

# Part-time Lecturer Handbook

Faculty of Arts and Sciences–Camden



**RUTGERS**  
Faculty of Arts and  
Sciences | Camden

# Part-time Lecturer Handbook

## Faculty of Arts and Sciences–Camden

### 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)
- [Community Leadership Center](#) (CLC)
- [Digital Studies Center](#) (DSC)
- [Mid-Atlantic Regional Center for the Humanities](#) (MARCH)
- [Rutgers–Camden Center for the Arts](#) (RCCA)
- [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 Antonio D. Tillis presides over the entire campus, and Donna Nickitas serves as interim provost and executive vice chancellor, and as such is the campus' chief academic officer, while a dean leads each major academic division. John Griffin serves as dean of FASC, Monica Adya is dean of the School of Business–Camden, Marie O'Toole is interim dean of the School of Nursing–Camden, and Kimberly Mutcherson and Rose Cuison Villazor are co- deans of the Rutgers Law School.

[Read more about academic and administrative leadership.](#)

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## 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:*

John Griffin,  
[fas.dean.griffin@camden.rutgers.edu](mailto:fas.dean.griffin@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. He directs the appointment and promotion process, as well as numerous programs designed to support faculty and staff.

Dr. Griffin earned his Ph.D. from The Ohio State University.

### ***Operations & Administration:***

- **Christine Beswick, Director of Administrative Operations,**  
[christine.beswick@camden.rutgers.edu](mailto:christine.beswick@camden.rutgers.edu), x2956

Chrissy Beswick, MA is the Director of Administrative Operations for Rutgers University–Camden Faculty of Arts and Sciences. Her professional scope includes working with the Dean as a core member of the leadership team to provide planning, assessment, and oversight of the day-to-day operations of the school. Working with cross-functional teams, she will aid in the development and execution of a strategic plan to align operational efficiencies and resources within FASC.

### *Associate Deans:*

- Michelle Meloy, [mlmeloy@camden.rutgers.edu](mailto:mlmeloy@camden.rutgers.edu), x6149  
*FASC Graduate School*

The duties of the associate dean for the Graduate School include managing all matters pertaining to the Graduate School; developing special programs connected to The Graduate School, as well as overseeing relevant aspects of research centers and institutes.

Dr. Meloy earned her Ph.D. from the University of Delaware’s Department of Sociology and Criminal Justice, and is a professor of criminal justice.

- Jane Siegel, [jasiegel@camden.rutgers.edu](mailto:jasiegel@camden.rutgers.edu), x6143  
*Undergraduate Education*

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. The

associate dean for undergraduate education also oversees undergraduate research, experiential learning, and new program development.

Dr. Siegel earned her Ph.D. from the University of Pennsylvania and is a professor of criminal justice.

- Suneeta Ramaswami, [suneeta.ramaswami@rutgers.edu](mailto:suneeta.ramaswami@rutgers.edu), x5803 Faculty Affairs

The associate dean for faculty affairs is responsible for a wide range of matters pertaining to faculty including evaluation, reappointment, tenure and promotion, as well as faculty development. They also serve as a resource for the enhancement of faculty research and teaching.

Dr. Ramaswami earned her Ph.D. from the University of Pennsylvania and is a professor of computer science.

#### *Assistant Deans:*

Danielle Askew, [danielle.askew@rutgers.edu](mailto:danielle.askew@rutgers.edu), x6971

The Assistant Dean has primary responsibility for managing student funding including TA/GA contracts, fellowships, post-Doctoral contracts, and assists with scholarships. The Assistant Dean also oversees student academic standing and graduate program compliance with the Graduate School's rules and regulations pertaining to academic requirements and graduate student graduation certification.

Maria Buckley, [maria.buckley@rutgers.edu](mailto:maria.buckley@rutgers.edu), x6515

The Assistant Dean has primary responsibility for managing faculty affairs and faculty research related to internal research awards for the College. The Assistant Dean will oversee faculty leaves, faculty hiring processes, reappointments, promotions, evaluation of full time faculty and faculty merits program.

