

Part-time Lecturer Handbook

Faculty of Arts and Sciences–Camden



RUTGERS
Faculty of Arts and
Sciences | Camden

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Overview:

Rutgers University–Camden is one of the four campuses of Rutgers, the State University of New Jersey, founded in 1766. The Rutgers University–Camden campus was established in the 1920s by a group of interested citizens as the South Jersey Law School and the College of South Jersey. Those entities became part of Rutgers University in 1950.

Today, Rutgers University–Camden is a comprehensive research campus with a broad range of undergraduate and graduate educational opportunities for a diverse and expanding group of students. High quality undergraduate, post-baccalaureate, distinguished graduate and professional education programs, and interdisciplinary research centers and service initiatives focused on the faculty's expertise. The Faculty of Arts and Sciences–Camden (FASC) is committed to excellence in research, teaching, and service, as well as effective collaboration with along with the campus' schools of business, law, and nursing.

The three sub-units that comprise FASC are:

- Camden College of Arts and Sciences (CCAS);
- University College–Camden (UCC), which encompasses all off-campus programs in the Arts and Sciences; and
- The Graduate School–Camden (GSC).

FASC offers educational majors and minors in fine arts, humanities and digital studies, social sciences, and natural and computational sciences. Programs are designed to help students achieve success by developing new knowledge through experiential learning, hands-on research, and creative achievement.

Rutgers University–Camden and FASC Mission and Core Values:

- **Prestige:** Offer exceptional academic programs in traditional Arts and Sciences disciplines as well as cutting-edge interdisciplinary perspectives as part of a world-class Rutgers education in New Jersey and the entire Delaware Valley.
- **Access:** Build upon a record of diversity and access, especially for first-generation college students through a supportive and personalized culture of collegiality and exceptional teaching and mentoring.
- **Innovation:** Provide opportunities for creative approaches to research, teaching, curricular development, campus planning and all other aspects of institutional life in a manner that supports our aspirations for excellence and growth.
- **Impact:** Continually seek to implement strategies leading to measureable successful outcomes for our students and significant engagement with the community and region.

With that mission in mind, the following are the campus and college strategic directions:

- Provide excellent undergraduate education grounded in research, the best use of instructional technology, experiential learning, and mentoring for student success.
- Continued expansion of interdisciplinary graduate programs.
- A commitment to a modest increase in enrollment, an emphasis on developing best strategies for foster transfer student success, and overall implementation of effective strategies for increasing graduation and retention rates.
- A commitment to playing a leadership role in revitalizing Camden and the Greater Delaware Valley.
- A commitment to continued growth in the Graduate School, emphasizing cutting-edge, interdisciplinary programs at the doctoral level (Childhood Studies, Computational and Integrative Biology, and Public Affairs), and a nationally recognized MFA in Creative Writing.

Rutgers–Camden Centers and Institutes:

- [Center for Computational and Integrative Biology](#) (CCIB)
- [Center for Urban Research and Education](#) (CURE)
- [Digital Studies Center](#) (DSC)
- [Institute for Effective Education](#) (IEE)
- [Mid-Atlantic Regional Center for the Humanities](#) (MARCH)
- [Rutgers–Camden Center for the Arts](#) (RCCA)
- [Senator Walter Rand Institute for Public Affairs](#)
- [Teaching Matters and Assessment Center](#) (TMAC)

Campus Structure:

The Rutgers University–Camden campus is home to FASC as well as the School of Law, the School of Business, and the School of Nursing. Chancellor Phoebe Haddon presides over the entire campus, and Michael Palis serves as provost, and as such is the campus' chief academic officer, while a dean leads each major academic division. Kriste Lindenmeyer serves as dean of FASC, Jaishankar Ganesh is dean of the School of Business–Camden, Donna Nickitas is dean of the School of Nursing–Camden, and Michael Cahill and David Lopez are co-deans of the Rutgers Law School.

See <http://www.camden.rutgers.edu/about/administrative-leadership> for information about the Chancellor's Cabinet.

Office of the Dean Faculty of Arts and Sciences–Camden

The FASC–Office of the Dean is located on the third floor of Armitage Hall.

Dean of the Faculty of Arts and Sciences–Camden:

Kriste Lindenmeyer – kl436@camden.rutgers.edu – x6097

The dean is the chief executive officer of FASC, working to develop and implement policies and goals while leading the units in devising strategies for effective teaching, high-quality research, and meaningful service to the state, region, and nation. She directs the appointment and promotion process, as well as numerous programs designed to support faculty and staff.

Dr. Lindenmeyer is a noted scholar in the areas of the history of childhood, American history, public policy, and social entrepreneurship. She earned her Ph.D. from the University of Cincinnati and is a professor of history.

