Library Instruction Services**

Consult the *Faculty Handbook* often for the resources available in the AV Center, Computer Center and Library Instruction Services. For example, you would request projectors, videotape players, etc. for class use from the AV Center, directed by Mary Gagel (x 25402) several days in advance. The "high-tech classrooms" in Morrill and Engleman allow overhead displays of digital materials; technology-equipped classrooms are scheduled by special arrangement through Bob Drobish, Wintergreen Building (x 25310).

**C. Supplies and Materials**

Departments provide materials such as grade books, dry erase markers and/or chalk, bluebooks, folders, paper clips, etc. Ask your department secretary how to obtain these. Be aware that it is often a good idea to carry extra dry erase markers and/or chalk and an eraser to your classes.

**D. Keys**

By contract you are entitled to a key to the office in which you work. Apply for one through the office of the Dean of your school. They will forward the request to the Physical Plant, but expect it to take several weeks. The University Police (x 25375) can let you in when your building is locked. Classroom/ office buildings are normally unlocked by 7:00 AM on class days and remain open until 10:00 PM.

**E. Mail Room and Long Distance Phone Privileges**

You have privileges for professional mail for SCSU-related mail. If you need overnight express, obtain permission from Carol Wallace, Director of Administrative Support Services, in Wintergreen building (x 25453).

You may make professional long distance calls but the calls are logged centrally and reviewed each month.

**F. Computer Support Services**

MySCSU is an Intranet for the faculty, staff, and students of SCSU to provide access to email, calendars, course schedules, transcripts, bulletin boards, chat rooms, and much more. MySCSU can be accessed from anywhere in the world using a Web Browser and an internet connection. Simply go to the SCSU Website at [www.southernct.edu](http://www.southernct.edu) and click on MySCSU. For most users, the user name is your last name, first initial, and the number 1 in lowercase. To find out your user name, follow the instructions on the Website page [www.southernct.edu/departments/oit/myscsu/index.htm](http://www.southernct.edu/departments/oit/myscsu/index.htm).) Your password is the same as your Banner PIN, initially set as your birthday (MMDDYY).

## **G. Instructional Technology**

Instructional Technology is located in Buley Library, and is directed by Stan Walonoski. Instructional Technology offers the following services:

- Full support for WebCT
- Full support for MySCSU
- Assistance in the creation, development and maintenance of faculty web sites
- Support for Microsoft Word, Excel and PowerPoint
- Scanning of images and text of all types (from books, magazines, photos, slides)
- OCR conversion of scanned or existing documents
- Conversion of documents to pdf format
- Audio and video production and editing
- VHS to DVD conversion
- Creation of large-format posters for presentation at professional conferences
- Development and creation of interactive learning modules

## **VI. Professional Development**

### **A. Graduate Faculty Status**

As soon as you arrive, speak with your chair about whether you should apply for graduate faculty status through the Graduate Council.

### **B. Yale Library Card**

By special arrangement with Yale University, Southern has several Yale library cards for our faculty. This is an excellent opportunity, because otherwise Yale's libraries are not available to non-Yale persons; these cards are assigned several months in advance, so apply early. These cards are administered through the Office of Academic Affairs; contact Bonnie Farley-Lucas, Coordinator of Faculty Development, in EN B106 (x25488).

### **C. Coursework in the CSU System**

After you have taught 18 credits, you or your spouse or dependents (under age 25) are eligible for tuition-free course work within the CSU system. Tuition rebate forms can be obtained from Human Resources in Wintergreen.

### **D. SCSU-AAUP Travel Grants for Conferences**

The contract includes provision for financial support for travel to professional conferences for up to \$500.00 per eligible part-time faculty member. CSU Travel Authorization Forms are available from your department. If you plan on attending a conference during the academic year, be sure to apply as early in the fall semester as possible, since funds are limited and are awarded on a first-come-first-served basis.

## **VII. Faculty Evaluation**

### **A. Mentors**

The Office of Faculty Development has designed a Mentor program to provide new faculty members with advice from experienced colleagues who will not be involved in evaluating you in any way. Therefore your mentor may be able to serve effectively as your primary resource in this important area. Contact Winnie Shyam (x25762) for more information about the Mentoring Program.

### **B. Department Evaluation**

Ask your department Chair if there is a part-time faculty DEC (Department Evaluation Committee) for your department and what measures and procedures for the assessment of part-time faculty exist. You might, for instance, want to consider asking someone from the DEC to visit some of your classes near the end of the semester rather than having to rely only on visitations near the beginning of the spring semester when you may not yet have established the rhythms of your classes that develop as a semester progresses. Likewise, if you make any presentations any place during this semester, you might invite a member of the DEC to observe.

The contract mandates student evaluations in each course, and DEC's emphasize such evidence when they evaluate your classroom performance. Standardized evaluation forms can be obtained from your department or the Institutional Research Office (x25209). Remember to retain whatever student evaluations you receive for professional advancement purposes.

### **VIII. Collegiality**

Establishing the Mentor program is one attempt to promote a stronger sense of community. In addition, here are some further suggestions:

#### **1. Develop connections beyond the confines of your own department:**

- The Office of Faculty Development will sponsor forums on many different topics throughout the year. Look for the announcement of these programs in the Calendar.
- One opportunity comes through the Building Community Connections Brown Bag Lunch (Connecticut Hall, Faculty Dining Room) where faculty exchange ideas about teaching and learning. It might be worth your while to attend a few sessions.
- Women's Studies offers a similar opportunity to develop campus connections. Contact Women's Studies at x 26133.
- Another opportunity is found in the Honors College, a team-taught interdisciplinary program that replaces the regular All-University graduation requirements for students. The Honors College is directed by Terese Gemme (x25499).
- Attend the Faculty Forum before the beginning of each semester. The Office of Faculty Development, EN B106, organizes the Forum.

#### **2. Ask your colleagues to have dinner or coffee with you.**

- 3. Become acquainted with our full-time faculty.**
  
- 4. Attend campus events (when possible) where colleagues and students present papers, give readings, sponsor guest speakers, etc.**

## **Thank You**

And finally, accept our thanks for joining our part-time faculty. Faculty Development will try to be in touch regularly to give a human face to the swirl of information and duties that will probably fill your first weeks at SCSU.