Southern Connecticut State University

Guide for New Faculty

Fall 2017

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 first-year 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 https://www.southernct.edu/faculty-staff/faculty-development/ also 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,
Michele Vancour, Director
Jennifer Hudson, Associate
Michele Salamone, Secretary
Contents

I. Important Documents 4
II. Course-Management Information 4
   A. Concerning this Semester 4
      1. Classroom Assignments and Scheduling 4
      2. Attendance Policies 4
      3. Mid-term Grades 4
      4. Add-Drop, Withdrawal and Enrollment Procedures 4
      5. Incompletes and Change of Grade Forms 5
      6. Retaking Courses for a Different Grade 5
   B. For Future Semesters 5
      1. Course Rotation Schedule and Teaching Schedules 5
      2. Summer and Inter-sessions 6
      3. Book Orders for Courses 6
      4. Independent Studies and Internships 6
      5. Graduate Theses and Comprehensives 6
III. Library 6
   A. Instructional Classes 7
   B. Course Services: Print and Electronic 7
   C. InterLibrary Loan & CSCU Consortia Loans 8
IV. Helping Students 8
   A. Student Advisement 8
   B. Student Counseling 8
   C. Disability Resources Office & Center for Educational & Assistive Technology 8
   D. Mandatory Reporting 8
   E. Other Support for Helping Students 8
V. Support Services for Teaching 9
   A. Duplicating Center 9
   B. Supplies and Materials 9
   C. Keys 9
   D. Mail Room and Long Distance Phone Privileges 9
   E. Information Technology 9
VI. Professional Development 9
   A. Graduate Faculty Status 9
   B. Coursework in the CSU System 9
   C. SCSU AAUP Travel Funds for Conferences 10
   D. Dean’s Reassigned Time 10
   E. Departmental Reassigned Time 10
VII. Faculty Evaluation 10
   A. Mentors 10
   B. First-Year Renewal 10
VIII. Collegiality 11
Southern Connecticut State University
Orientation Guide

I. Important Documents
This Guide should be used in conjunction with current editions of the contract between Connecticut State University AAUP and the Board of Regents, Undergraduate and Graduate Catalogs, The Southern Directory, and Banner Web Class Schedules, all of which are available on the Southern home page (www.southernct.edu).

The Undergraduate and Graduate Catalogs describe admissions, student services, academic standards and regulations, degree programs, departmental courses, financial aid, refunds, absences, and transcripts. Both catalogs can be found online at http://www.southernct.edu/academics/course-catalog.html


The Registration Calendar, http://www.southernct.edu/calendarhome/, contains the semester calendar, and information about cut off dates for registration, adds/drops, refunds, financial aid, pass/fail, and withdrawals.

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. Be sure to check BannerWeb the day of your first class in case of a last minute room assignment change.

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. You may create policies within the boundaries set forth in University and departmental rules. Be sure to put your attendance policy in your syllabus. In order to be in compliance with federal financial aid regulations, the University relies on faculty to report attendance during the semester. You will receive a reminder from the Registrar’s Office.

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 Banner Web system.

4. Add-Drop, Withdrawal and Enrollment Procedures
Read the information on the Registrar’s Office website, http://www.southernct.edu/registrar/ for important procedures and deadlines for adding or dropping classes at the beginning of the semester, for securing
withdrawals prior to the tenth week of class, and for obtaining late withdrawals after the tenth-week period. 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 check with your chair to see if your department permits over-enrollments, and under what circumstances. Once the semester begins, students who wish to add your course within the add/drop timeframe should continue to check 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.

5. 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. When you are ready to submit a revised grade, enter it in Banner Web under Faculty Services and Grade Change Request.

6. 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. Replacement may be pursued only once per course, and only for a total of five courses. The first five courses retaken will be the ones for which the grade will be replaced. If a course taken as writing intensive "W" course is retaken without a “W” designation, the higher of the two course grades will be used to calculate the student's University GPA. The original “W” may still be used to fulfill a “W” requirement, as long as the student received a passing grade for the "W" course. Once awarded a degree, a student may not go back and replace individual courses within that degree. Note that some SCSU programs may require that all grades be used to calculate the student's University GPA. Students are encouraged to meet with their academic advisers before pursuing a replacement grade.