Christian Kubick Cedeno, [chris.kubik@rutgers.edu](mailto:chris.kubik@rutgers.edu), x6149 or x2765

The Assistant Dean has primary responsibility for the planning and execution of a full range of graduate student events, recruiting, and retention activities and administration functions of The Graduate School including travel and research grants. The Assistant Dean also develops, implements, and participates in programs and initiatives designed to support student engagement, student success, and research initiatives for graduate students in School 56.

Julie Roncinske, [jstrasse@camden.rutgers.edu](mailto:jstrasse@camden.rutgers.edu), x2953

The Assistant Dean 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.

Danyelle Thurman, [dthurman@camden.rutgers.edu](mailto:dthurman@camden.rutgers.edu), -856-225-2737  
Assistant Dean/Director for FASC Advising Office

The Assistant Dean is responsible for overseeing the FASC advising staff to ensure effective and consistent performance of advisement and student services functions. She is also responsible for planning and providing various services to all undergraduate students in the College of Arts and Sciences. This includes developing, implementing, and evaluating academic advising policies, programs, and services, and coordinating support services that meet the school's mission and diverse student needs and interests.

Erik Watt-Udogu, [erik.watt.udogu@camden.rutgers.edu](mailto:erik.watt.udogu@camden.rutgers.edu)

The Assistant Dean is responsible for recruiting and retaining highly qualified students for the more than 25 masters' and PhD programs in the Graduate School-Camden, and supporting new academic graduate programs and certificates in School 56. This assistant dean is the primary liaison with the marketing/admissions team and the international student's office as well as providing assistance with scholarships.

*Director of Finance and Administration:*

Michelle Blackmon, [ymb28@camden.rutgers.edu](mailto:ymb28@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 processes 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 funding agencies.

*Business Specialists:*

Nicole Gillespie, [nicole.gillespie@rutgers.edu](mailto:nicole.gillespie@rutgers.edu), x6839

Deneen Phillips, [Deneen.phillips@rutgers.edu](mailto:Deneen.phillips@rutgers.edu), x6486

Jessica Sanchez, [jsn106@camden.rutgers.edu](mailto:jsn106@camden.rutgers.edu), x6913

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 specialists assist the business manager in achieving financial objectives and reporting goals.

*Web Designer:*

Katherine Blair, [kate.blair@camden.rutgers.edu](mailto:kate.blair@camden.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

Melinda Aviles, [melinda.aviles@rutgers.edu](mailto:melinda.aviles@rutgers.edu), x6097

The administrative coordinator is responsible for day-to-day administrative support, including coordination of programs, projects, and processes of the unit. Coordinates the Part-Time Lecturer (PTL) and instructor contractual processes and ensure compliance with contracts, timelines and budgets. In addition, this individual reviews and monitors graduate and undergraduate course enrollment; and provides support for other administrative duties in the Dean's Office. This position also provides direct administrative support for the Associate Dean for Undergraduate Education in FASC.

#### *Senior Administrative Assistant for the Dean for FASC:*

Andrea Ohrenich, [ango@camden.rutgers.edu](mailto:ango@camden.rutgers.edu), x2969

The senior administrative assistant to the FASC dean maintains and coordinates the dean's calendar; provides support services for the dean and dean's office. The senior administrative assistant organizes workshops and events on behalf of the Dean, and is the primary contact for the dean to internal and external stakeholders. The senior administrative assistant provides essential support to the dean regarding development, including relations with the alumni board. The senior administrative assistant also assists the dean and DAO with various projects and initiatives.



## 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 University's academic integrity policy, as well as a brief discussion of *possible* consequences. You may also elect to require students to sign the following university Honor Pledge on exams and/or assignments: *"On my honor, I have neither received nor given any unauthorized assistance on this examination (assignment)."*

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 conduct an investigative review and sanction Level 1 or 2 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 investigative review and sanction by an Academic Integrity Facilitator (AIF), who are the unit's associate deans. No matter which option is selected, the faculty member should use the [Academic Integrity Violation Initial Reporting Form](#) to report the violation to the dean's office. This is particularly important in case wherein a student was previously found responsible for 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.** If final grades are submitted before the

case is closed, a grade of **TZ** should be assigned, pending resolution of this matter, and no penalties should be imposed until this complaint is resolved.