Senior Associate Dean:

- Howard Marchitello – marchitello@camden.rutgers.edu – x6149
Primary responsibilities: FASC Graduate School and Research

The duties of the associate dean for the Graduate School include managing all matters pertaining to the Graduate School; processing promotion/tenure packets; arranging matters pertaining to external review and reaccreditation of all FASC departments and programs; and developing special programs connected to The Graduate School, as well as overseeing relevant aspects of research centers and institutes. The associate dean for research also chairs the undergraduate research committee, which approves undergraduate research grant applications.

Dr. Marchitello earned his Ph.D. at SUNY Buffalo and is a professor of English.

Associate Deans:

- Joseph Martin - joe.martin@rutgers.edu – x6165
Primary responsibilities: Science, Mathematics, Technology, and Health Sciences

The duties of the associate dean for science, mathematics, technology, and health sciences leads program growth in these fields and is responsible for continuing to build collaboration with outside partnerships, including work with the Rutgers–Camden – Rowan University joint board. Dr. Martin also maintains communication with department chairs; handles student queries beyond the departmental level; and oversees relevant aspects of research centers and institutes.

Dr. Martin earned his Ph.D. from the University of Southern California and is a professor of biology.

- Joseph C. Schiavo – schiavo@camden.rutgers.edu – x6515
Primary responsibilities: FASC Undergraduate Education and University College

The associate dean for undergraduate education administers the part-time lecturer budget; monitors course enrollment and makes sure that resources are used efficiently; maintains communication with department chairs on various issues; handles student complaints beyond the departmental level; as well as overseeing relevant aspects of research centers and institutes.

Dr. Schiavo earned his Ph.D. at Rutgers University–New Brunswick and is a professor of music.

Assistant Deans:

Amy Liberi – aliberi@camden.rutgers.edu– x6149 and x2765

The assistant dean III for the Graduate School provides administrative staff support for the Graduate School; coordinates recruitment for the Graduate School and organization of recruiting events and promotional activities; serves as a resource/information ombudsperson for graduate students; assists the associate dean for the Graduate School with distribution of scholarship funding; and verifies graduation eligibility for graduate students.

Julie Roncinske – jstrasse@camden.rutgers.edu – x2953

The assistant dean III leads the FASC–Office of Web, New Media, and Design (<http://fas.camden.rutgers.edu/web-office/>), which provides leadership, coordination, and support to the FASC in online communication via websites and social media, graphic design in print and web, photography, videography, on-campus event advertising, and other online resources. In addition, the assistant dean organizes special events such as the Celebration of Undergraduate Research and Creative Activity (CURCA), FASC Honors Convocation, and FASC commencement ceremonies. She also coordinates undergraduate and faculty research grants and serves as a coordinator for the FASC Academic Integrity Policy.

Director of Finance and Administration:

Rosa Rivera – rosarive@camden.rutgers.edu – x6100

The director of finance and administration for FASC oversees the budget for the entire unit and the smaller centers and units for which it is responsible. She also oversees process for personnel, purchasing, and payroll, including management of hiring, terminations, reappointments, promotions, and merit increases related to multiple bargaining units. She works closely with grants and contract accounting and faculty for adherence to budget and timely submission of reports to the funding agency.

Business Specialists:

Edward Kehoe Jr. – edward.kehoejr@rutgers.edu – x6768

Mary Anne Seville – maryanne.seville@rutgers.edu – x6588

The business specialists for FASC are responsible for a broad range of business and administrative activities including fiscal management, budget development, accounting, financial reporting, and analyses. The business specialists support financial planning and administration for multiple departments, programs, and initiatives and are responsible for developing financial models, preparing analyses and annual budgets, and monitoring operating funds to support financial operations and strategic planning efforts. Among other duties, the business specialist assists the business manager in achieving financial objectives and reporting goals.

Principal Accounting Assistant:

Louise Waters – louisew@camden.rutgers.edu – x6096

The principal accounting assistant reports to the business manager and is responsible for expediting purchase orders, reimbursements, and travel advances; managing expenditures charged to departmental and supplemental accounts as well as to start up funds; responding to queries about payroll; and supporting the work of the dean's office, especially regarding financial matters.

Web Designer:

Katherine Blair – kate.mcsweeney@rutgers.edu – x6951

The web designer is part of the FASC–Office of Web, New Media, and Design (<http://fas.camden.rutgers.edu/web-office/>), which provides leadership, coordination, and support to the FASC in online communication via websites and social media, graphic design in print and web, photography, videography, on-campus event advertising, and other online resources. The web designer designs and updates the FASC website, including department and individual sites; trains faculty and staff to use tools such as WordPress; and assists with the coordination and development of FASC media and promotional efforts.

Administrative Coordinator for the Dean for FASC:

Andrea Ohrenich – ango@camden.rutgers.edu – x2969

The administrative coordinator to the FASC dean. She maintains and coordinates the dean's calendar; coordinates faculty and staff employment issues for FASC; provides support services for the dean and dean's office. She serves as the primary support for appointment and tenure and promotion processes for FASC along with Ms. Bethany Lawton.