B. For Future Semesters

1. Course Rotation Schedule and Teaching Schedules
Departments schedule courses according to a pre-determined rotation schedule. As soon as possible, 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.

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-sessions
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. Course offerings are decided in October of the year preceding the Summer School assignment. Note that there are contractual limits to the number of credit hours that can be taught in Summer Sessions.

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

3. Book Orders for Courses
You will be expected to submit textbook orders for the following semester's courses in mid-November and mid-April. Faculty book orders are submitted through our campus Barnes & Noble Faculty Enlight portal, which can be found at http://southern-ct.bncollege.com/ under Faculty Resources. The bookstore is located on the Street Level of the Michael J. Adanti Student Center (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. Be sure to inquire with our Department Curriculum Committee, chair, and/or secretary for policies in your department regarding text selection.

4. Independent Studies and Internships
It is possible, under certain specified circumstances, to offer undergraduate independent studies and internships as well as graduate independent studies. Important information about independent studies is provided in the Undergraduate and Graduate Catalog.

Note that you receive 1/3 credit for each independent study or internship that you supervise. It is imperative that you keep track of your overload credits to be sure they coincide with the Administration’s records. Each year your chairperson will provide you with a statement from the Administration stating your over- and under-load credits. Check it carefully for accuracy and see the Office of Institutional Research, Wintergreen Building (x 25210) immediately if you spot a problem. When you acquire three overload credits, you are entitled to teach nine credits rather than twelve for one semester. This must be planned in advance with your chair’s input.

5. Graduate Theses and Comprehensives
You may become involved in supervising graduate work. You receive one load credit for each graduate thesis for which you are the first reader and supervisor. You receive no credits for being the second reader or for supervising comprehensives.

III. Library
SCSU faculty may check out items from the CSCU Library System and the Connecticut State Library. Books circulate for 120 days, with the option to renew for an additional 120 days. Media circulates for 14 days with the option to renew for an additional 7 days. Library items are subject to recall after two weeks and must be returned. Buley Library does not charge fines for faculty, graduate students, and staff for overdue books. However, the library will charge for lost or damaged material.
A. Instructional Classes
It is the policy of the Buley Library to offer Library Orientation and Instruction to all SCSU classes, 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 instruction coordinator or subject specialist librarian, who will obtain all pertinent information (date, time, number of participants, subject, special instructions or interests).
An instruction session can be tailored to the needs of the class and may 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 web site at http://libguides.southernct.edu/formclass or send the information requested on the form via e-mail or campus mail to the subject specialist librarian.
The list of subject specialist librarians is available at http://libguides.southernct.edu/c.php?g=7164&p=34754
You can also contact the Reference Desk at eref@southernct.edu or x25732.
Classes will be scheduled on a first come-first served basis with a minimum of fourteen (14) days advance notice.
Sessions can be held in any smart classroom, department lab, or Buley 118 or Buley 242. BU 118 can accommodate up to 40 students, with individual computer workstations for up to 30. BU 242 can accommodate up to 25 students, with individual computer workstations for up to 19.
Larger classes may be split into two or more sessions, or faculty may arrange for a class session in a larger lab.
Instructors are encouraged to stay with the class during the instruction session.
Learn more about information literacy at Buley Library’s Instruction Guide for Faculty at http://libguides.southernct.edu/instructionguideforfaculty

B. Course Reserves: Print and Electronic
Buley Library has both a print and electronic course reserves service. The print Reserve collection is located at the Circulation Desk on the first floor of the library. Electronic reserves are available 24/7 from on or off-campus. Reference and non-SCSU items cannot be placed on reserve.

SCSU faculty may place materials on electronic or print Reserve such as books, journal articles, or sample tests, subject to copyright restrictions. Please submit all Reserve forms and material at least two weeks before the semester starts to provide adequate time for processing. Material will be processed in the order it is submitted. Reserve forms are available online. For print Reserves, go to http://southernct.libsurveys.com/Print-Reserves-Request-Form. For electronic Reserves, go to http://southernct.libsurveys.com/Electronic-Reserves-Request-Form. One form must be filled out for each course; multiple items for the same course may be submitted using the same form.

