

Southern Connecticut State University

Orientation Guide for Part-Time Faculty



Fall 2011

Office of Faculty Development

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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. Our website http://www.southernct.edu/faculty_development/ contains helpful information, details about professional development events and opportunities, and forms for processing internal grant proposals. We look forward to supporting you in your professional development.

Sincerely,

Bonnie Farley-Lucas, Director

Jennifer Hudson, Operations and Grants Manager

Michele Salamone, Secretary

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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 *Course Bulletin*, all of which are available on the Southern home page (www.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 *Faculty Handbook* can be found online at: www.southernct.edu/faculty_development/facultyhandbook/

The *Undergraduate* and *Graduate Catalogs* describe admissions, student services, academic standards and regulations, degree programs and departmental courses.

- The *Undergraduate Catalog* can be found online at <http://www.southernct.edu/undergraduatecatalog/>
- The *Graduate Catalog* can be found online at: <http://www.southernct.edu/grad/currentstudents/graduatecatalog/>

The *Course Bulletin*, <http://www.southernct.edu/academics/coursecatalog/> published for fall, spring and summer terms, contains the semester calendar, and 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 on Banner Web (<https://bannerweb.southernct.edu/>) 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.

In course scheduling, note that R denotes Thursday, so a TR course meets on Tuesday and Thursday.

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. Grades are submitted on-line through the BannerWeb system. Again, feel free to ask colleagues for information, advice, or assistance.

4. Assessment of Course Objectives

SCSU is implementing a new Liberal Education Program, starting in Fall 2011. Consequently most departments are undergoing an assessment of the courses that fulfill all-university requirements. Your department may have developed a set of objectives and expected student outcomes for Liberal Education courses.

5. Add-Drop, Withdrawal and Enrollment Procedures

Read the information in the Fall 2011 *Course Bulletin* 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 Web 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 a student requests 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. Be sure to keep your chair and department secretary apprised of grade changes.

7. Retaking Courses for a Different Grade

If a student wishes to retake a course for a different grade, the student can register for the course again as a replacement course. Although both grades will appear on the student's transcript, the replacement course grade will be used to calculate the student's university GPA instead of the old grade. The student receives credits for the course only once. If the student has already taken the course more than once, the replacement grade will be used in place of the lowest previous grade for the course in order to calculate the student's university GPA. Students are required to meet with their academic advisers before pursuing a replacement grade.

Conditions and Restrictions

1. A student must complete the replacement course form in the Registrar's Office to indicate that s/he intends the course to be a replacement course. This form must be completed prior to the first day of the semester; otherwise, both the new grade and the old grade will be calculated into the GPA.
2. Once a course is designated a replacement course, the new grade received will replace the old grade, regardless of whether it is higher or lower than the old grade.
3. The replacement course grade cannot be undone, other than by withdrawing from the course before it is over. If the student withdraws, s/he cannot register for the same replacement course a second time, and the original letter grade will be calculated for GPA purposes, not the W, WP or WF.

B. For Future Semesters

1. Course Rotation Schedule and Teaching Schedules

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 "Special Topics" courses, which do not require additional approval. Check with your chairperson 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 chairperson. 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 chairperson 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 Inter-session

Summer and Inter-session 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, and some include part-time faculty. 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 and Inter-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

SCSU faculty may check out a maximum of 50 books from the CSU Library System (Central, Eastern, Southern, Western). SCSU Books circulate for one semester, with the option to renew for an additional semester. The other CSU libraries circulate their books for only 28 days. Library books are subject to recall after two weeks and must be returned. Buley Library does not charge fines for overdue books to faculty or staff. However, the other CSU libraries may charge fines for overdue materials.

The library's holdings may be accessed electronically. Please contact Rebecca Hedreen (x25753).

A. Reserve Services

The Reserve collection is housed at the Circulation Desk and consists primarily of material requested by faculty for their assigned or supplemental course readings. A list of all Reserve material, both books and journals, is available in blue binders at the Circulation Desk. The lists are arranged alphabetically by professor's last name and course name/number. The Consuls online catalog will also note any books placed on Reserves for the semester. SCSU faculty teaching during the current or upcoming semester may place reading material on Reserves. Books, photocopies of journal articles, including personal copies, may be placed on Reserves. Please submit all Reserve forms and material at least three weeks before the semester starts to provide adequate time for Reserve processing. Material will be processed in the order that the Reserve list was submitted. All items are kept on Reserves for one semester and will be withdrawn at the end of each semester. Faculty members can renew their Reserve lists each semester by notifying the Reserve desk at x25768. All personal material will be returned to the faculty members via campus mail, unless arrangements have been made to pick up Reserve material in person.

B. Instructional Classes

It is the policy of Buley Library to offer Library Orientation and Instruction to all SCSU students or groups that request these services, if the request is done in a timely manner and a librarian is

available for that time. Faculty are asked to provide as much advance notice as possible to accommodate scheduling, planning needs and the preparation of needed resources. All requests for these services should be routed through the subject specialist librarian, who will obtain all pertinent information (date, time, number of participants, subject, special instructions or interests). An instruction session will include:

- Lectures and group discussions on subject-specific resources
- Finding books and articles for assignments
- Research strategies for writing papers and library projects
- On-line database demonstrations
- Hands-on sessions in the Library
- Evaluation of sources
- Library instruction sessions may or may not also include a library tour.