[Please refer to the full version of our Academic Integrity Policy](#) and related materials can be found. Please use the forms and sample letters/emails found on this website for reporting an alleged violation and for communicating with students. Please refer to the [online reporting form](#)

Another helpful resource is the university-wide academic integrity site, which includes the official university policy, available at <http://academicintegrity.rutgers.edu/>. Any questions or concerns about the Academic Integrity Policy may be directed to [Assistant Dean Roncinske](#).

### **Class Absence Policy for Faculty:**

Faculty members are expected to meet with their classes at all of the scheduled time periods except in instances of illness. If a faculty member is ill and must be absent from class, the faculty member must either arrange for a colleague to fill in for him or her or contact the department chairperson so that coverage of the class can be arranged. The department's administrative staff should be notified, as well. 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 the absence from class and the alternative arrangements for coverage of the missed classes. While moving a class session online may be appropriate on an occasional basis, this should not be considered an acceptable strategy for covering multiple instructor absences (for a class that is scheduled to meet face-to-face).

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](#). 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 progress reports, as appropriate, for poor course attendance and/or poor academic performance. Final grades must also be submitted online, once you have appropriate access. Final grades are due 48 hours after the scheduled exam time for a class.

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:](#)

"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 University Ethics and Compliance at their website](#). Questions about FERPA can be directed to Vice Chancellor for Student Affairs Mary Beth Daisey ([daisey@camden.rutgers.edu](mailto:daisey@camden.rutgers.edu)). If a student has explicitly filed permission for someone to receive information protected by FERPA, Raptor Connect includes information about what information the student has agreed to release and the identity of the person with whom it can be shared. ([Link for faculty to verify releases](#))

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

### ***Evaluation:***

Student evaluations for each class are conducted each semester through the university's Office of Teaching Evaluation and Assessment Research (OTEAR). The evaluations include a standard set of questions for all courses, but instructors can have their own questions added for a given course. Departments can also request that midcourse surveys be administered for their courses. Links to online Student Instructional Rating Survey (SIRS) forms are sent to students automatically near the end of each semester. See <https://otear.rutgers.edu/sirs/> for additional information and details.

The results of the evaluations will be sent to you and your department chair after the end of the semester. You should retain these evaluations and summaries, which will be needed for the reappointment and promotion process. Recent evaluations are accessible to faculty online at the Blue survey site: <https://sirs.ctaar.rutgers.edu/blue>

In addition, department chairs and/or other tenured faculty may observe your class from time to time and provide a written observation. Such evaluations and observations can provide useful information about teaching techniques and effectiveness and should be included in materials used for reappointment and promotion.

### ***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. [The registrar's office posts](#) a link to the current semester's final exam schedule on its website at. 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 the 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.

[Please see further information](#) regarding "Restrictions of Exams and Assignments Due During the Last Two Weeks of Classes".

- Quizzes and lower-stakes tests worth less than 20% of the final grade are allowed during the last two weeks of the semester. Faculty may also assign papers and projects that are due during the last two weeks of the semester.
- Final exams, papers, and projects cannot be disguised as hourly exams or weekly assignments. Cumulative final exams, papers, and projects must be given or due during the official final exam period.
- The scheduled "Reading Days" must be respected. Faculty may not schedule exams for

those days.

### ***Grading:***

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

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A 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), February 15 (for the winter session), 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.) To extend the due date for a student to complete coursework, faculty should complete and submit [the Incomplete Grade Extension Form](#).

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 academic progress reports 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.” While the reports are intended to alert students who are not meeting expectations due to low grades or attendance issues, they also can be used to acknowledge above-average performance to students doing particularly well in the course. To submit progress reports, faculty must use [Raptor Connect \(EAB\)](#). Contact Angela DeRocini ([ad803@camden.rutgers.edu](mailto:ad803@camden.rutgers.edu)) for more information.

## **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:](#)

The bookstore may be reached by phone (856- 968-1200) or email ([SM8006@bncollege.com](mailto:SM8006@bncollege.com)). It is located at 601 Cooper Street.

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. [Read more information on relevant policies and procedures, as well as useful strategies.](#)

If you have concerns about a student's conduct or wellbeing, you can report it to [the Dean of Students office](#), which will follow up with the student. Do not hesitate to contact the Dean of Students Office at 856-225-6050 or [deanofstudents@camden.rutgers.edu](mailto: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.