Administrative Coordinator for the Associate Deans for FASC:

Maria Buckley – maria.buckley@rutgers.edu – x6515

The administrative coordinator for the associate deans for FASC prepares contracts for and maintains files regarding PTLs; provides support services for the associate deans and dean's office; and serves as the contact person between students and the associate deans' offices.

Administrative Coordinator for the Graduate School–Camden:

Bethany Lawton – bethany.lawton@rutgers.edu – x6149 and x6971

The administrative coordinator for The Graduate School–Camden provides administrative support for the Graduate School–Camden, processes graduate academic approvals/forms, administers graduate student conference travel and grants, assists with distribution of scholarship finding and Teaching Assistant/Graduate Assistant contracts; assists with graduation eligibility verifications, and manages the graduate catalog and website content updates. This position also serves as support for the tenure and promotion process; as well as research.

Administrative Staff (part-time):

Pennie Prete – prete@camden.rutgers.edu – x6097

The administrative staff assists the business manager and principal accounting assistant.

Policies and Practices at Rutgers University–Camden

Faculty Responsibilities:

In addition to teaching, research, and service, faculty are also responsible for academic mentoring of students majoring in the faculty member's disciplinary department or interdisciplinary program. Rutgers University takes teaching and mentoring seriously along with research responsibilities, shared governance, and other service. Faculty should be available to meet with departmental majors and other students during regularly scheduled office hours each fall and spring semester. Faculty are expected to hold no less than two (2) hours of scheduled office hours each week during the fall and spring semesters. Faculty are also required to regularly check and use their assigned Rutgers email account for all university communication from and with students, colleagues, and staff. Faculty should visit <https://fas.camden.rutgers.edu/faculty/teaching-responsibilities-policy/> for more information.

Classroom-Related Information

Academic Integrity:

Students must understand the importance of integrity and honesty in their academic work. Be sure to discuss with them possible violations of academic integrity and how to avoid them. You should instruct students about the appropriate methods for citing materials in any work they produce for your class. Your syllabus should include information about the academic integrity policy as well as a brief discussion of *possible* consequences.

Violations of academic integrity may include: cheating (the use of inappropriate and unacknowledged materials, information, or study aids in any academic exercise); fabrication (the falsification or invention of any information or citation in an academic exercise); facilitating academic dishonesty (when students knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty); plagiarism (the representation of the words or ideas of another as one's own in any academic exercise); and denying others access to information or material.

If you suspect a student of violating the campus academic integrity policy, you must report the allegation to the unit's Academic Integrity Coordinator (AIC), Assistant Dean III Julie Roncinske. You may choose to investigate and sanction non-separable academic integrity violations (those that would not lead to a recommendation for suspension or expulsion) and you may also refer alleged violations to the unit AIC for investigation and sanction by an Academic Integrity Facilitator (AIF), who are the unit's senior associate dean and associate deans. No matter which option is selected, the faculty member should use the online Academic Integrity Violation Reporting Form to report the violation to the dean's office. This is particularly important in case a student that was previously found guilty of an academic integrity violation.

Please note that students may continue to participate in a course or research activities until the case has been adjudicated. **Under no circumstances should a student be offered a choice of either dropping a course or facing disciplinary action.** A grade of **TZ** should be assigned, pending resolution of this matter, and no penalties should be imposed until this complaint is resolved.

The full version of our Academic Integrity Policy and related materials can be found at: <http://fas.camden.rutgers.edu/faculty/faculty-resources/academic-integrity-policy/>. Please use the forms and sample letters/emails found on this website for reporting a violation and for communicating with students.

Another helpful resource is the university-wide academic integrity site and its online reporting form, available at <http://academicintegrity.rutgers.edu/>. Any questions or concerns about the Academic Integrity Policy may be directed to Assistant Dean Roncinske.

American Association of University Professors--American Federation of Teachers:

Faculty are represented by the Rutgers chapter of the American Association of University Professors--American Federation of Teachers. The collective bargaining agreement covers such issues as salary, reappointment and promotion, family leave, disability resulting from pregnancy, and the sabbatical program; the full agreement can be found at: <http://www.rutgersaaup.org/contracts>. Information about the Rutgers chapter of the AAUP-AFT can be found at: <http://www.rutgersaaup.org/>.

Class Absence Policy for Faculty:

Faculty members are expected to meet with their classes at all of the scheduled time periods. If a faculty member is ill and must be absent from class, the faculty member must contact the department chairperson so that coverage of the class can be arranged. Except in instances of illness, faculty members are expected to meet with their scheduled classes. A faculty member who believes that he/she cannot meet with regularly scheduled classes for reasons other than this should seek approval from the department chairperson for both absence from class and the alternative arrangements for coverage of the missed classes.