To schedule a class session

- Complete the online request form available on the Buley Library Website or send the information requested on the form via e-mail, fax, or campus mail to the subject specialist librarian.
- You can also contact the Reference Desk at eref@southernct.edu or 392-5732
- Classes require a minimum of fourteen (14) days advance notice.
- BU 211 (Electronic Classroom) can accommodate up to 25 students, with individual computer workstations for up to 19.
- Larger classes should be split into two or more sessions, and separate forms completed for each session.
- Instructors are encouraged to stay with the class during the instruction session.

IV. My SCSU

MySCSU is our web and e-mail portal to University-wide services. MySCSU can be accessed from anywhere in the world using a Web browser and an internet connection. Simply go to the Southern home page at 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 Web page www.southernct.edu/departments/oit/myscsu/index.htm.) Your password is initially set as SCSU123! Plus your six digit birth date (SCSU123!MMDDYY). You will then be prompted to change your password.

V. 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 firsthand about some of their programs and of some of the administrative procedures in place for students at academic or personal risk.

C. Disability Resources Office and Center for Adaptive Technology

Goldie Adele, 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 017 (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, EN B018 (x 26810) directed by James Barber; Study Skills Enrichment, EN C 016 (contact Tom Colby at x26818); 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 is located in ASC 234. Services for students who are veterans or who are currently in military service are provided by Jack Mordente (x26822) in EN C 016.

VI. Support Services for Teaching

A. Duplicating Center

The Duplicating Center, located in EN B012. Processes related to photo copying should be taken here. The staff is very helpful, but be sure to plan one week ahead so copy jobs can be finished on time. You will need to know your department's Banner Organization number to fill out the required paperwork.

Faculty are encouraged to share information, links, and articles via on-line or paper-less processes.

B. AV Needs and High-Tech Classrooms

Most classrooms are equipped with learning technologies. To request projectors, videotape players, etc. for class use, visit <http://www.southernct.edu/oit/labsandclassrooms/high-techclassrooms/> and click on "AV/TV Request Form" and log in with your MySCSU user name and password. High-tech classroom locations and equipment specs can be found here:

<http://www.southernct.edu/oit/uploads/textWidget/wysiwyg/documents/HTLIST.pdf>. Technology-equipped classrooms are scheduled by special arrangement through Bob Drobish, Wintergreen Building (x 25310).

Check with your department secretary for any keys needed to access locked-up technologies.

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 and the classrooms in which you teach. 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. Classrooms must be locked when not in use. You should request classroom keys from your department secretary well in advance of the first day of class.

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. Teaching and Learning Technologies

The Teaching & Learning Technologies Group of OIT, directed by Stan Walonoski (x26408), provides the following technical and consulting services for schools, departments, and faculty members:

- Hardware/software evaluation
- RFP preparation
- Purchasing quote & licensing
- Training
- Support for Course Management System
- One-on-one consulting on appropriate use of educational technology
- Research and implementation of the emerging technologies
- Online course design and development
- Instructional design support
- Survey and assessment design, development, and implementation
- Web site development
- Multimedia (CD/DVD) authoring
- Customized trainings in teaching and learning applications and technologies

Schools, departments, and faculty members may also request media services through Teaching and Learning Technologies. Services include but are not limited to:

- Audio recording/production/editing
- Media duplication
- Media conversion
- Media streaming
- AV equipment support and delivery
- Classroom equipment training and support

In addition to the services stated above, TLTG also provides technology services to students with physical, visual and learning disabilities through the Center for Adaptive Technology, coordinated by Bo Zamfir (x25798).

VII. 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 a limited number of Yale library cards for our faculty, conducting research in areas supported by Yale's holdings. This is an excellent opportunity, because otherwise Yale's libraries are not available to persons without a Yale affiliation. The cards are competitive and assigned several months in advance, so apply early. These cards are administered through Faculty Development. Contact Jennifer Hudson (x25357) for more details.

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 Funds for Conferences

The contract includes provision for financial support for travel to professional conferences for up to \$600.00 per eligible part-time faculty member (as of 7/30/10). 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 as funds are limited and awarded on a first-come, first-served basis. Contact Linda Cunningham, at x25980 for current support amount and availability.

VIII. Faculty Evaluation

A. Mentors

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, Program Coordinator, at 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 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 Office of Assessment and Planning (x28865). Remember to retain whatever student evaluations you receive for professional advancement purposes.

IX. 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 and workshops on many different professional development topics throughout the year. Look for the announcement of these programs in the Weekly 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.
- The Women's Center offers a similar opportunity to develop campus connections. Contact the Women's Center at x 26946.
- 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. Faculty Development organizes the Forum, which aims to enhance teaching and learning.

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 looks forward to helping with your transition to SCSU and to providing professional development opportunities that will refresh your teaching and scholarship.