All items are kept on Reserves for one semester and will be removed at the end of each semester. Faculty members can renew their reserve lists each semester by notifying Kim Wilk at x25853 or wilkk1@southernct.edu. 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 or keep it on reserve for the following semester.

If you have any reserve questions please contact Kim Wilk at x25853 or Jamie Aschenbach at x25768.

C. InterLibrary Loan (ILL) and CSCU Consortia Loans
While Buley strives to have the items you need for your courses and research, we may not have the items you want. You can request items from other CSCU libraries through our catalog at http://library.ct.edu/scsu. For instructions on how to use the catalog and how to request items from other CSCU libraries, see the videos at http://libanswers.southernct.edu/faq/169310.

If the item you are looking for is not available from Buley or other CSCU libraries, you can request it from other libraries around the world via our ILL system. For more information about ILL services please go to http://libguides.southernct.edu/ill, or contact Beth Paris at x27038 or at parisb1@southernct.edu.

IV. Helping Students

A. Student Advisement
Advising students is considered an integral part of faculty responsibilities under terms of the contract. The effectiveness of your advising will be weighed under “Effectiveness of Teaching” when you are considered for Renewal, Promotion, or Tenure. Before you are notified in November that you have been assigned advisees for spring registration, review the university general education requirements and major requirements for your department. You may check advisees’ degree progress by accessing the Curriculum, Advising, and Program Planning (CAPP) feature of BannerWeb online. Be sure to ask colleagues in your department for tips on being an effective advisor. It might help to ask to sit in on some advising sessions before undertaking the task yourself. Be sure to attend any departmental or university workshops on academic advising.

B. Student Counseling
You might want to introduce yourself to a couple of the counselors in the Counseling Office, ENB219, x25475, to learn firsthand about some of their programs and of some of the administrative procedures in place for students at academic or personal risk. An excellent resource is A Faculty and Staff Guide for Assisting Students in Distress http://www.southernct.edu/student-life/guide-for-helping-students-in-distress.html

C. Disability Resources Office and Center for Educational and Assistive Technology
Goldie Adele, Director of the Disability Resources Office in EN C105A (x26828), can give you helpful information about meeting the needs of students with disabilities. The Center for Educational and Assistive Technology, run by Bo Zamfir, is located in EN B017 (x25798) and offers a wide variety of tools to help students with disabilities.

D. Mandatory Reporting
The Office of Diversity and Equity is located in BU 226 (x25568). It is imperative that you review the mandatory reporting procedures https://www.southernct.edu/offices/diversity/sexualmisconduct.html.

E. Other Support for Helping Students
You should also become acquainted with the Academic Success Center, https://www.southernct.edu/student-life/academic-success/index.html; Student Supportive Services, https://www.southernct.edu/student-life/support/; that include the Multicultural Center, the SAGE Center, Veteran’s and Adult Services.
V. Support Services for Teaching

A. Duplicating Center
The Duplicating Center is located in EN B012. 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 whenever possible.

B. 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. It is often a good idea to carry extra dry erase markers and/or chalk and an eraser to your classes.

C. 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 office keys 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. In the meantime or in an emergency, the University Police (x 25375) can let you in when your building is locked. You should request classroom keys from your department secretary well in advance of the first day of class. Classrooms must be locked when not in use. All classroom doors open with the same key.

D. Mail Room and Long Distance Phone Privileges
You have privileges for professional mail for SCSU-related mail. If you need overnight express, contact mail services (x25268) for assistance.

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

E. Information Technology
Via the SCSU website, please find information about IT, IT services, and IT support. Once on the Information Technology webpage, you will have options to explore various information, services, and support via quick links, Service Catalog, IT Work Order System (Help Desk), Strategic Technology Plan, Policy & Procedure, and About IT. For personal service, IT’s User Services operates the Help Desk where one can raise technology related questions by visiting their offices in Buley Library, emailing concerns to: helpdesk@southernct.edu, or by calling x25123.

VI. Professional Development

A. Graduate Faculty Status
As soon as you arrive, speak with your chair about when you should apply for graduate faculty status through the Graduate Council. At SCSU, only members of the graduate faculty can direct graduate theses.