Ordinarily faculty members should not miss more than one half of one week's classes in the course of a semester. However, when extraordinary professional development opportunities are available, a faculty member may discuss with the department chairperson the possibility of making alternative arrangements for longer absences from class. If the chairperson judges both that the professional development opportunity is extraordinary and that the alternative arrangements provide for high quality education for students, the chairperson may approve a faculty member's request to be absent from classes for longer periods. All costs associated with the alternative arrangements (e.g., hiring a guest lecturer) are to be borne by the faculty member.

Class Rosters:

Class rosters are available online through the registrar's office website. Your departmental secretary or administrative assistant should make the appropriate arrangements to secure online access for you. Once those arrangements have been made, you can access that information from the registrar's office at: <https://registrar.camden.rutgers.edu/faculty-page>. You will need to use your NetID and password to access rosters and other information. Halfway through the semester, you will be asked to submit warning grades, as appropriate, for poor course attendance and/or poor academic performance. Final grades must also be submitted online, once you have appropriate access.

Be sure to keep careful, permanent records of class attendance and grades. However, do not post student grades in any public location (see below for information about the confidentiality of student records). In addition, the university uses a Rutgers ID number for student records; social security numbers should *not* be used to identify students.

Please note the University's policy on absence due to religious observance, quoted from the catalog (http://catalogs.rutgers.edu/generated/cam-ug_0608/pg27365.html):

“It is the policy of the university to excuse without penalty students who are absent because of religious observances and to allow the makeup of work missed because of such absence. Examinations and special required out-of-class activities are ordinarily not scheduled on those days when such students refrain from participating in secular activities. A student absent from an examination because of required religious observance is given an opportunity to make up the examination without penalty.”

Confidentiality:

Rutgers University complies with the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records, including the right to inspect and review those education records and the right to request amendment of education records that the student believes are inaccurate or misleading. According to University guidelines, “Rutgers shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student's education records, EXCEPT to the extent FERPA authorizes disclosure without consent.” Moreover, “there are a number of exceptions to the general rule prohibiting disclosure of personally identifiable information from education records without prior consent of the student.” Some common exceptions used by Rutgers include disclosure to Rutgers officials with legitimate educational interest in the records being sought and the release of student directory information. More details from the University Policy can be obtained from the Office of Compliance, Student Policy, and Judicial Affairs at their website: <http://compliance.rutgers.edu>. Questions about FERPA can be directed to Vice Chancellor for Student Affairs Mary Beth Daisey (daisey@camden.rutgers.edu) and/or Dean of Students Tom DiValerio (tdivaler@camden.rutgers.edu).

Faculty members should take care to protect student confidentiality. For example, do not publish or display lists of students by student identification number, do not list grades publicly by name

or student identification number or publish grades on a website or an email list, and do not leave student papers or exams for pickup outside your office. All papers, exams, and other graded materials should be kept securely in your possession until picked up by students or mailed to them in a self-addressed, stamped envelope provided by the student.

The Department Chair:

According to University Regulations, the department chair has general administrative responsibility for the department. This includes: overseeing the scheduling of classes, managing the budget, and serving as the point of contact for students and as the intermediary between the department and the dean's office; planning, with the members of the department, ongoing improvements in the department's programs; continuously evaluating the instructional, research, and administrative processes of the department; periodically evaluating members of the department and reporting the evaluations as required; in consultation with appropriate members of the department, recommending appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University policies and regulations; ensuring that adequate supervision, advice, and training are afforded to new members of the department and other members who might profit thereby; collecting and maintaining thorough records of each member's teaching, scholarship, and service, taking care to measure teaching effectiveness objectively and continuously by such means as peer reviews and student evaluations; and, generally, to promote the effectiveness of the department, college, and University by every appropriate means. She or he serves as a valuable resource and guide for the new faculty member. Your chair will inform you about the expectations for teaching. The department chair is your first resource for questions about college, campus, and university policies.

Evaluation:

Student evaluations for each class are conducted each semester through the Teaching Excellence Center in New Brunswick. Departmental secretaries and administrative assistants distribute the evaluation forms. The results of the evaluations will be sent to your department chair during the following semester; the evaluations should be shared with you. You should retain these evaluations and summaries, which will be needed for the reappointment and promotion process. Past evaluations are accessible online at: <http://sirs.ctaar.rutgers.edu/>.

In addition, department chairs and/or other tenured faculty may observe your class from time to time. Such evaluations and observations can provide useful information about teaching techniques and effectiveness.