## ***Syllabus***

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 ([see sample statements](#));

- 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, in which case the learning objectives must include ones that explicitly reflect the objectives listed in the specific relevant General Education category;
- list of required textbooks and other reading materials;
- clearly delineated schedule of assignments and due dates;
- policies regarding grading, participation, and attendance for class, exams, and assignments; and
- clear expectations for the class defined during the first meeting and on the syllabus.

[Please see this list of resources for students](#)

### **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 or Winter Session classes should notify their department chair and complete a course proposal form (provided by the registrar to chairs).

Read further information about [Summer](#) and [Winter Sessions](#).



## 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](#).

Information technology support is provided by the Rutgers University–Camden Information Technology (RUCIT) office. Contact the office by phone at 856-225-6274, email at [help@camden.rutgers.edu](mailto:help@camden.rutgers.edu), or via their website at <https://it.camden.rutgers.edu/about/contact/>. RUCIT 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.

### ***Enhanced Classrooms:***

Support for enhanced classrooms and equipment requests are managed by RUCIT. These classrooms have video projectors, multimedia control panels, and playback of digital content and streaming. Select classrooms are also equipped with Blu-Ray players and most have instructor PCs. Links to information about the specific equipment available in individual classrooms as well as instruction for equipment use can be found at <https://it.camden.rutgers.edu/facilities/>. If you plan to use mobile audio, video, or projection equipment in your class, you should contact RUCIT by emailing [help@camden.rutgers.edu](mailto: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. To sign up for direct deposit, visit [the My Rutgers Portal Page](#). You will see Direct Deposit set up in the left column and be prompted to enter your banking information. If you do not elect direct deposit, your check will be mailed to your home. Any questions about paychecks should be directed to Ms. Michelle Blackmon, FASC Director of Finance and Administration ([ymb28@rutgers.edu](mailto:ymb28@rutgers.edu) or x6836).

### *Reimbursement of Travel and Related Expenses:*

[Please refer to the University policy about reimbursement expenses](#). The policy requires careful documentation of expenses and submission of original receipts along with an Expense Report, which your department secretary will prepare and submit. [You might also find the University's travel site helpful](#).

To be reimbursed for travel and other expenses, you need appropriate documentation and the approval of your department chair. You should complete and submit an Online Travel Form. Your departmental secretary or administrative assistant can help you with the preparation of the appropriate forms and related materials. Reading the University's policy before you travel will simplify and expedite the reimbursement procedure. Specific questions can be directed to your departmental secretary. Please note that very specific documentation is often required to comply with University regulations. **Faculty MUST submit documents BEFORE a trip and all receipts within 30 days of returning from a trip.** Non-compliance may mean we cannot reimburse you for your trip.

## Human Resources

As a Rutgers employee you have access to a comprehensive benefits package. [University Human Resources](#) offers a variety of employee benefits seminars to help you better understand and fully utilize your benefits.

### [OneSource Rutgers Faculty and Staff Service Center](#)

*University Human Resources and Payroll Services have partnered to plan, design, and operate a service center to support Rutgers community members. This service can assist with benefit questions, including health benefits, insurance and pension plans.*

### 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](#). 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](#)

### **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](#). Faculty/staff parking is available in lots next to and across from Armitage Hall, across from the gymnasium, and in the lots located at Delaware Avenue and Elm Street and Delaware Avenue and Vine Street. A regular shuttle service is available from the lots on Delaware Avenue. 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](http://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, Vice Chancellor for Diversity, Inclusion and Civic Engagement, at [newatson@camden.rutgers.edu](mailto:newatson@camden.rutgers.edu) or x6738.

### ***The Research Office:***

Under the leadership of the Vice Chancellor for Research, this office supports faculty and student research by working with faculty and students to identify appropriate funding and collaborative opportunities to advance their work. See <https://www.camden.rutgers.edu/research/research-office> for more information.

### ***Office of Research and Sponsored Programs:***

[This office](#) provides pre-award support for grants and other funding applications.

### ***Teaching Matters and Assessment Center:***

[The Teaching Matters and Assessment Center \(TMAC\)](#) promotes best practices in teaching and assessment across the college.