B. Coursework in the CSU System
After you have taught 18 credits, you or your spouse or dependents (under age 25) is eligible for tuition-free course work within the CSU system. Tuition rebate forms can be obtained from Human Resources in Wintergreen.
C. SCSU-AAUP Travel Funds for Conferences
The contract includes provision for financial support for travel to professional conferences for up to $1200.00 (subject to change) per eligible full-time faculty member per contract year. Travel authorization forms are available online from the Accounts Payable website. Please be aware that, as funding is limited, you are encouraged to apply early. If you plan on attending a conference during the academic year, be sure to submit your travel authorization form at least two weeks prior to travel. Once you have returned from your trip, you must submit your reimbursement form and original expense documentation within 15 business days (if you received a travel advance) or 30 calendar days otherwise. Also attach with your reimbursement form the email confirmation from Accounts Payable showing your TA# and the amount that was encumbered for your trip. Contact: Accounts Payable at x25455 or x27244 for general questions.

D. Dean’s Reassigned Time
Academic deans distribute a limited number of 3-credit blocks of reassigned time each semester. They are competitive, and awarded after proposals are submitted and evaluated. Deadlines are typically in early December for the following fall and early July for the following spring. Deans will distribute information about reassigned time in advance of deadlines. Please note that you may not receive Dean’s reassigned time and departmental reassigned time simultaneously.

E. Departmental Reassigned Time
Check with your chairperson to see whether your department has a program of reassigned time for scholarly work. If it does, the deadline is typically April 1 for fall or spring semester reassigned time.

VII. 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. First-Year Renewal
Ask your department chairperson and someone on the current DEC (Department Evaluation Committee) to suggest the kinds of material it would be helpful for you to be assembling in preparation for your first year renewal assessment. You might, for instance, want to consider asking someone from the DEC to visit some of your Fall 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 deliver professional presentations during the semester, you might invite a member of the DEC to observe.

The contract mandates student evaluations in each course, and DECs and the Promotion and Tenure Committee emphasize such evidence when they evaluate your classroom performance. Standardized evaluation forms can be obtained from your department or the Institutional Research Office (x25209). Once students complete these forms, they are returned to the Institutional Research Office for analysis. Remember to retain these student evaluations as you will be expected to present cumulative evidence in your renewal and promotion applications.

You will also want to attend the informal session on promotion and tenure offered by the University Promotion and Tenure (P&T) Committee each fall.
Note that the third category of evaluation after teaching and creative activity is service to the Department and University. Even as a first-year member, you will have opportunities to begin such service. It is important that whatever assignments you request and/or receive in the department be carried out responsibly. If you find that you are uncertain of what is required of you, ask your department chair or committee chairs for advice. Ask your chair for the appointed committees on which you can request service.

One early opportunity for university service will come at the Department elections for Faculty Senate and University Curriculum Forum (UCF). While sometimes time-consuming, these service opportunities are a fine way to meet faculty from across the campus and to learn first-hand the limits and opportunities of faculty governance. There is a tendency in some departments to put new people up for these slots. If you are interested, let a colleague know. Another route is to let the dean of your school or the Provost know that you would be interested in serving on committees that they appoint. Elections for All-University committees are held by the Faculty Senate in the spring and you will be informed of your eligibility for the various committees. Several committees welcome the fresh perspective that new faculty can provide. Also consider sharing your expertise during the SCSU Teaching Academy as a service to your colleagues and as a form of creative activity.

VIII. Collegiality

Participating in the Mentor program is one way to establish a stronger sense of community. Here are some other suggestions:

A. Develop connections beyond the confines of your own department:
   • The Office of Faculty Development sponsors events and workshops on many different topics throughout the year. Look for the announcement of these programs in the Calendar.
   • 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).
   • Participate regularly in the New Student Convocation and the Commencements held each semester.

B. Ask your colleagues to have lunch, dinner or coffee with you.

C. Become acquainted with our talented part-time faculty.

D. Attend campus events (when possible) where colleagues and students present papers, give readings, sponsor guest speakers, etc.

E. Ask for a set of the previous year’s department meeting minutes to gain a sense of recent concerns. Speak with colleagues about issues of particular interest to you.

Thank You

And finally, accept our thanks for joining our 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.