Final Examinations:

All final exams must be scheduled during the official Final Examination period as stated in the academic calendar except those approved by the appropriate associate dean. Final exams are scheduled to serve students, many of whom have complicated course schedules that must be respected. Even if an instructor and class members agree that they would all prefer to have final exam in a time other than the scheduled one, students may be subjected to a "tyranny of the majority" in agreeing to such circumstances. For all FASC courses, the expectation is that final

exam times will be the ones in the published schedule, and any requests for exceptions must come to the appropriate associate dean prior to the exam period. Exceptions will only be granted in extraordinary circumstances, and in all circumstances in which an exception is granted, any student who requests to take the exam in the originally published time period must be granted that request without prejudice. For the purposes of setting due dates and determining exam conflicts, FASC defines 'final exam' as any assignment that requires the bulk of the work be done during the final exam period. Due dates for final papers or *take home exams* must be set no earlier than the scheduled exam time for the course.

Grading:

Grades should be used to evaluate student performance in light of the stated objectives for the class. Be sure to indicate how students will be graded and the value of various assignments and examinations in your syllabus. The following grades are used for undergraduates in Arts and Sciences: A (Outstanding), B+ (Intermediate), B (Good), C+ (Intermediate), C (Satisfactory), D (Poor), and F (Failing). (Please note that the grade of D is not valid for graduate-level courses.) Information about other grade symbols and when they should be used can be found at:

<http://registrar.camden.rutgers.edu/grade-instruction#gradedefs>.

The grade of INCOMPLETE (IN) should be used when a student with extenuating circumstances cannot complete the coursework by the time grades are due. By February 1 (for the fall semester), June 1 (for the spring semester), and September 15 (for summer session), the registrar must receive either the final grade or an approved Incomplete Grade Extension Form. When a deadline passes without receipt of a grade change or an extension, the permanent grade becomes F, NC, or U and adversely affects term and cumulative averages. (For graduate students, the IN does not change but remains permanently on the transcript if not completed within one year and no extension paperwork is filed.) The Incomplete Grade Extension Form for undergraduate students is available at

<http://advising.camden.rutgers.edu/files/2012/07/incompleteExtension.pdf>. The Incomplete Grade Extension Form for graduate students is available at

<http://graduateschool.camden.rutgers.edu/files/Incomplete-Grade-Extension-Application.pdf>.

You should discuss departmental standards for grading with your department chair. In addition, according to the undergraduate catalog, the “classroom, studio, or laboratory instructor has the responsibility for the assignment of grades. Complaints about a grade must be directed to the instructor in writing, within ten working days of its assignment. Disputes unresolved at this level are referred, in writing, to the appropriate department chairperson. Complaints remaining unresolved at this level should be directed, in writing, to the dean of the appropriate college.”

All faculty must submit warning grades at “approximately the mid-point of the semester to advise students of academic progress or attendance issues, in hopes that the student will have sufficient time to improve their chances of success” (<https://registrar.camden.rutgers.edu/grade-instruction#warning>). To submit warning grades, faculty must follow these steps:

- Visit <http://registrar.camden.rutgers.edu>
- Click on Faculty

- Go to Class Rosters (REGIS)
- Go to Rosters and Electronic Grading Information System (REGIS) (top link)
- Enter your Net ID and password
- Type in the Unit, Subject, Course, and Section Number for the course you are teaching, and then click on Retrieve Roster
- Enter warning grades on class roster as follows:
 - W0 – Student is making satisfactory progress
 - W1 – Warning for poor academic performance
 - W2 – Warning for poor course attendance
 - W3 – Warning for both poor attendance and performance
- After you have completed submitting ALL warning grades for the students enrolled in your course, click Submit at the bottom of the page.

Library Information and Resources:

The Paul Robeson Library houses traditional and electronic publications. To find information about the library and its resources, as well as guides for finding books, articles, and electronic publications, and to access the catalog, go to: <http://www.libraries.rutgers.edu/robeson>. The library assigns a reference librarian as a liaison for faculty in particular subject areas. To determine which librarian is most appropriate for you to contact, go to [http://www.libraries.rutgers.edu/subject librarians](http://www.libraries.rutgers.edu/subject_librarians). Directions for placing items on reserve (traditional or electronic) can be found at: [http://www.libraries.rutgers.edu/robeson/find reserve items](http://www.libraries.rutgers.edu/robeson/find_reserve_items). Note that access to the library and its resources requires an identification card and its accompanying barcode number.

The library staff provides instruction for students in research strategies and resources. Arrangements for such instruction can be made through the library liaison for your department.

Ordering Textbooks:

Textbooks may be ordered online through the campus bookstore: <https://www.facultyenlight.com/?storeNbr=8006>. The bookstore may be contacted by phone: 856-968-1200. It is located at 601 Cooper Street. Its website is <http://universitydistrict.bnccollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=65132&catalogId=10001>.

Faculty are encouraged to choose reasonably priced textbooks and use online and free sources when appropriate. The library staff are a good resource for learning more about online alternatives.