### **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 conducts training workshops, offers webinars, and is available to consult with faculty on an individual basis. Some of the specific topics addressed by this office include course management systems (including Sakai and Canvas), 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](#). . You can contact IDT at (856)225-6090 or [idt@camden.rutgers.edu](mailto:idt@camden.rutgers.edu)

### **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](mailto:jstrasse@camden.rutgers.edu) and x2953), Web Designer Katherine Blair ([kate.mcsweeney@rutgers.edu](mailto: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. Visit <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](mailto:ASadvise@camden.rutgers.edu). All students should see their assigned academic advisor each semester. Please visit [ASadvise@camden.rutgers.edu](mailto: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](mailto:dthurman@camden.rutgers.edu).

Please see below for the list of academic [advisors](#):

- Assistant Dean Meghan Byrne, [meghan.byernes@rutgers.edu](mailto:meghan.byernes@rutgers.edu)
- Assistant Dean Francis Clark, Jr., [francis.clark@camden.rutgers.edu](mailto:francis.clark@camden.rutgers.edu)
- Assistant Dean Kyle Jenkins, [kyle.jenkins@rutgers.edu](mailto:kyle.jenkins@rutgers.edu)
- Assistant Dean Eliezer Marcellus, [eliezerm@camden.rutgers.edu](mailto:eliezerm@camden.rutgers.edu)
- Assistant Dean Jennifer Thiel, [jjthiel@camden.rutgers.edu](mailto:jjthiel@camden.rutgers.edu)
- Assistant Dean Danyelle Thurman, [dthurman@camden.rutgers.edu](mailto: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](mailto:ad803@camden.rutgers.edu)) for more information.

A useful tool for academic advising is the [Degree Navigator program](#). You will need to log in using your NetID and password. Questions about Degree Navigator can be directed to Ms. Kelley Anderson ([kelleya@camden.rutgers.edu](mailto:kelleya@camden.rutgers.edu)) in the Office of the Registrar.

Graduate academic advising is conducted within each department.

### Disability Services:

Rutgers is committed to providing fair treatment and reasonable accommodations for students with disabilities. Students who require accommodations should seek them through the [Office of Disability Services \(ODS\)](#). You will receive notification from ODS detailing any accommodations that must be made for a student based on their evaluation of the student’s disability. Faculty must comply with those accommodations. You should make accommodations only for students who have documentation from ODS about what is required. Contact Ms. Erin G. Leuthold, Director of Disability Services, to learn more ([erin.leuthold@rutgers.edu](mailto:erin.leuthold@rutgers.edu)).

### ***Division of Student Academic Success:***

The Division of Student Academic Success includes a number of programs and services, including the following.

#### ***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.

#### ***Learning Center:***

[The Rutgers–Camden Learning Center](#) provides assistance with study, organizational, and writing skills to students through tutoring, academic coaching, and workshops. The Learning Center is located on the second floor of Armitage Hall.

#### ***Student Success Coach Office:***

The Rutgers-Camden [Student Success Coach Office](#) strives to assist students in their adjustment to campus life and enhance the overall college experience by means of holistic coaching and support services that promote a successful transition toward graduation. Coaches encourage students to clarify their personal vision and purpose, establish meaningful goals, and become resourceful by putting their learned academic and life skills into practice. See <https://success.camden.rutgers.edu/student-success-coach-office> for details.

#### ***TRiO Student Support Services:***

[Rutgers–Camden TriO Student Support Services](#) is a federally funded program. 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.

#### ***Health Services:***

[Read more about health services \(both physical and psychological\)](#) can be found at. Counseling is available for students experiencing personal difficulties; [information about services offered, the referral process, and emergency procedures is available](#) at 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.

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, speak with your department chairperson, and then contact Dr. Lee Ann Westman, Director of the Honors College (x6671 or [leeann.westman@rutgers.edu](mailto:leeann.westman@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](#). See for further information.

### ***Office of Military and Veterans Affairs:***

Student veterans are a sizable population on our campus, and the Office of Military and Veterans Affairs 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](#)
- [Campus Center](#)
- [Office of Campus Involvement](#)
- [Career Center](#)
- [Events Office](#)
- [Housing and Residence Life](#)
- [RUPD](#)

Other useful information may be found in the [faculty menu of the Faculty of Arts and Sciences home page](#).