Student Behavior:

The university classroom should offer the opportunity for the exchange of information and ideas. Discussion should be conducted in a respectful manner. From time to time, students may engage in disruptive behavior, which is not acceptable. For information on relevant policies and procedures, as well as useful strategies, please see:

http://deanofstudents.camden.rutgers.edu/raptor_cares. Do not hesitate to contact the Dean of Students Office at 856-225-6050 or deanofstudents@camden.rutgers.edu with any questions or concerns.

Teaching Responsibilities:

Faculty should discuss teaching responsibilities with the department chair. The chair will provide information about specific departmental or course guidelines and policies.

All FASC students must be provided with a syllabus that includes:

- basic course information about the course including class meeting dates, location, and times;
- instructor contact information (including office hours, appointment procedures, email, and office phone number);
- statement regarding special accommodations for students who require them due to disabilities (visit <https://ods.rutgers.edu/faculty/syllabus> and <https://learn.camden.rutgers.edu/disability-services> to learn more);
- statement noting the university Academic Integrity Policy, the honor pledge, and a link to the website (<http://academicintegrity.rutgers.edu>)
 - (More information for FASC faculty is included at: <http://fas.camden.rutgers.edu/faculty/faculty-resources/academic-integrity-policy>);
- course goals and learning objectives;
- designation that the course fulfills a **General Education Curriculum**, if applicable;
- list of required textbooks and other reading materials;
- clearly delineated schedule of assignments and due dates;
- policies regarding grading, participation, and attendance for class and exams; and
- clear expectations for the class defined during the first meeting and on the syllabus.

Winterim and Summer Session:

Winterim classes use a compact schedule, meeting in the first two weeks of January. Students generally meet for an orientation before the winter break and then engage in a series of directed readings and/or Internet activities before classes begin.

Undergraduate and graduate day and evening classes are offered during the summer in five separate sessions (three four-week sessions and two six-week sessions). Concurrently with summer session classes, the campus hosts the Rutgers University–Camden Summer Writers' Conference.

Faculty wishing to teach either Summer Session or Winterim classes should notify their department chair. Further information about both programs may be obtained from the Summer Session and Winterim websites: <http://summer.camden.rutgers.edu/> and <http://winterim.camden.rutgers.edu/>.

Computing

Computing:

According to the Acceptable Use Policy, “the University expects all members of the community to use computing and information technology resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, and all pertinent laws and University policies and standards.” All members of the Rutgers community are expected to comply with the provisions of the acceptable use policy, the full text of which can be found at:

<https://oit.camden.rutgers.edu/about-us/policies/>.

The Office of Information Technology and the Rutgers-Camden Office of Information Technology have merged into one unit, Rutgers University-Camden Information Technology. The website is <https://it.camden.rutgers.edu>, and this office may be contacted at 856-225-2343 or <https://it.camden.rutgers.edu/about/contact/>. This office provides support for our technology infrastructure and is a resource for solving computer problems.

Email Account:

Once you have followed the procedures to create your NetID, you should also have created an email account. You will be able to access email through an email program on your office computer. For information about your email, visit <https://oit.camden.rutgers.edu/>.

NetID:

Your NetID provides access to computing accounts and other web-based applications, such as class rosters and grading. Visit <http://oit.camden.rutgers.edu/> for assistance with your NetID.

Smart Classrooms:

Support for smart classrooms and mobile equipment requests are managed by the Office of Information Technology (OIT). These classrooms have video projectors, multimedia control panels, and playback of VHS and DVD. Select classrooms are also equipped with Blu-Ray players and most have instructors PCs. Information about the specific equipment available in individual classrooms as well as instruction for equipment use can be found at: <http://oit.camden.rutgers.edu/facilities/classrooms/list/>. If you plan to use mobile audio, video, or projection equipment in your class, you should contact OIT by emailing help@camden.rutgers.edu or calling 856-225-6274.

Financial Matters

Paychecks:

Paychecks are issued every two weeks, normally on Fridays. You are strongly encouraged to have your check directly deposited into your checking account after you have received your first check. To do so, visit <http://rias.rutgers.edu>, log in, and click Payroll and Compensation. You will then be prompted to enter your banking information. If you do not elect direct deposit, your check will be available from your departmental secretary. Any questions about paychecks should be directed to Ms. Rosa Rivera, FASC Director of Finance and Administration (rosarive@camden.rutgers.edu or x6100).

Human Resources

Policy Prohibiting Harassment:

Rutgers is committed to maintaining a diverse academic, work, and living environment free from harassment based on an individual's race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, and marital or veteran status. The university requires that all students, faculty, and staff adhere to the law and university policies aimed at preventing harassment and discrimination. Faculty members should acquaint themselves with appropriate procedures for the referral and assistance of a student or employee concerned about harassment. Information about the policy and complaint process can be found on the webpage of the Office of Employment Equity at <http://uhr.rutgers.edu/uhr-units-offices/office-employment-equity>. The Office of Employment Equity can also be contacted by phone at 848-932-3973.

Logistical Information

Identification Card:

On or after your effective start date, and after you have been fully on-boarded 4-5 business days, you may obtain your identification card at the Impact Booth, which is located in the lobby of the Campus Center. You will need to have created a NetID in order to obtain an identification card.

Inclement Weather:

It is the general policy of the University not to cancel regularly scheduled classes because of weather conditions. In most cases, therefore, students and faculty members should make decisions regarding attendance that appear appropriate to them in their particular circumstances. However, there are instances where especially adverse and hazardous road conditions make it impossible to travel and to conduct academic activities at the campus. On these infrequent occasions appropriate announcements will be made over KYW (1060 AM), an area radio station. The following code numbers will identify the campus: 605 – Day Session classes (8:00 a.m. -

6:00 p.m.) and 2605 -- Evening Session classes (6:00 p.m. - 10:30 p.m.). Information about campus closings will also be posted on the campus home page: <http://www.camden.rutgers.edu/>.

Mailbox and Photocopying:

Your departmental secretary will provide you with information about where you can pick up your mail as well as the procedures to be followed for requesting or making photocopies of materials for class use.

Office Space:

You will be provided with office space near other faculty members from your department. The departmental secretary will arrange for the key for your office.

Parking:

A permit is required to park in University lots; you may apply online for the permit at <http://parking.camden.rutgers.edu/facstaff>. Faculty/staff parking is available in lots next to and across from Armitage Hall, across from the gymnasium, next to the Business and Science Building, and in the main lot located at Delaware Avenue and Cooper Street (on the waterfront). A regular shuttle service is available from the waterfront lot. In addition, metered parking is available on the streets; be sure to keep the meter fed, as they are regularly checked and tickets may be issued.

Do not park in lots designated for residents or with other posted restrictions. If you get a ticket, payment may be made at the bursar's office, located on the first floor of Armitage Hall Building.

An online map of the campus, showing buildings and parking lots is available at: www.camden.rutgers.edu/map.

Offices with Resources for Faculty

Office of Civic Engagement:

The Office of Civic Engagement (OCE) supports and coordinates Rutgers–Camden's efforts to benefit communities beyond the campus. OCE provides a link between the university and the community, facilitating partnerships that create opportunities for learning and research in settings that advance community goals. OCE consults with faculty, departments, and programs seeking to integrate civic engagement into curricula through service learning courses, community-based research, public interest internships, and collaborative projects. Faculty in any discipline interested in exploring opportunities for integrating civic engagement into their teaching or research are encouraged to contact Nyeema Watson, Associate Chancellor of Civic Engagement, at ncwatson@camden.rutgers.edu or x6738.

Office of Instructional Design and Technology:

The Office of Instructional Design and Technology (IDT) supports the appropriate integration of technology into the curriculum. The IDT staff is available to consult with faculty on an individual basis and also conducts training workshops. Some of the specific topics addressed by this office include course management systems (including Sakai), creating digital course-related content, such as for online courses, and using multimedia for teaching. Further information about the program and a schedule of upcoming workshops can be found at its website: <http://idt.camden.rutgers.edu/>. You can contact Emily Corse, the director, at corse@rutgers.edu or x6474.

Office of Web, New Media, and Design:

The FASC–Office of Web, New Media & Design consists of, Assistant Dean III Julie Roncinske (jstrasse@camden.rutgers.edu and x2953), Web Designer Katherine Blair (kate.mcsweeney@rutgers.edu and x6951), and student interns. This office provides leadership, coordination, and support to FASC in online communication via websites and social media, graphic design in print and web, photography, videography, on-campus event advertising, and other online resources. View <http://fas.camden.rutgers.edu/web-office/> for more information and to view the Project Request Form.

Organizations and Services for Students

Academic Advising:

There are five academic advisors in the FASC Advising Office and one academic advisor in the Honors College that works with all FASC students. These advisors also review students for compliance with graduation requirements. Students should rely on faculty for mentoring advice. This responsibility is part of faculty service. The offices of our academic advisors are located at 215 N. Third Street, Suite 111. The office may be reached by phone at x6043 or email at ASadvise@camden.rutgers.edu. All students should see their assigned academic advisor each semester. Please visit ASadvise@camden.rutgers.edu to see which advisors work with which majors.

Assistant Dean Danyelle Thurman is the Director of Advising for FASC. Ms. Thurman can be reached by emailing dthurman@camden.rutgers.edu.

CCAS and UCC advisors are:

- Assistant Dean Meghan Byrne, meghan.byrnes@rutgers.edu
- Assistant Dean Francis Clark, Jr., francis.clark@camden.rutgers.edu
- Assistant Dean Kyle Jenkins, kyle.jenkins@rutgers.edu
- Assistant Dean Matthew Kaulius, matthew.kaulius@rutgers.edu
- Assistant Dean Jennifer Thiel, jjthiel@camden.rutgers.edu
- Assistant Dean Danyelle Thurman, dthurman@camden.rutgers.edu

Rutgers University–Camden’s Student Success Management System, Raptor Connect, provides a collective approach to student success that promotes shared ownership for academic progress among students, faculty, advisors, tutors, and staff. Faculty may use the platform to record class attendance, issue early warning progress reports, and refer students to services across campus. Training will be offered shortly throughout the semester. Contact Angela DeRocini (ad803@camden.rutgers.edu) for more information.

A useful tool for academic advising is the Degree Navigator program. Access to this degree audit program can be found at: <https://registrar.camden.rutgers.edu/faculty-page>. You will need to log in using your NetID and password. Questions about Degree Navigator can be directed to Ms. Anne Sweet (anne.sweet@camden.rutgers.edu) in the Office of the Registrar (x6053).

Disability Services:

Rutgers is committed to providing fair treatment and reasonable accommodations for students with disabilities. Information about disability services can be obtained from Ajeenah Nuriddin-Little, Interim Coordinator of Disability Services. Ms. Nuriddin-Little can be reached by phone (x6443) or email (ajeenah.nuriddinlittle@rutgers.edu). See <http://learn.camden.rutgers.edu/disability-services> for further information.

Educational Opportunity Fund (EOF):

The Educational Opportunity Fund (EOF) is a state-funded program providing opportunities for higher education to New Jersey residents who would not be able to attend college without the program's financial assistance and special services. The Rutgers–Camden EOF program offers academic support, academic advising, specialized tutoring, counseling, supervised and independent study groups, special skills workshops, and bilingual services for its students. For more information about the EOF program and its staff, see <http://eof.camden.rutgers.edu/>.

Health Services:

Specific information about health services (both physical and psychological) can be found at: <http://healthservices.camden.rutgers.edu>. Counseling is available for students experiencing personal difficulties; information about services offered, the referral process, and emergency procedures is available at: http://healthservices.camden.rutgers.edu/faculty_reach_out. The staff of Student Health Services can be reached by phone at x6005.

Honors College:

The Honors College at Rutgers University–Camden offers talented students the opportunity to participate in a challenging academic program that includes honors seminars, junior and senior year projects, and extracurricular activities. Selection into this program is very competitive; approximately 100 new students are accepted into the Honors College at Rutgers University–Camden each year. Additional information about the Honors College can be found on its website at: <http://honors.camden.rutgers.edu>.

Honors seminars comprise a key part of the Honors College experience. Each student must take three seminars during their first two years. These seminars give faculty members the opportunity to teach a small class with many opportunities for discussion. If you are interested in teaching an honors seminar, contact Dr. Timothy Martin, Director of the Honors College (x6671 or timartin@camden.rutgers.edu).

International Students:

Services are provided for international students in FASC and are coordinated by Elizabeth Atkins, Associate Dean for International Students, who is part of the Division of Student Affairs. Assistant Dean Atkins can be reached via phone (x2521) or email (atkins1@camden.rutgers.edu). See <http://ois.camden.rutgers.edu/> for further information.

Leadership Institute:

The Leadership Institute at Rutgers University–Camden is a close-knit community of some of our most active and engaged students. The Institute connects students to many exciting programs, events, and opportunities which help members make the most of their college experience.

To learn more, visit <http://leadership.camden.rutgers.edu>. To get involved, contact Dr. Rick Demirjian, Director of the Leadership Institute (richard.demirjian@rutgers.edu).

Learning Center:

The Rutgers–Camden Learning Center provides assistance with study, organizational, and writing skills to students through tutoring, academic coaching, and workshops. Information about their services can be found at: <http://learn.camden.rutgers.edu/>. The Learning Center is located on the second floor of Armitage Hall.

TRiO Student Support Services:

Rutgers-Camden TriO Student Support Services is a federally funded program within the Division of Undergraduate Education and Student Success. The services that TRiO provides are specifically designed to increase the retention and graduation rates of first-generation and low-income students. Their services include one-on-one professional and peer tutoring, academic coaching, and academic enrichment and financial literacy workshops. To learn more, visit <https://trio.camden.rutgers.edu>.

Veterans Services:

Student veterans are a sizable population on our campus, and the Office of Veterans Services is a resource to help guide them through the college experience. To learn more, visit <https://veterans.camden.rutgers.edu>.

Additional Information:

Other useful websites are:

- Athletics and Recreation (<http://scarletraptors.com>)
- Campus Center (<http://campuscenter.camden.rutgers.edu/>)
- Office of Campus Involvement (<http://oci.camden.rutgers.edu/>)
- Career Center (<http://cc.camden.rutgers.edu/>)
- Housing and Residence Life (<http://housing.camden.rutgers.edu/>)

Other useful information may be found in the faculty menu of the Faculty of Arts and Sciences home page: <http://fas.camden.rutgers.edu>.